

Applying for a Job with an Australian Embassy, High Commission or Other Post

Selection decisions for positions within Australian Embassies, High Commissions or other posts are based on three elements

1. The written application;
2. The interview; and
3. Referee report/s.

The following guidelines aim to assist candidates prepare a written application, prepare for an interview and to prepare referees to provide a comprehensive and supportive referee report.

The High Commission will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews, check referees reports and prepare a report for the delegate recommending the most suitable applicant. Only candidates who are invited for an interview will be entitled to feedback if unsuccessful. All other applicants will be informed of the outcome of their application by email.

The High Commission reserves the right to not proceed with employing the selected candidate if there are adverse findings in the background screening or pre-employment medical.

It is the responsibility of candidates to ensure they have the appropriate permissions to work in Ghana.

The Written Application

The aim of the application is to demonstrate your experience, qualities and skills.

The application is used by the selection panel to assess a candidate's writing and organisational skills as well as their eagerness for the job. Make sure your application is succinct, focussed and well organised. Demonstrate that you are well prepared and thorough by ensuring it is sufficiently detailed and coherent as well as free of spelling or grammatical errors.

The Job Application Pack

All advertised positions have relevant selection criteria which set out the responsibilities and tasks required in the job. The selection panel will use this to determine a candidate's suitability to the position. The selection criteria describe the personal qualities, skills, abilities, knowledge and qualifications, (if any), a person needs to perform the role effectively.

The following STAR points are useful guides in outlining your competency or experience against each criterion.

Situation - Set the context by describing the situation in which you demonstrated the skills or qualities and gained the experience.

Task – Describe the task.

Actions - What did you do and how did you do it?

Results - What did you achieve? What was the end result and how does it relate to the job that you have applied for?

If you find it difficult to identify examples for each selection criteria, you can illustrate your understanding by detailing what is required and how it should be done.

The Interview

Candidates are advised to address the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist candidates for interview.

Many people are nervous about interviews. Solid preparation is the key to a successful interview.

On the basis of the selection criteria, you may be asked a range of questions to demonstrate your skills and abilities. These could include behavioural-based questions and hypothetical scenario questions.

The following interview tips might be helpful:

- . Know your own story:
 - ✓ relate your background and skills to the position;
 - ✓ prepare examples of achievements relevant to the selection criteria;
 - ✓ consider what you might have done differently with the benefit of hindsight
 - ✓ convey points factually; and
- . Know the role and its broader context:
 - ✓ be familiar with the selection criteria;
 - ✓ understand the work level standards required;
 - ✓ understand the broader context: the Mission's and Department's priorities and how the job you are applying for fits into this picture; and
 - ✓ be aware of current affairs
- . Practice aloud to get comfortable with the wording of examples you might use
- . In some instances, you may be given a copy of the questions a few minutes before the interview. Use this time to prepare some notes.
- . Dress appropriately for the interview
- . Questions tend to be broad, open, behaviour-based questions to allow you to convince the interviewer of your suitability for the job. Answer questions honestly and succinctly.
- . Present clearly and confidently
- . Questions need to be answered as if you were already at the level
- . Follow the STAR principle – Situation, Task, Actions, Results
- . Be prepared to add further comments or ask questions relevant to the role

Referee Reports

Referee comments form an important element of your application. You will be required to supply contact details of at least one referee. Your referee should be the person most familiar with your work and who can comment on your ability to perform against each selection criteria. It is helpful if the referee is able to provide work-specific examples against each selection criteria.

You should assist referees by providing them with a copy of your application, the selection criteria and any other relevant materials. It is recommended you advise your referee/s that they will be contacted. Referees should be prepared to answer questions relevant to your skills and experience as it relates to the role.