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## ADVICE FOR JOB APPLICANTS

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Thank you for your interest in applying for a position with Albury Wodonga Health (AWH).

Below you will find some helpful guidelines to assist you through the application process. Please read the following information before submitting your application.

### REGISTRATION

In order to apply for a position at AWH, you will need to register with our PRESTO system. You can do this by clicking the 'Register Now' icon, and completing the details.

If you are a current AWH employee, please click on the 'Login' button. If you don't know or have forgotten your PRESTO username and password, click on the red 'Forgot Your Password' button and enter your AWH email address. Instructions will then be emailed to you.

### CORRESPONDENCE AND APPLICATION STATUS

Correspondence relating to your application will be sent to the email address you provide at registration. Please ensure you check this email account regularly to monitor the status of your application. You can also check the status of your application by logging onto the PRESTO system and clicking the 'My History' icon.

### PREPARING YOUR APPLICATION

Your application needs to be clear and concise as it is the first step in demonstrating your relevant knowledge, skills, qualifications and experience to the selection panel. All applications will be considered based on the mandatory and desirable key selection criteria of the position. The selection panel reviews all written applications and short listing for interview is based upon statements addressing the key selection criteria. Many applicants do not proceed past this first stage of assessment because they failed to provide sufficient information in their applications.

### HOW TO APPLY

Applications are required to be submitted on-line using the PRESTO system. By applying using the PRESTO system, you ensure that your application is received, as you are notified of its receipt. You may also track the progress of your application throughout the recruitment process and can elect to be notified when certain positions become available in the future. There are mandatory declarations that are required to be completed by all applicants. You should read this document before submitting your application to ensure you are aware of the requirements.

If you have any questions about the job role or would like more information please contact the Hiring Manager whose details will be listed on the job advertisement.

### DOCUMENTS TO PROVIDE WITH YOUR APPLICATION

#### 1. Covering Letter

- Title and reference number of the position you are applying for
- Full name, address and day time contact phone number
- Outline why you are applying for the position and why you believe you are a suitable applicant.
- Statement addressing the requirements set out in the position description

## 2. Resume

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in chronological order, starting with your current employment (including a brief summary on achievements and responsibilities)
- This should include the details of the positions that you have held, including employment dates, capacity in which you were employed (e.g. full-time, part-time, casual), where you were employed and a brief outline of the main duties and responsibilities.
- Education and training achievements, include any education currently being undertaken and professional memberships held. Your educational qualifications- this should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualifications should also be attached. Information regarding training courses or developmental programs that you have attended should also be included.
- Names and contact numbers of three current professional referees (at least one should be a current/recent manager or supervisor and your referees must have knowledge of your work experience).

### **KEY SELECTION CRITERIA**

The key selection criteria indicates the *minimum* level of knowledge and skills that applicants require in order to satisfactorily perform the duties of the position. You must address each criterion as listed, citing relevant examples on how you believe you meet or have the potential to meet the requirements. Applicants are rated against the criteria in order to select the most meritorious applicant.

#### How do you address the key selection criteria?

The following is a guide to assist you in answering the key selection criteria:

- Read the key selection criteria carefully and identify the major factors in each statement.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, give relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support of your achievements, explain how you were successful and what impact you made.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.

### **SENDING YOUR APPLICATION**

Before starting your application online, please ensure that you have your Cover Letter and Resume ready to upload. These files must be submitted in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format. The filenames must only contain the letters A-Z or numbers 0-9. All applications are to be submitted online via the PRESTO system.

In the event that you are unable to submit your application via PRESTO, please check that you have activated your account via the email sent upon registration. If this has not rectified the issue you experienced, please contact the People and Workforce team either by email [people.workforce@awh.org.au](mailto:people.workforce@awh.org.au) or on 02 6051 7480. Our team will endeavour to respond to you as soon as possible.

***Please note applications close at 11:45pm on the advertised closing date.***

### **SHORT LISTING**

All appointments within AWH are based on merit, with the most suitable applicant offered the position. Recruitment decisions are based on the abilities, qualifications, experience, values, performance and capabilities of an applicant, as they are relevant to the position. Interview panels at AWH are formed to ensure the selection process can be properly performed. Confidentiality will be maintained and the privacy of your application will be respected. If your application meets the key selection criteria for the position, and you are short-listed for interview, you will be contacted by the relevant manager to schedule a suitable time. If you need to cancel or reschedule this interview, please contact the manager giving as much notice as possible.

## INTERVIEW

If you are selected for an interview, you will be contacted as soon as possible after the advertising closing date. You may be contacted by either phone or email.

You will be advised of the interview date, time, venue and panel members upon acceptance of attending the interview.

In the actual interview you can expect to answer a number of different questions. Our questions are based on 4 types –Motivational questions, Value Based questions, Technical questions and Behavioural questions.

