



GUIDELINES FOR APPLICANTS

CSIRO seeks to recruit skilled, energetic and appropriately qualified staff to fill vacancies. The following advice has been prepared to assist you to in preparing your application.

CAREER OPPORTUNITIES

All current opportunities within CSIRO are advertised at www.csiro.au/careers. These positions are open to applicants outside CSIRO. Unless otherwise indicated, applications are invited from candidates worldwide.

BEFORE YOU APPLY

Read the Position Description and Selection Criteria carefully. The Position Description describes the tasks and responsibilities of the role. The Selection Criteria lists any qualifications, abilities and experience that the Selection Committee will be seeking in the successful applicant.

EVIDENCE OF CITIZENSHIP/RESIDENCE STATUS

Australian citizenship is not a prerequisite for appointment to CSIRO positions. However, to satisfy immigration requirements for employment in Australia for an indefinite period, appointees require either Australian Citizenship or permanent residence status.

If you are successful in being offered a position with CSIRO you will be requested to provide:

(a) For Australian Citizenship -

- a birth certificate or "Extract of Entry" or
- a valid passport showing bearer's status as an Australian or
- a Declaration Certificate of Australian citizenship, issued by the Department of Immigration, Local Government and Ethnic Affairs, or
- an Australian Naturalisation Certificate(original or certified copy)

(b) For Australian Permanent Residence Status -

- a passport or other document indicating that permanent residence status has been granted by the Department of Immigration, Local Government and Ethnic affairs.

YOUR APPLICATION

An application presented in the following format will assist the Selection Committee with the short-listing process and should ensure that your claims to the position have been presented comprehensively. Your application should consist of two documents:

1. Statement addressing the Selection Criteria

This should express your interest in the position and include:

- Position Title
- Reference Number
- Where the position will be located
- When and where the position was advertised (eg. 'The Australian', 21 July 2002)
- Claims against the selection criteria

Addressing the Selection Criteria is the most important part of your application.

Many capable applicants are not selected for interview because either they do not address the Selection Criteria, or their application does not convince the Selection Committee that they have the skills and abilities to perform in the role to the level required.

You may wish to use each of the Selection Criteria as a heading. Under each heading explain how your experience, skills and qualifications enable you to meet this criterion providing key examples and/or achievements. To assist in addressing the selection criteria refer to the attached "*A Guide to Addressing the Selection Criteria*".

Remember, it is up to you to present your case as convincingly as possible, particularly as CSIRO often attracts a large field of applicants for available vacancies.

2. Resume or Curriculum Vitae

This should be attached as a separate document. However you should ensure that your resume contains your personal particulars including:

- Full name
- Address
- Contact telephone numbers
- Two current referees
- Current employment
- Current employer
- Educational/Trade Qualifications
- Work experience

You should provide the names, addresses and contact telephone/facsimile numbers of at least **two** Referees. Recent supervisors who are able to comment on your ability to meet the Selection Criteria provide the most useful support for your application. Written references (such as letters) are not required in the first stages of your application process.

Your employment history should include the dates of the employment and the capacity in which you were employed, the name of your employer and a brief outline of the main duties undertaken. Remember to give your employment history in chronological order. Try to give a full picture without being too lengthy. Remember that *relevant* experience is what the Selection Committee will be looking for.

