

# APPLICATION GUIDE

Thank you for your interest in applying for a vacancy with Stadiums Queensland (SQ). The following information provides you, the applicant, with an overview of the recruitment process and how to apply for a vacancy with SQ.

For further information on this process, please contact the Human Resources Officer on (07) 3008 6100. If you require further information regarding the job you wish to apply for, please liaise directly with the contact person indicated on the Position Description.

## THE SELECTION PROCESS

The selection process involves a range of selection techniques that can include a written application, interviews, practical exercises, work samples, aptitude and ability tests, structured group and/or individual exercises. Written applications are used to establish a shortlist of applicants to be interviewed.

Referee checks are used to verify or expand information obtained from applicants. For some positions it is mandatory that applicants undergo a criminal history check.

## THE SELECTION PANEL

A selection panel consisting of three people, including a chairperson, will assess your application. The selection panel will have relevant knowledge of the requirements and outcomes of the job and must select candidates on the basis of merit to ensure that the best possible candidate is selected for the job.

## THE POSITION DESCRIPTION

This document provides you with information about the job and the environment in which it operates. It informs of the position purpose, the key accountabilities, and the necessary qualifications, knowledge, skills and abilities.

## KEY ACCOUNTABILITIES AND CORE PRINCIPLES

You will be assessed on your ability to demonstrate that you possess the essential knowledge, skills and experience and have the ability to apply SQ core principles to successfully deliver the key accountabilities of the role.

Your response should be supported by examples, evidence and achievements which validate your knowledge, skills and experience.

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

Mandatory qualifications and/or levels of experience are specified. In order for your application to be considered, you must meet these requirements.

## ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

The essential knowledge, skills and experience that are necessary to undertake the role to the required standard at SQ. Your application should identify that you possess the required level of proficiency in each of these areas.

## DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

The additional knowledge, skills and/or experience that are not essential and can be acquired during employment, but would be beneficial to possess on commencement in the role.

## THE RATING PROCESS

Performance during the selection process is assessed and rated by the selection panel against a pre-determined scale.

## THE APPLICATION

The objective of your written application is to convince the selection panel that you are the best person for the job. Your written application will be assessed by the selection panel and rated accordingly.

The applicants who score highly will be short-listed and given the opportunity to be considered further. To be considered for the position you must submit the following:

- A written response detailing your ability to deliver the key accountabilities
- A current resume
- Copies of Mandatory Qualifications required for the position
- Referees (names and contact numbers of at least two, who can provide an objective assessment of your work performance)

## THE INTERVIEW

All interviewees will be asked the same questions to assist the selection panel to assess how well you meet the role requirements. The interview will be interactive which means the panel may ask additional questions to explore and expand on issues raised by your responses.

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It is suggested that you give some thought to the type of questions that might reasonably be asked to ensure your answers accurately reflect your capabilities. Your answers should describe actual situations or tasks in which you have been involved in relation to the key accountabilities. Prepare for job scenarios, situational and behavioral questions and job knowledge or work experience examples.

**Special Needs** - If you need special assistance in order to attend an interview (e.g. building access or communication assistance), please let us know at the time the interview appointment is made so that suitable arrangements can be made.

## OTHER SELECTION TECHNIQUES

The selection committee will choose selection techniques they consider relevant to the job. You may also be asked to provide examples of previous work or perform practical exercises.

## REFEREE CHECKS

A referee of at least the most meritorious candidate will be contacted before the selection process is complete to verify the information gathered about the candidate's ability to meet the criteria. This information will be used to supplement the final selection decision. If contact with your nominated referee(s) will cause a problem, please advise the panel accordingly.

## PRE-EMPLOYMENT CHECKS

Pre-employment checks may be required and can include criminal history, working with children, and medical and/or physical capacity, depending on the nature of the role.

## AFTER THE SELECTION PROCESS

### NOTIFICATION OF APPOINTMENT

Once the selected candidate has been approved for appointment, a formal letter of Offer of Employment will be sent and all unsuccessful candidates will be notified as soon as possible.

If the offer is accepted, the applicant will be asked to provide proof of identity (photo ID, e.g. driver's license) a copy of mandatory qualifications and, where applicable, evidence of citizenship, residence or work visa.

### POST SELECTION FEEDBACK

Post selection feedback is available to all applicants upon request. This can be arranged through the panel chair of the selection panel.

## GENERAL INFORMATION

Applications must be received at Stadiums Queensland by on the closing date shown on the advertisement.