

Employee guide

Preparing an expression of interest for redeployment

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Status: Final

Version: 1

Date: 08/08/2016

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Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
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Original Issue: 08/08/2016
Current Version: 08/08/2016

1. Purpose

The purpose of this *Employee Guide* is to provide you with:

- knowledge and tools to assist you in preparing an expression of interest for consideration for redeployment into possible suitable opportunities; and
- hints and tips on preparing yourself for an interview.

2. Redeployment action and process

The University will actively seek and undertake redeployment action for employees.

In the first instance, the University endeavours to find suitable vacant positions at the same classification level as an employee's current substantive position.

If the University is unable to find suitable redeployment opportunities at the same level as an employee's position, then positions at a classification level lower will be explored. If an employee is redeployed into a suitable position at a lower classification level than their current level, then salary maintenance will apply as follows:

- for a period of 12 months if the employee is 45 years of age or older; or
- for a period of 6 months if the employee is younger than 45 years of age.

You will be advised by your manager that you are a redeployee. You will also receive an email from Human Resources advising you of relevant vacant positions and requiring you to submit an expression of interest application for suitable redeployment opportunities. You will also be required to meet with a redeployment panel that will further explore your qualifications, experience, capabilities and training requirements to assist in determining whether the vacant position is a suitable redeployment opportunity.

3. Expression of interest in suitable redeployment opportunities

An expression of interest application is used during the implementation of new organisational structures and redeployment action.

An expression of interest application consists of a:

- brief, current resume (three to five pages); and
- general statement addressing your qualifications, capabilities and experience (approximately 500 words).

The following sections provide guidance on preparing your resume and general statement:

4. Preparing your resume

A resume submitted as part of an expression of interest application should have the following content and structure:

- personal details;
- career objective;
- career summary – responsibilities and/or achievements;
- education and/or training, including licences; and
- membership, accreditations and/or professional affiliations.

You may also want to include transferable capabilities, i.e. knowledge, skills and attributes that are relevant across different and multiple positions. Examples of transferable capabilities are:

- communication and presentation skills;
- problem solving and decision-making skills;
- customer service;
- supervision skills;
- time management and organisational skills; and
- attention to detail and accuracy.

Should you require assistance with developing your resume, a template can be downloaded from *Staff > Working at FedUni > Human Resources > Recruitment and selection > Recruitment > [Resume template \(docx, 31kb\)](#)*.

Further information on each of the above sections follow below:

4.1. Personal details

Name and contact details.

4.2. Career objective (optional)

This is a short, realistic statement that highlights your strengths. You can also include what you are looking for in a new position.

Example

A skilled administrator with a Diploma in Business Administration together with ten years' experience in managing diverse administrative tasks. I am now seeking a position as a Senior Administrator in which I can utilise my qualifications, knowledge and proficiency within a dynamic environment that will provide me with new challenges.

4.3. Career summary

In this section, you should list your responsibilities in previous positions. These are the tasks you implemented and undertook. You may also want to include how the tasks you implemented and undertook added value to your position and the organisation – these are called career achievements.

Example

Implemented use of database for conference documentation and records leading to greater efficiency.

Developed and coordinated a meeting schedule for three committees ensuring committee members attendance, and timely and accurate preparation and distribution of agendas and minutes.

Raised purchase orders using the Finance Management System and monitored a number of purchase orders and expenditure per month.

When looking at these examples, you will note they start with an action word. Some action words you may wish to use to guide your thoughts are:

Achieved	Constructed	Generated	Organised
Acquired	Coordinated	Guided	Planned
Administered	Created	Negotiated	Solved
Conducted	Drafted	Obtained	Streamlined

It is recommended that you present your career responsibilities and/or achievements in chronological order, that is organised around the dates you held various positions (starting with most recent position first).

Example

Executive Assistant to Executive Dean
Faculty of Design | Federation University Australia
 January 2008 – present

Responsibilities and achievements

- Coordinate diary of the Executive Dean ensuring appropriate time allocation for meetings and appointments.
- Monitor work in progress ensuring time for completion of projects and tasks to meet timeframes and deadlines.