HOW TO APPLY

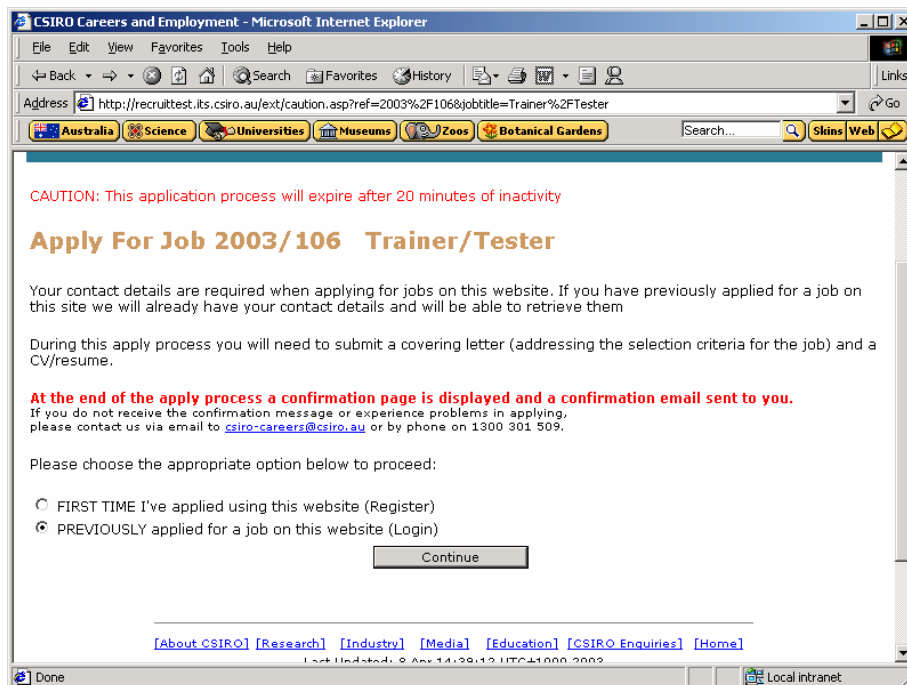
CSIRO prefers applications be submitted online at www.csiro.au/careers. This site is available 24 hours a day. Applications will be accepted online up till midnight of the specified closing date.

If you experience difficulties applying online please phone 1300 301 509 or outside business hours email csiro-careers@csiro.au. You should clearly state in your email the Reference Number and Title of the position you are applying for and attach your two documents (1) Resume/CV and (2) Statement of Claims against the selection criteria.

ONLINE APPLICATIONS

To submit an online application go to www.csiro.au./careers. Select the position you wish to apply for and click "Apply Now"

The "Apply" screen (below) will appear. Please read the information provided



Select either "FIRST TIME" or "PREVIOUSLY", and click on "Continue":

If you experience difficulties applying online please contact us via email to csiro-careers@csiro.au or by phone on 1300 301 509.

Continued

FIRST TIME APPLICANTS

If you are new to CSIRO Careers Online and have not previously applied online you are considered to be a First Time Applicant. There are four steps to completing your online application

- **Step 1:** Complete the following screens to create your ID and Password

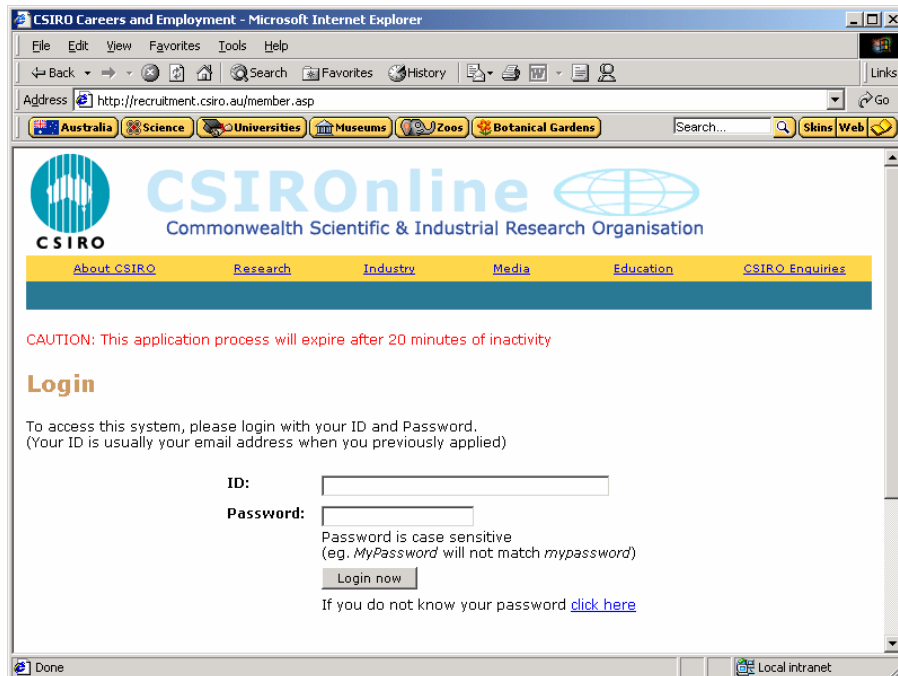
The image displays two screenshots of the CSIRO Careers Online registration process. The left screenshot shows the 'New Registration' page, which includes instructions for existing and new users, and a 'Create your ID' form with a text input field and a 'Create your ID' button. The right screenshot shows the 'Create your password' page, which includes a 'Password:' field, a 'Confirm password:' field, and a 'Create your Password' button. The CSIRO logo and navigation menu are visible at the top of both pages.

