

## Applying for work with GLCH

Gippsland Lakes Community Health (GLCH) vacancies require candidates to provide online responses including a cover letter, CV and addressed selection criteria.

### What to include

Your **CV and cover** letter will not be enough to get you a position with GLCH.

Your CV should:

Cover relevant work history

List your work and education history in chronological order, starting with the most recent examples

Not include personal details such as age, marital status or religion (but do include contact details)

Only include interests/hobbies if they demonstrate personal achievement

The **position description** provided by GLCH helps you understand the responsibilities and tasks required.

The **selection criteria** describes the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively. It is essential to respond to each criteria, writing at least one to two paragraphs explaining how you have **demonstrated** the particular skill or quality. Provide relevant examples from your work, study or community roles. Be clear and to the point. Edit your responses for grammar, spelling and punctuation.

When submitting your application unless stated that it is not necessary, you must address each of the criteria, preparing examples that fully demonstrate your attributes, competencies and experiences. If your application does not address the selection criteria, it will be unlikely you will be shortlisted for interview.

### Tips

#### DO

Address each criteria

Use relevant examples

Be clear and to the point

Be honest and factual

#### DON'T

Write lengthy responses

Rely just on your CV and covering letter.

### What is the STAR model?

The **STAR model** is one way of presenting claims against selection criteria.

**STAR** is an acronym for **S**ituation, **T**ask, **A**ctions, and **R**esults

For each criteria think about the following and use these points to form sentences:

**S**ituation – Set the context by describing the circumstances where you used the skills or qualities and gained the experience.

**T**ask – What was your role?

**A**ctions- What did you do and how did you do it?

**R**esults – What did you achieve? What was the end result and how does it relate to the position you are applying for?

## How do I address the selection criteria?

The most important aspect of addressing selection criteria is to provide evidence through relevant examples. Support your claims with actual examples of what you have done and how well you did it. The following steps provide guidance on how to address selection criteria.

### Step one – Understanding the selection criteria

Read the criteria carefully, underline the key words. For example: Well developed written communication skills.

### Step two – Brainstorm ideas for each criteria

For each selection criteria, brainstorm ideas from your recent work life. Ideally, confine your examples to the last two or three years of employment, or other relevant examples (e.g. study, community participation). At this stage, it is useful to generate as many examples as possible.

### Step three– Use the STAR Model

#### Step four – Opening sentence

Begin each selection criteria with an opening sentence that clearly states your claim to the criteria. For example; I possess strong written communication skills, which I have developed over the course of my career. Then support the statement with detailed examples of where and how you demonstrated these skills.

#### Step five – Check your application

You should read through your application, and check the following points:

Have I been honest? Have I avoided unsupported claims about my capabilities?

Have I used positive direct language language?

Have I used strong action (doing) words? For example: *achieved, coordinated, evaluated, implemented*

Have I address all aspects of the criteria? It is important that you go back to the wording of the particular selection criteria.

Have I paid attention to the language and checked I got the criteria meaning right?

## What will happen once I submit my application?

GLCH's recruitment panel will assess the responses of all candidates to each of the criteria. This process creates a shortlist of applicants suitable to move to the next stage –an interview. As soon as you submit your application, cover letter and CV you will receive an automatic generated email advising you that your application has been received. The selection panel will review all applications to determine your suitability for interview. If your application has been shortlisted you will be contacted to arrange an interview time.

## What should I expect at and after the interview?

In most cases GLCH will have three staff members on the interview panel. At the interview you will be:

- Given information about the position and Gippsland Lakes Community Health;
- Asked some questions about yourself, your skills and your experiences in relation to the selection criteria and your career;
- Provided with an opportunity to ask questions of the panel;
- Confirm your referees information; and
- Advise you that your referees will be contacted if you are found suitable.

GLCH policy is that candidates are to be assessed holistically on a judgement by the panel using all merit-related information available. The panel's recommendation of the successful applicant will be approved by the CEO.

### **How long does the recruitment process typically take?**

GLCH seeks to successfully fill vacancies as quickly as possible, however, on occasions there are uncontrollable factors that may draw out the recruitment process. GLCH does not contact unsuccessful candidates until the recruitment process has been finalised. Unsuccessful candidates will be contacted by email.

### **What happens if I am successful in the recruitment process?**

If you are the successful candidate you will be contacted by telephone to discuss a formal starting date, you will be provided with a verbal offer and advise the formal offer process.

Conditions of employment at GLCH include:

Mandatory security clearance; and

Working with Children Checks for identified positions.

### **What happens if I am unsuccessful and wish to be advised of future vacancies?**

On the GLCH website you can register your interest to be advised of new vacancies. Once you have registered, you will receive automatic email advice on vacancies that match your selected job categories.