Personal Assistant to Head of School
School of Visual Arts | Australian University for the Arts
 April 2000 – December 2007

Responsibilities and achievements

- Coordinate diary of Head of School ensuring appropriate time allocation for meetings and appointments.
- Deliver client services by meeting and greeting visitors to the School.

4.4. Education and/or training

List

- Qualifications gained and dates attained.
- Licences.
- Any continuing professional development.

Some tips

- Clearly indicate whether you have completed your qualification.
- As a general rule, do not include subjects or modules studied.
- If you haven't yet completed your studies, you may want to include the subjects or modules completed.

4.5. Membership, accreditations and/or professional affiliations (if relevant)

Name of organisation, dates and level of membership/accreditation.

Tips for preparing your resume

- Only include relevant and essential information – your resume must only be three to five pages in length.
- Use an easy to read and visually attractive format. Keep your formatting consistent.
- Choose an appropriate font and font size, e.g. Arial, 11 pt.
- Only bold and/or underline headings. Do not bold/underline text to emphasise a particular achievement for example.
- Ensure your facts are correct.
- Have a meticulous friend or colleague read your resume.

5. General statement addressing qualifications, experience and capabilities

Position descriptions include key selection criteria that define the qualifications, experience, knowledge, skills and attributes a person needs to perform the position successfully.

You are required to prepare a general statement in which you address your qualifications, experience and capabilities. This general statement should be approximately 500 words (that is approximately one page).

In the general statement, you need to provide evidence your qualifications (or equivalent education or training), experience and capabilities that enable you to successfully perform the responsibilities of current and past positions. This is achieved by elaborating on your past experience and providing evidence of your capabilities (that is knowledge, skills and attributes).

When preparing your general statement, consider the responsibilities and key selection criteria of the positions that have been identified as possible suitable redeployment opportunities so that you can elaborate on your capabilities, including transferable capabilities, relevant to the positions.

You may wish to structure your general statement as follows:

5.1. Qualifications (or education/training) and experience

State the qualification/s you hold and summarise other training and professional development you have done.

Example response

I obtained a Certificate IV in Business Administration in 2000. This qualification has provided me with knowledge and skills on developing and implementing administrative processes.

In addition, I also have approximately 15 years' experience in providing administrative support in tertiary education environments to a range of committees, managers and projects.

Alternatively, address your relevant experience and education/training.

Example response

I have approximately 15 years' experience in providing administrative support in tertiary education environments. During my career, I have undertaken a range of training and professional development programs as listed in my resume to advance my knowledge and skills. In particular, the programs have consolidated my knowledge and skills in developing committee meeting schedules, preparing agendas and drafting minutes, and monitoring and following up on work in progress.

5.2. Capabilities

When writing a general statement, the STAR methodology is a useful tool you may wish to consider.

S	Situation	What responsibilities do I perform in my current position? What responsibilities have I performed in my past positions? What position am I expressing an interest in for possible suitable redeployment?
TA	Tasks and Actions	What tasks and solutions have I implemented and what actions have I taken in the past to demonstrate my capabilities?
R	Results	What were the results of my actions and solutions that confirm my capabilities?

Using STAR, an example analysis could be:

Situation	Held various administrative positions and expressing interest in Administrative Officer position as possible suitable redeployment opportunity.
Tasks and Actions	<ul style="list-style-type: none">• Prepared agendas and drafted minutes for School Student Engagement Committee.• Monitored action items following Committee meetings – sent reminder emails to relevant Committee members reminding of actions and requesting feedback on completion.• Proof-read and formatted reports – example of recent report is School Student Engagement Funding report.• Monitored expenditure on student engagement activities for School.• Developed a process for requesting funding for student engagement activities – process consists of a form to be completed and submitted, then availability of funding is checked and then submitted to Head of School for approval.
Result	Timely delivery of administrative support. Also, attention to detail ensures accuracy in work delivered.