- **Step 2:** Complete the New Registration form and attach your current resume/CV. Click on "*Continue with your application*"
- **Step 3:** Attach your Statement Addressing the Selection Criteria. If you wish you can elect to attach a Special Resume just for this position. Click on "*Submit Application*"
- **Step 4:** A confirmation screen will appear advising that your application has been successfully submitted

PREVIOUS APPLICANTS

If you have previously applied online for a position with CSIRO you are considered as a Previous Applicant. There are three steps to completing your online application:

- **Step 1:** Log in using your ID and Password. If you are unsure of your password select "*Click Here*" and your password will be emailed to you.



- **Step 2:** Attach your document addressing the selection criteria. You can elect to submit your stored resume/CV or attach a specific resume/CV for the position. Click "*Submit Application*"
- **Step 3:** A confirmation screen will appear advising that your application has been submitted successfully

WHAT HAPPENS AFTER WE RECEIVE YOUR APPLICATION?

All applications received by CSIRO are acknowledged. Applications received online are automatically acknowledged via email. If you submit your application via email, fax or post you will receive an acknowledgement within a few days of receipt.

After the closing date the Selection Committee will assess all applications and shortlist based on evidence presented against the Selection Criteria. Please be aware that this can sometimes take a few weeks, depending on other commitments.

All applicants will be notified of the outcome of their applications as soon as possible.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

CSIRO has an active Equal Opportunity Program. This means that employment decisions are made equitably, regardless of sex, race ethnic origin or disabilities. EEO Contact Officers are available throughout the country to encourage and support staff who belong to groups found to be disadvantaged by employment in Australia.

OCCUPATIONAL HEALTH AND SAFETY

CSIRO is committed to maintaining a healthy and safe working environment. Safety officers are located at all sites. A non-smoking work environment was introduced in 1988.

NEED MORE INFORMATION:

- About [CSIRO](http://www.csiro.au) (www.csiro.au)
- About [Australia](#) (courtesy of the Lonely Planet)
- About [Immigration Requirements](#) (courtesy of the Department of Immigration & Multicultural Affairs)

A Guide to Addressing the Selection Criteria

ADDRESSING SELECTION CRITERIA

This information is provided to assist you in submitting applications for positions with CSIRO. The material is intended as a guide only for applicants with less experience in responding to formal selection criteria.

Answering Selection Criteria

Selection criteria describe the particular skills, abilities, knowledge and qualifications (if any) required to achieve the outcomes of a position. Applicants are rated against the criteria in order to select the most meritorious applicant.

The following process is a guide to assist you in answering selection criteria.

THE WRITING PROCESS

1. Read the selection criteria carefully.
2. Identify the specific factors in each selection criterion.
3. Determine how you meet each criterion.
 - a. The introductory assertion may be 'I possess a high level of skill in...'
 - b. You should then support this statement, such as 'In my role of ..., I have ...' This is an example of a previous situation where you have demonstrated a particular skill or ability giving consideration to what tasks were involved, or how you would apply the skill or ability.
 - c. Expand your previous statement by describing (step by step), what was involved in the process.
 - d. You should then provide support or evidence of achievements, such as 'the attached statement from ...'; 'this resulted in...'; 'I have improved...' These are the results or outcomes of your supporting statement and show how you were successful.
4. Check you have used positive and specific language.

