



A Guide for Applicants

Thank you for your interest in employment with Court Network (CN). The following information is designed to assist you in understanding the recruitment and selection process and how to submit your application for advertised positions. We wish you all the best with the process ahead. If you have any further questions please contact Court Network on 07 3227 7625.

Position

Before a position is advertised, the requirements of that position are reviewed and selection criteria are developed. This information then forms the Position Description.

The key elements to note in the position description when formulating a written application are:

- **Primary duties/ key responsibilities:** This will focus on the core duties the job undertakes. Time should be taken to carefully read this section so that you develop a good understanding of what duties and responsibilities you would be required to perform if successful.
- **Selection Criteria:** are based on the principal responsibilities of the job. It will outline the knowledge, skills and abilities required to perform the duties of the job. In your written application, every effort should be made to provide a detailed response to all selection criteria as short-listing is generally based on an applicant's response to the selection criteria (see guide below).
- **Mandatory Requirements:** Mandatory levels of qualification, experience, registration and/or training may be specified. Under these conditions your application will only be considered if you meet these requirements.

Selection Process

Our selection process is based on an assessment of relative merit i.e. the successful applicant will have the highest level of merit overall and is gauged by how well your knowledge, skills and abilities meet each of the selection criteria in the position description. A selection panel, normally two or three people, is given the responsibility for selection. The selection panel will then shortlist candidates for an interview on how well they meet the selection criteria.

Responding to Selection Criteria

Your responses to the selection criteria should concisely and fully describe how you consider yourself suitable against each of the selection criteria, and where possible provide examples. Your statement addressing all the selection criteria should allow approximately ½ - 1 page per selection criteria.

The wording of selection criteria indicates the level of required knowledge, skills and abilities needed for the position. Examples include:

- **Demonstrated or proven ability** means that you should have successfully performed the activity or used the skill in the past/actual experience rather than just having potential;
- **General ability or general knowledge** implies that you have the potential to acquire the skill or knowledge – if you have not had direct experience with the aspects of work required in the position you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks, etc or relevant studies undertaken; and
- **Thorough, sound or high level** gives an indication that advanced skill or knowledge is required.

Please note that if your application does not address each selection criteria, you reduce your chance of being short-listed for interview.

The Interview

All interviewees will be asked the same questions that have been developed from the selection criteria. The interview will be interactive which means that the committee may ask additional questions to explore and expand upon issues raised by your responses. Your answers should describe actual situation or tasks in which you have been involved in relation to the selection criteria. This method of interview allows the selection panel to assess how well you perform against each criterion. It is valuable for you to put some thought into what questions may be asked from each selection criteria so that you develop an idea of what you may want to talk about in the interview that best reflects your capabilities to each criteria.

Other Selection Techniques

In some circumstances, other selection techniques will be used in the selection process. You may be asked to provide examples of previous work, or undertake appropriate tests or structured individual exercises such as a presentation. Please note that you will be notified if this applies to you at the time your interview is arranged.

Reference Checks

Finally, you should supply at least two contact names and numbers of referees who can provide the selection panel with a fair assessment of your abilities and performance. Reference checks are carried out for the interviewees with the strongest overall performance. This information will be used to supplement the final selection decision. Where possible, the selection panel will obtain this information from either your present or immediately previous supervisor.

Offer of Appointment

Once the selection panel has decided on the successful applicant and approval has been received, both the appointee and unsuccessful interviewees will be advised as soon as possible both verbally and via email of the outcome.

Post-selection Feedback

Post-selection feedback is available to all applicants, following notification of the selection panel's decision and can be arranged through Human Resources. Feedback is based upon an assessment of the applicant's suitability in relation to each of the selection criteria.

How to apply?

Your application is your first point of contact between you and the selection panel; therefore, it is important that your application is complete and includes the following:

- A completed **Application Form** for the advertised position;
- An up-to-date **Resume**;
- A succinct statement addressing the **Selection Criteria**, demonstrating how well you meet each one (if applicable);
- The names, positions and telephone contact numbers of **Two Referees**.

Your application can be submitted in either of the following ways:

Email: brisbane@courtnetwork.com.au

Mail: Court Network
PO Box 12546
George Street
BRISBANE QLD 4003

All applications will be acknowledged. All emailed applications will be acknowledged by email within 48 hours. If you do not receive an acknowledgement, your application has not been received and you should resend your application or contact CN.

Late Applications

Please ensure your application is received by 5pm on the closing date. Late applications may be considered under special circumstances, at the discretion of the Selection Panel.

Equal Employment Opportunity

CN is an equal opportunity employer and is committed to equity and diversity.