

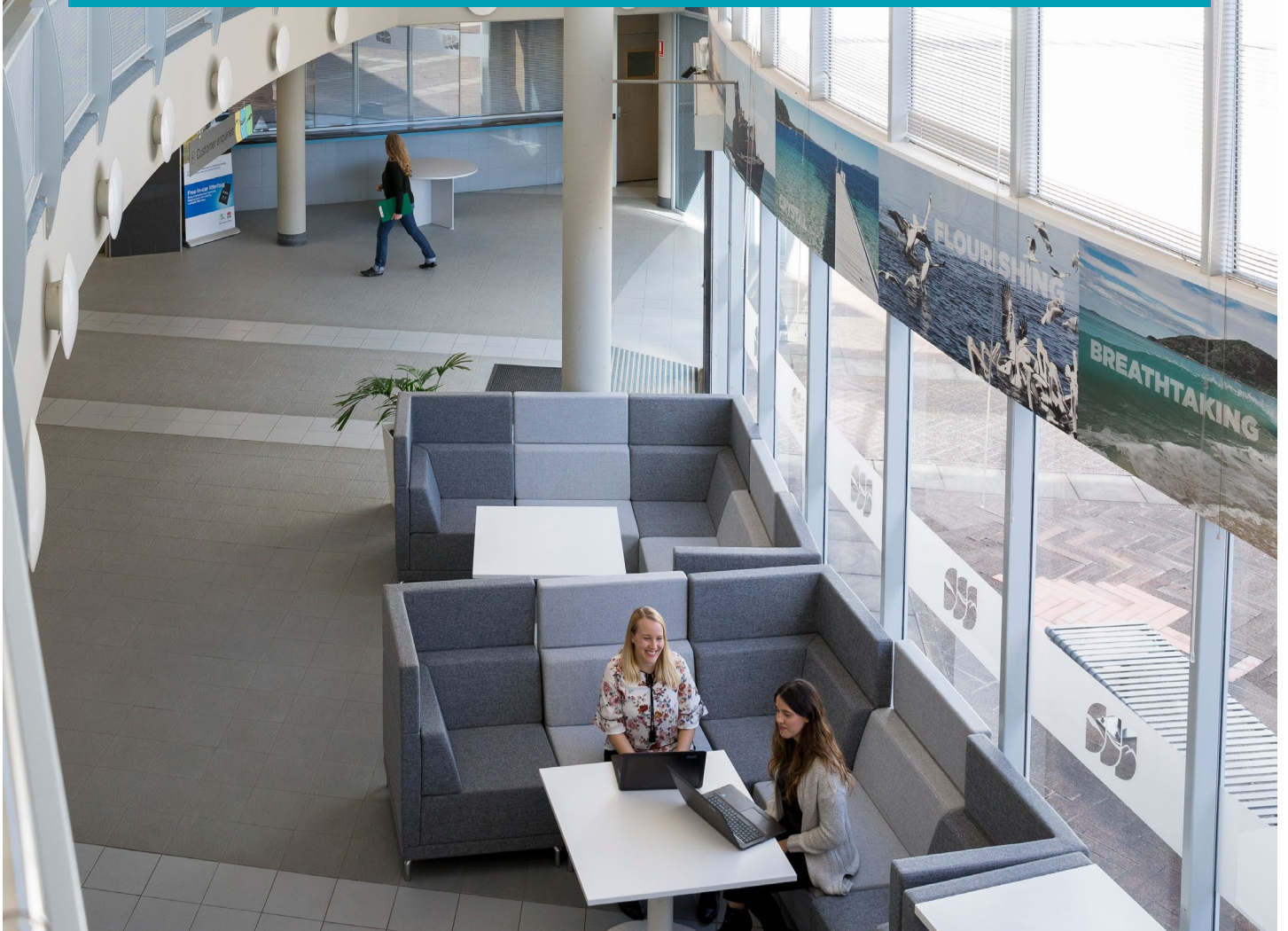


PORT STEPHENS
COUNCIL

Guide for applicants

PSCareers has the job you're looking for

Whether you've got years of experience or you're looking to get a start, your chance of landing an interview is greater if you have a killer application to show off your education, skills and experience.



Getting your resume up to date

Your resume isn't simply a list of your job history – it's your opportunity to sell yourself. Whether you've got years of experience or you're looking to get a start, your chance of landing an interview is greater if you have a killer resume to show off your education, skills and experience.

Your resume is the first impression you get to make – a well-written professional resume will ensure it's a good one. Useful tips to help you stand out from the other applicants:



Make it brief

Remove the clutter and any irrelevant job experience. If it doesn't fit in about 1 or 2 pages, it's not worth writing about.



Make it clear

Presentation matters. Be consistent with your formatting and design. Use clear headings, concise bullet points and a plain font like Arial or Helvetica.



Make it personal

It's important to keep your personality in there – so avoid using the standard Microsoft Office resume templates.



Only include necessary info

Only your contact details, address, suburb and postcode will do! We don't need to know your age, marital status, religion or nationality.



