



## Applying for General Staff Positions at the University of New England

### 1. General Staff Selection Process

The process for staff selection varies from place to place. The following material is provided to inform applicants for UNE general staff positions about our process. Please note there are some differences for academic staff selection.

- You need a copy of the full advertisement and position statement to be aware of all the requirements of the position. Position Statements are available from Human Resource Services or the following web-site: [www.une.edu.au/recruit/](http://www.une.edu.au/recruit/) The position statement includes the selection criteria and a list of duties.
- Submit your letter of application, resume, and the application cover sheet (in duplicate), to Human Resource Services. Some applicants address the selection criteria in the body of the letter, while others submit a separate statement addressing the criteria; either is acceptable.
- A selection panel will assess each application and decide who should be interviewed.
- Candidates who are to be invited for an interview will be contacted, both by telephone and in writing.
- At the interview, candidates are asked questions which relate to the selection criteria. The same basic set of questions is asked of each candidate. The questions are likely to ask for specific examples from past experience, e.g. "tell about a time when..." rather than asking "what would you do if..."
- Referees may be contacted by telephone after the interview.
- The selection panel completes a selection report containing a recommendation for appointment. When the report is approved, the successful applicant can be advised that an offer in writing will be forthcoming from the University.

### 2. Your Letter of Application

Your opening paragraph should identify the position (name and reference number) you are applying for. It's a good idea to give a brief summary of your experience and qualifications, and why you believe you are suited for the job.

The major part of your application should address the selection criteria. A good way to ensure that you address each criteria is to write a paragraph for each. This practice makes it much easier for the panel to find the information they need.

#### **Some things to remember when addressing selection criteria:**

Even if you are already known within UNE your written application must be good enough to get you to the next phase of the selection process. The Selection Committee must select candidates on the basis of the written application.

- Give enough detail for the selection committee to assess whether you have the skills or not. Rather than, "I have extensive office experience" say something like. "I have extensive experience in all aspects of office work, including reception services; book-keeping; maintenance of records management systems, and secretarial support to committees and senior staff".
- Where appropriate give a specific brief example of how you have demonstrated a particular skill e.g., rather than saying "I have used my initiative in all my work", think of a time when you have used your initiative and briefly describe it.

About 2 to 3 pages would usually be a good length for an application. If you have more, look for places where you can be more concise; if you have less, look for where you could add some more detail to "flesh out" your application.

### 3. Writing Your Resume

Your resume is an important part of your application and provides valuable information for the selection panel. An effective resume is a concise summary of your qualifications, experience and skills, set out in such a way that it provides an employer with a sort of "snapshot" of you.

It is important that it is set out clearly, so that information can be found or checked quickly; committee members cannot spend a lot of time searching for information.

Your resume should include:

- **Personal details**

- full name
- preferred title (Dr, Ms, Mrs, Miss, Mr)
- address
- contact phone, fax numbers and e-mail address
- NB date of birth and marital status are not required

- **Educational qualifications**

- list the highest qualification first
- state the year attained, and the institution attended
- state the major areas of study if appropriate

- **Employment history**

- most recent jobs first
- list job title, employer and period of employment
- short description of duties for recent position or relevant positions

- **Referee's names and contact details**

- include full name, title, position and organisation
- don't forget phone and fax numbers and e-mail addresses

**You may also wish to include:**

- Career objective - this goes at the beginning if you put it in
- training courses attended
- community positions held (eg. secretary of basketball club)
- summary of your skills
- other interests - be brief and relevant!

### 4. Choosing Referees

Most positions at UNE will now request that the names and contact details of referees are provided rather than requesting written references.

When selecting referees:

- recent or current supervisors are best
- choose people who know your work
- check that the referees you nominate are able and willing to provide a report
- give the referee a copy of the position description, your application and resume

**Note:**

Candidates who are not called to an interview are **not** notified that they were unsuccessful.

Interviewed candidates receive written notification if they are unsuccessful.

Any queries about the selection process or requests for feedback should be directed to the Chairperson of the Selection Committee or the informal contact person listed in the advertisement.

*Human Resource Services  
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