Introduction

This applicant information is provided to assist with Federation University Australia’s recruitment and merit selection process. You are encouraged to read this information carefully prior to preparing your application.

The selection of an applicant is based on assessment of the relative merit of the applicant with respect to stated selection criteria. Taken into account is the extent to which each applicant can demonstrate qualifications, knowledge, skills, abilities and experience relevant to the position description. The applicant’s past performance and their potential for development are also considered if relevant.

# Information about the position

* The **position description** is used to identify the role, reporting relationships, tasks and areas of responsibility applicable to the position.
* The key **selection criteria** identify the qualifications, knowledge, skills, abilities and relevant experience needed to perform the duties associated with the position.

Applying for the position

You are encouraged to submit your application online. If you are unable to apply online, you can mail your application to Human Resources.

Human Resources

Federation University Australia

PO Box 663

BALLARAT VIC 3353

or email: [careers@federation.edu.au](mailto:careers@federation.edu.au)

**Please note:** a complete application consists of:

* a statement addressing the key selection criteria; and
* your resume.

For further information please visit “How to apply” (<http://federation.edu.au/staff/working-at-feduni/human-resources/?a=14873>)

Selection process

## Short-listing

All applications received are examined and evaluated by the merit selection panel to determine who should be interviewed.

## Interviews

If you are selected for an interview, you will be notified by SMS/e-mail and the details will normally be confirmed via e-mail. If you are not successful for interview, you will be notified via e-mail.

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During the interview, you will have the opportunity to expand on the information provided in your application. Questions relating to the selection criteria will be used to provide a consistent interview structure. This enables the panel to compare applicants’ relative merit.

Applicants will be given the opportunity to direct questions to the merit selection panel, provide relevant information, and produce work samples to support their application. Interviews may be conducted face-to-face, via teleconference or by video-conferencing.

***You will at the interview be required to present to panel members originals of qualifications, academic transcripts and proof of the right to work in Australia (as below).***

All interviewees will be advised via telephone as to the outcome of their interview. The successful candidate will subsequently receive a written ‘letter of offer’ (employment contract).

## Other Selection Instruments

In some circumstances, other selection instruments will be used in the selection process. You may be asked to provide examples of previous work, or undertake appropriate tests or structured group and/or individual exercises/presentations. You will be notified of this upon confirmation of your interview.

## Right to Work

Should you be successful in obtaining an interview at Federation University Australia you will be required to provide proof of your right to work in Australia by providing an original copy of at least one of the following documents:

* a full Australian birth certificate for a person born before 20 August 1986 and another form of photo identification such as a drivers licence; or
* an Australian citizenship certificate or a certificate of evidence of Australian citizenship; and another form of photo identification such as a drivers licence; or
* a full Australian birth certificate for a person born on or after 20 August 1986, showing that at least one parent was born in Australia and another form of photo identification such as a drivers licence; or
* an Australian passport; or
* a valid visa with work rights.

## Employer Sponsorship

Should you be appointed to a position at Federation University Australia and do not possess the right to work in Australia the University may provide employer sponsorship to assist in gaining the right to work in Australia. In such cases the appointment is offered subject to the appointee obtaining the right to work through the Department of Immigration and Citizenship (DIAC).

## Referee Checks

Referee checks will be completed for at least the preferred applicant(s). The checks will be obtained from the referees who are nominated by the applicant. The referees listed should have first-hand knowledge of performance relevant to the selection criteria. Selection panels will use referee checks to verify the claims of the preferred applicant(s) in relation to qualifications, knowledge, skills, abilities and relevant experience. Written references are **not** required as part of the application.

Complaint procedure

You may lodge a complaint if you believe that a breach in the Recruitment and Merit Selection Procedure has occurred.

You may only lodge a complaint if it is related directly to the process and not the outcome. A written explanation of the complaint together with evidence must be received by the Director, Human Resources, email: [director.hr@federation.edu.au](mailto:director.hr@federation.edu.au) no later than two working days following the last interview.

The recruitment and merit selection process will not be finalised until the complaint is investigated.

Equal opportunity

Federation University Australia is an equal opportunity employer that values diversity and inclusion. As part of this, our employment practices include the provision of reasonable adjustments/flexible working arrangements as required, particularly for staff with disability or carer responsibilities.