Avoid writing in first or third person

Write about your experiences, like it's a story – so instead of 'I managed a team of 3' or 'Cindy managed a team of 3', write 'responsible for managing a team of 3'.



Triple check spelling and grammar



Be professional

Set up a personal email address for job hunting that is simply your name.



Include the important details

Pop your email and phone number at the top of your resume.

Useful links

- canva.com/create/resumes
- resume.com/builder



The applicant journey

Application

Once you've drafted, reviewed and reviewed your responses again, you're ready to click that submit button. The closing date for your position is listed on the advert on our website.

Shortlisting

A panel will be shortlisting in the weeks following the closing date. You will either be selected to progress to the next stage or not – we'll let you know either way.

Group assessment

If you're selected to progress, you might be invited to attend a group assessment via an email invitation. Because some of these roles attract a high number of applicants, we use group assessments or group interviews as a chance to meet between 10 to 30 people before we progress you to an individual interview.

Interview

The next stage is an individual interview. We only normally invite between 3 to 5 candidates to an individual interview from the group assessment.

Pre-employment checks

From here we take our preferred candidates through some pre-employment checks and a pre-employment medical.

Offer of employment

If all goes well with the pre-employment assessments, we'll make an offer of employment.



How to answer application questions

Application questions are tailored to the specific role – they may require written responses or you may just need to select the most appropriate answer from a drop down menu.

The best way to answer questions that require written responses is to use the STAR technique.

S

Situation

What was the background?
What was your role?

T

Task

What was the task at hand?

A

Action

What did you do?
What specific action did you take?

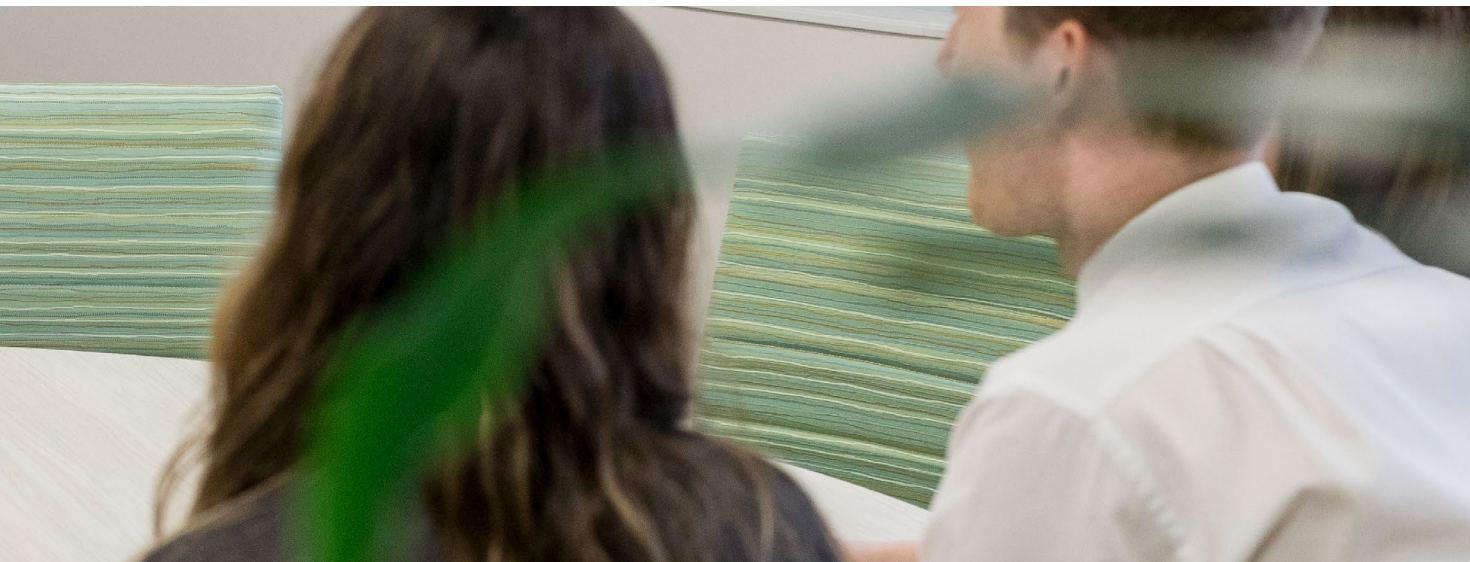
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Results

What happened next?
What was the impact of your actions and how did you measure this impact?

Useful links

- [Miro whiteboard](#)
- [Seek](#)
- [Indeed career guide](#)



Interview preparation

Do your research to find out as much as you can about the company and the job field.

Use 'I' instead of 'we' to demonstrate the part you played and how you took ownership.

Use the STAR method to help avoid buzzwords and fillers like um, ah and slang. Impress your interviewer by telling your story.

Dress the part so you're looking sharp and professional.

Practice answering questions using the STAR method – write down your experience and examples and speak them out loud.

Be honest, enthusiastic and passionate about your abilities – why are you the best fit?

Be aware of body language, maintain eye contact and keep arms/legs uncrossed.



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