

Introduction

SA Country Carers is an equal employment opportunity organisation. This means that all applicants will have an equal chance to seek and obtain employment. Under EEO principles, selection is on the basis of the ability of the applicant to do the job. The applicant's abilities, skills, knowledge, qualifications, experience and potential, relative to those of other applicants are measured against the Person Requirements which, is part of the Position Description.



The Recruitment & Selection Process

SA Country Carer's recruitment and selection process will be in line with its established recruitment and selection procedure, which can be summarised as:

- 1 Advertise the vacancy¹
- 2 Receive and acknowledge applications
- 3 Appoint a selection panel (normally three people)
- 4 Review applications and prepare a short list
- 5 Notify short-listed candidates
- 6 The panel conducts interviews with short listed candidates
- 7 The panel assesses interviewees
- 8 The panel agrees on a candidate to recommend for appointment
- 9 The panel contacts referees
- 10 The panel recommends appointment to the relevant manager
- 11 If the manager approves the recommendation they will notify the successful candidate, verbally with written confirmation, and will notify unsuccessful candidates
- 12 If the manager does not approve the recommendation, the panel will either recommend the candidate who was runner-up, or the position will be readvertised.
- 13 The successful candidate starts and undergoes induction.

How to apply for a position with SA Country Carers

You must obtain a Position Description for the position for which you are applying². As the major source of information about the job, this should be read carefully. It will include:

- o Employment requirements
- o Position summary
- o Performance requirements
- o A description of the organisation and working relationships
- o Essential and desirable selection criteria in the Person Requirements

All applications will be treated in the strictest confidence and kept in a secure place.

Applications should:

- o Be typed rather than hand written
- o Be addressed correctly, not just 'To whom it may concern'
- o Include the job title you are applying for
- o Not be incorporated into any folder, plastic covers or binding



¹ Note: SA Country Carers reserves the right to invite selected individuals, who are known to have appropriate skills and qualifications, to apply.

² The Position Description can usually be obtained from our website: www.sacountrycarers.org.au or by phoning SA Country Carers on 1300 868 405.

Our preferred format:

- A short covering letter
- A statement addressing each of the essential selection criteria in the Person Specification
- A resume or curriculum vitae (CV) including the names and contacts of **three** referees (refer to note below)



The people you nominate as referees should be able to comment directly on your abilities in a work situation. If, after interview, you are considered to be the leading contender for the job, the panel will conduct formal reference checks. The best referees are those who can discuss your previous work experience in line with the advertised selection criteria. It is polite to seek your referees' permission to nominate them, before you submit your application. You should also provide the referee with a copy of the position description for their information.

Selection criteria – Essential and Desirable

The key selection criteria, as set out in the Person Specification, are those skills, qualifications, experience, and knowledge which have been assessed as essential to perform the responsibilities of the position effectively while complying with any legal obligations.

The degree to which an applicant meets the selection criteria is the main component of the selection process. If you don't address the criteria the panel will have difficulty in being able to easily and accurately assess your competencies and may exclude you from further consideration.

Your responses should be clear and concise, and ideally should not exceed half a page per selection criterion.

Responding to the Selection Criteria

Your response should open with a statement of how you meet the criterion. For example -

"I demonstrate my ability to by"

There should then be a supporting statement about how you meet each of the criterion. Identify and include the main issue in your response, and *provide examples* which demonstrate how your skills, knowledge or abilities address those issues. Examples could include:

- What occurred in a particular situation
- Your responsibility – e.g., whether you were in charge or were a member of a team
- What happened as a result

You should then cite supporting evidence. For example,

"Feedback from clients was"

"To verify my example please contact"



Please ensure that you address each of the selection criteria so the panel can fully assess your application.

The Interview

The selection panel's responsibility is to establish whether you have the necessary qualifications, skills, abilities, experience and knowledge to perform the requirements of the job. It then must select the person most suited to the role.

Your objective will be to convince the panel about your ability to meet the selection criteria and to determine if the job is suitable for you.

A major indicator of future success is past performance. Hence the panel will be asking you specific job-related questions designed to enable you to demonstrate your past achievements and acquired skills and abilities.

You will be given these questions 15 minutes prior to the interview so that you have some time to consider and prepare your answers.



Preparing for the Interview

Carefully read the Position Description and the key selection criteria in particular. List the main issues relating to each, and try to think of likely questions which would apply directly to those issues. Think of previous exposure to similar work situations that were successful, or which led to some change in the way things were done or handled. Be prepared to provide examples.

You should also be prepared to answer more general questions such as;

- Why did you apply for this job?
- What do you see as your strengths?
- What has been the greatest achievement of your career to date?
- Why are you the best person for this job?

You should research the organisation (e.g. website) to gain an understanding of what services are provided. You can ring and talk to the manager to seek more information about the position or organisation. This will assist you in preparing any questions you would like to ask the panel. It shows the panel that you are interested and keen for the position.

Answering questions

Be honest, clear and concise in your answers. Give relevant examples of what you have done in previous employment situations. Be positive, informative and enthusiastic in your answers.

Listen carefully to what is said to you. Don't be afraid to ask for clarification for anything that you don't understand.

The interview is a two-way process. It is as much an opportunity for you to make an assessment of SA Country Carers as it is for the panel to assess your suitability for the job.



The interview is your opportunity to ask the panel about any aspect of the job or the organisation that you might wish to know. Prepare your questions beforehand.

Further information

If you require further assistance or information about anything outlined in this guide, please call the person listed on the advertisement or position description on 1300 686 405.