

Candidate Guide to Applying for Positions



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Before you apply

Take a moment to review the role carefully before submitting your application. We encourage you to consider:

- Whether your skills, experience, and qualifications align with the key responsibilities of the role
- Whether you meet the essential criteria outlined in the position description
- Whether the role aligns with your personal goals and values
- Explore what UNE has to offer via our [New Staff Prospectus](#) or our [UNE LinkedIn Life webpage](#)
- If you would like further information about the role, you can contact the Chair of the Selection Panel – refer to the 'Additional Details' section in the advertisement for contact details.

UNE advertises all vacancies on our **Current Vacancies** page. Applications are only accepted via UNE's online recruitment system. Please ensure all documents are uploaded in **PDF format**.

Your Application

A complete UNE application typically includes three documents:

- Cover Letter
- Resume / CV
- Statement Addressing the Selection Criteria

Cover Letter

Your cover letter is your opportunity to tell us why you're the right person for the role. Keep it concise (ideally 1-2 pages) and tailored to the position you're applying for. Consider including:

- **An engaging introduction** – Briefly introduce yourself, mention the position you're applying for, and explain how you learned about the opportunity
- **Why UNE?** – What attracts you to working at the University of New England and this specific role?
- **Your relevant experience** – Highlight key achievements and skills that directly relate to the position requirements.
- **Your fit with our values** – Consider how you align with [UNE's values](#): Be Bold, Be Kind, Be Accountable, Be Connected.
- **What you'll bring** – Explain the unique perspective or expertise you'll contribute to our team.

Aim for an authentic and personable tone that remains professional and tailored to the role. This is your opportunity to give the selection panel insight into who you are as a person, not just as a candidate on paper.

Resume / CV

Your resume is a summary of your education, employment history, skills, and achievements. It's also a marketing document — its purpose is to promote your suitability and secure you an interview.

Tips for a strong resume:

- Keep it to **2–3 pages** for most professional roles (academic or research-focused resumes may be longer)
- Lead with your most relevant and recent information
- Use active language — *"organised", "achieved", "developed", "coordinated", "implemented"*
- Quantify achievements where possible — e.g., *"supervised 5 team members"* or *"processed an average of 80 enquiries per week"*
- Proofread carefully — and ask someone else to review it if possible
- Use consistent fonts and formatting across all your application documents

Suggested sections to include:

- Personal details (name and contact details)
- Career objective (*optional*)
- Education and qualifications
- Employment history (*most recent first*)
- Professional development
- Referees (*2–3, ideally current or recent supervisors*)

For Academic positions, also include:

- Current and proposed research interests, achievements, and projects
- Publication summary
- Courses taught and students supervised
- Academic distinctions, awards, and honors

Statement Addressing the Selection Criteria

The selection criteria are listed in the position description and describe the skills, knowledge, qualifications, and experience required for the role. Your Statement Addressing the Selection Criteria

is a standalone document where you respond to each criterion individually — this is your opportunity to provide clear, detailed evidence that you meet the requirements of the role.

How to structure it:

- Use each criterion as a heading
- Write a focused response demonstrating how your skills, experience, or qualifications align
- Use specific examples that show what you have done and the outcomes you achieved

When writing your statement addressing the selection criteria, use concrete examples that demonstrate you have the required skill, knowledge, or experience. A helpful approach is to structure your responses using the STAR technique:

The STAR Method

Element	What it Means	What to Write
S - Situation	Set the scene	Briefly describe the context or challenge you were facing. Where were you working? What was happening?
T – Task	Define your responsibility	What was your specific role or responsibility in that situation? What were you expected to do?
A – Action	Describe what you did	What steps did you take? Focus on your individual contribution, even if you were part of a team.
R – Result	Share the outcome	What happened as a result of <i>your</i> actions? Quantify where possible (e.g., “reduced processing time by 30%, “supported 15 students through the program”).

Tips for using STAR effectively

- Be specific — vague responses don't give the panel enough to work with
- Focus on **you** — even in team-based examples, make clear what you did
- One strong example is better than three weak ones
- Do not repeat the same example across multiple criteria — showcase the range of your experience

Example using the STAR method

Criterion: Demonstrated ability to manage competing priorities in a busy work environment.

Situation: While working as an Administration Officer in a university faculty office, I was responsible for supporting three academic schools during a peak enrolment period, with a significant increase in student and staff enquiries.

Task: I needed to manage a high volume of incoming requests — including enrolment queries, room bookings, and academic staff support — while ensuring nothing fell through the cracks and service standards were maintained.

Action: I created a daily priority tracker to categorise tasks by urgency and deadline, communicated proactively with academic staff about realistic turnaround times, and flagged any capacity concerns early with my supervisor. I also identified several recurring queries and developed a short FAQ document to reduce repeat enquiries.

Result: All requests were actioned within agreed timeframes, and the FAQ document reduced routine enquiries by approximately 20%, freeing up time for more complex tasks. My supervisor noted the improvement in workflow and adopted the priority tracker across the broader team.

Submitting a Job Application

To submit your application, please follow the steps below. Please note that **UNE will only accept applications submitted via UNE Jobs.**

1. Go to our [Current Career Opportunities](#) page
2. Click on the vacancy number for the job you wish to apply for
3. Scroll to the bottom of the advertisement and click 'Apply Now'.
4. Complete the online application form ensuring you complete all mandatory fields
5. Attach the required documents to your application (check the advertisement to determine the required documentation for the vacancy you are applying for):
 - Cover letter,
 - Statement Addressing the Selection Criteria (located within the Position Description)
 - Curriculum Vitae (CV) or Resume
 - Visa grant notice or VEVO Check (for applicants who are not Australian citizens)
 - Confirmation of Aboriginality (if you are applying for an Identified position)
6. Click "Submit"

You will receive an email confirming that we have received your application. If you do not receive this acknowledgement, please contact us at jobapplication@une.edu.au

Questions

If you have any questions about the recruitment process, we're happy to help.

 une-recruitment@une.edu.au  **02 6773 3705**