Now that you have unpacked your capabilities, you need to write a clear and concise response.

Example response

I have held several positions in which I have been responsible for providing administrative support. I possess organisational and time management skills which is evidenced by my ability to monitor action items for the Student Engagement Committee in my current position. I monitor action items by sending out reminder emails to and requesting feedback from Committee members. I utilise the task functionality in Outlook to schedule tasks for myself to follow up with Committee members.

I have well developed written communication skills. In my current and previous positions as Administrative Officer, I have been responsible for preparing agendas, drafting minutes and proofreading a range of complex reports, e.g. the School's Student Engagement Funding Report.

My written communication skills are complemented by my advanced knowledge of Microsoft Office which enables me to format documents using functionalities such as headings, indents, headers and footers.

In my current and past positions, I have been responsible for processing financial transactions and monitoring expenditure which requires me to demonstrate a working knowledge and application of financial processing skills. In addition, I have also developed a process for Student Engagement Leaders in the School to request funding for student engagement activities. This process consists of a form detailing the type and benefit of the activity and the amount of funding required. Once this completed form is received, I check whether funding is available as per the allocated budget and then seek approval from the Head of School

My financial processing skills are further evidenced by my ability to monitor student engagement expenditure against the budget. This is I do by processing all invoices, tracking journal entries and providing feedback to the School Financial Coordinator on a monthly basis on expenditure versus budget available.

I pride myself in delivering quality administrative support by providing timely and accurate services. I pay attention to detail and check my work to ensure accuracy

A completed general statement may be as follows

I obtained a Certificate IV in Business Administration in 2000. This qualification has provided me with knowledge and skills on developing and implementing administrative processes.

In addition, I also have approximately 15 years' experience in providing administrative support in tertiary education environments to a range of committees, managers and projects.

I possess organisational and time management skills which is evidenced by my ability to monitor action items for the Student Engagement Committee in my current position. I monitor action items by sending out reminder emails to and requesting feedback from Committee members. I utilise the task functionality in Outlook to schedule tasks for myself to follow up with Committee members.

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My financial processing skills are further evidenced by my ability to monitor student engagement expenditure against the budget. This is I do by processing all invoices, tracking journal entries and providing feedback to the School Financial Coordinator on a monthly basis on expenditure versus budget available.

I pride myself in delivering quality administrative support by providing timely and accurate services. I pay attention to detail and check my work to ensure accuracy.

Number of words: 348 words.

Tips on preparing a general statement

- Use STAR to unpack your capabilities.
- Use action words.
- Avoid using unclear and ambiguous statements, e.g. involved in, some, somewhat, limited.
- Summarise information where possible.
- Check spelling, typos and grammar.
- Stick to 500 words requirements.

6. Preparing yourself for an interview

This section provides some hints and tips on preparing yourself for a redeployment interview should you be required to attend one.

Know yourself

Read your resume and general statement addressing your qualifications, capabilities and experience. Ensure that you can explain the linkages between your qualifications, experience, knowledge, skills, attributes and the possible suitable position. Also, talk about your transferable skills.

Prepare possible questions and practice answering these

Prepare some behavioural questions. Practise answering them.

Prepare some questions for the interviewer

Do not ask too many questions – keep it simple.

A possible question – “What are the immediate challenges that I would need to address in this position?”

Try to stay calm during the interview. Remember, there will always be questions that you are unprepared for. Stay calm, collect your thoughts and respond when ready and as clearly as possible. It is okay to admit the question is tough, e.g.: *That is a tough question, I will need some time to think about it.*

7. Additional support

The University's **Employee Assistance Program (EAP)** provider can assist employees in preparing their resumes and themselves for interviews. The Career Assist program is offered as part of the University's EAP arrangements. For a free confidential conversation about your career and applying for new positions, please call 1300 OUR EAP (1300 687 327) or 03 8681 2444.

[Click here to be taken to the **Preparing a Job Application** training program available in Moodle.](#)