### 1. Motivational questions

Motivational questions are designed to assess suitability for the core nature of the tasks and working environment of the role. The questions asked are designed to see how motivated you are to perform the role.

### 2. Values based questions

Values based questions help our hiring managers recruit staff who have the right attitudes and values for the job. One or two questions will be asked around one or all of the AWH values: Patient Focused, Ethical, Teamwork, Equity, Respect, Compassion, Accountability and Trust. This is designed around AWH's Strategic direction Pillar: "Skilled, Engaged and Compassionate workforce" requiring all people joining our workforce to fit our values and demonstrate "Living the values in every action and interaction."

### 3. Technical questions

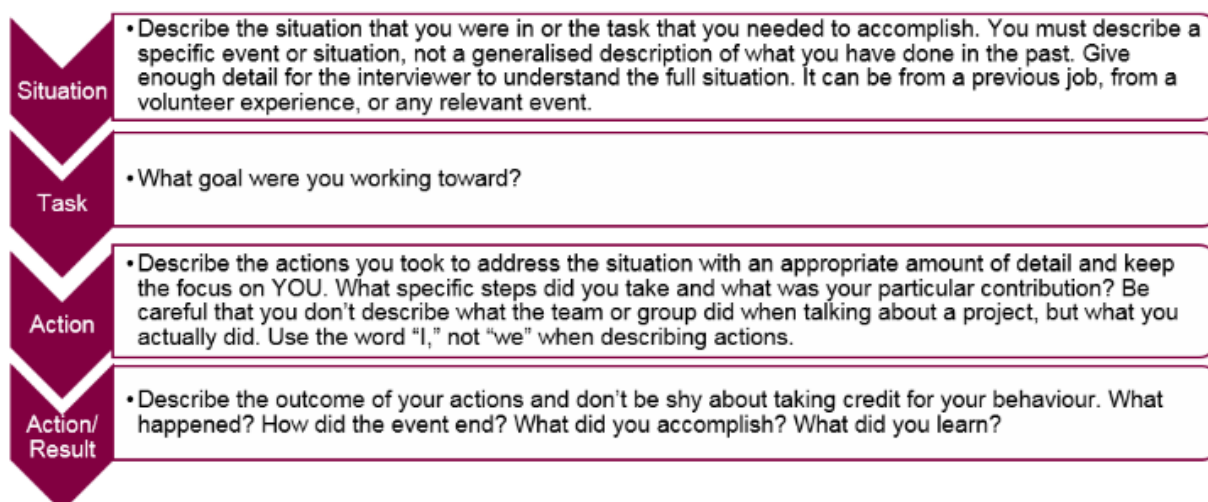
Technical questions are questions that are specific to the role you have applied for. These questions usually require an answer that is experienced with understanding of the responsibilities of the role. In some instances the technical question will be a case study, a specific situation or operation of equipment.

### 4. Behavioural questions

A behavioural based question is a technique used by the interviewer to determine whether an applicant is suitable for a position by how they describe past behaviour.

AWH wishes to retrieve and retain the best talent with employees whose values align with our own. The best way we can find the perfect candidate who represents these values is to ask questions based on the premise that your past behaviour is the best predictor of future behaviour. Please look at the position description for the role to see what behaviours and capabilities are required.

In order to answer in the correct structure you will need to answer these questions using the STAR model (shown below).



Why do we use behavioural questions in our interviews?

- Candidate provides evidence of performance and capabilities.
- Removes gut feel from the interview and selection process
- Best predictor of future behaviour or performance
- Highlights what candidates have done and can do rather than what they say they can do

## **PRE-EMPLOYMENT CHECK**

Your pre-employment check will include:

- A National or International (if required) National Police Check prior to commencement of employment

Your pre-employment check may also include:

- An Aged Care Statutory Declaration under the Statutory Declarations Act 1959
- Proof of Identity documentation
- An Australian work eligibility check
- Working with Children Check
- Immunisation evidence
- A medical assessment
- Reference Checks
- Sighting and/or copy Qualifications/Registration ie: APHRA registration
- Current Driver's License
- Licenses, registrations or certifications that are associated with this employment

## **NOTIFICATION**

If you are identified as a preferred applicant, you will be contacted by the People and Workforce Team to begin the Pre-Employment check process. Once AWH receives satisfactory advice that all Pre-Employment requirements have been met, the successful applicant will be offered the position, verbally or in writing. The formal offer (contract of employment) shall be valid for fourteen days from the date of issue.

We wish you the best of luck in your application process and encourage you to reach out to our People and Workforce team with any questions or queries you may have throughout the process.

Email: [People.workforce@awh.org.au](mailto:People.workforce@awh.org.au)

Phone: 02 6051 7480