Instead of saying "We produced a newsletter", outline specifically what you did, for example, "I formatted and edited the newsletter".
5. Check that you have addressed the specific factors.
6. Check that you have not undersold or oversold yourself.

SAMPLE ANSWER

Let's have a look at a selection criterion common to many roles. The wording may vary and depend on the level of the position applied for.

'Well developed oral and written communication skills as evidenced by the ability to liaise with a range of clients at all levels.'

Many answers received by selection panels are not sufficiently detailed for panels to make a full assessment of the applicants' claims. For senior positions a three or four sentence response would generally not be considered sufficient. Here is an example of a response which would not be sufficient based on the above selection criteria.

'I possess well-developed oral and written communication skills which I have utilised throughout my working career. At XZY Corporation I was required to liaise regularly with people at all levels ranging from senior managers to staff, on a range of recruitment and procedural matters. I have written a large number of documents including memos and articles in an office newsletter.'

In this example, the broader view has been taken without the applicant outlining how they specifically met the criteria.

Using the **Writing Process** described earlier, let's try to improve this answer so the applicant has the best chance of being invited to interview.

1. Re-read the selection criteria.
2. Identify specific factors - underlining keywords may be useful so you can break them down into meaningful components. For example, the word 'communication' can include meanings such as verbal, non-verbal, listening, negotiation, questioning and feedback. (This is not an exhaustive list – you can probably think of additional examples).
3. To outline how you meet the criterion, expand on what you did but ensure it is concise. To help you expand, think of a situation in which you were involved, taking into account where it was, what you did, how you did it, and what the outcome was.

Let's have a look at the reworked answer

'I possess well-developed communication skills which I have gained throughout my working career. In particular, in my role as Administration Support Officer at XZY Corporation, I liaised on a daily basis with senior managers, staff at all levels, recruitment agencies and members of the public. Most of the communication was face-to-face and by telephone and I was frequently commended for the professional manner in which I carried out these duties.

For example, one of my key responsibilities was to recruit office support staff for various areas within XZY Corporation. Senior managers would phone me to request a new staff member and I would personally meet with them to discuss their requirements. I would update the job description and brief the agency on all aspects of the job to ensure they understood our requirements.

This process required well-developed communication skills to ensure I acquired an accurate understanding of the job and clearly communicated this to the agency. As a result, highly suitable applicants were referred for interview.

My written communication skills are also well developed and I have utilised these skills in writing the following documents:

- Updating job descriptions;
- Writing articles in a monthly newsletter; and
- Writing memos to office staff.

As Administration Support Officer I was required to keep managers informed of policies and procedures. To do this, I initiated a monthly newsletter. I wrote an article in each publication and encouraged other staff members to submit an article or I obtained their ideas and input. Feedback received in relation to this newsletter was excellent and resulted in improved lines of communication between managers and the Administration Support Branch.'

The above response shows how the applicant gained relevant skills, give examples and outlines detailed of what they did. The response also gives successful outcomes for all the people involved. This response could continue by expanding upon further examples.

TIPS

- Where appropriate use dot points in your answers to help with clarity – it will make your application easier to read. Remember some points will need to be expanded on in more detail.
- Although there are no hard and fast rules, the suggested length of the response should be between one paragraph and no more than 1 page per selection criterion.
- As a guide the more senior the role or the more complex the selection criteria, the more detailed your response should be.

ADDITIONAL RESOURCES

Some useful books in relation to answering selection criteria are available. Here are two, but please check your library or bookshop for others.

Lupton, T. (1996) *Answering Selection Criteria*, 2nd edition, Lupton Publishing, Nambour, Australia.

Villers, A. D. (1996) *How to Write to Selection Criteria*, 2nd edition, National Library of Australia.
