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What is the Graduate Program?

It is the perfect place to launch your APS career.

The Department of Finance (Finance) – a place that’s about much more than numbers. We are central to the Australian Public Service (APS) and make a real impact through the work we do. The important work of Finance reaches into every other agency and department in the APS.

This is your chance to grab hold of a unique position, with real responsibility and supportive colleagues, where innovation, teamwork and collaboration are the cornerstones of our everyday work.

You’ll gain exposure to a wide variety of work alongside a great group of professionals. You will also have access to key decision makers who are at the forefront of delivering excellence and value for government.

You may already know that we work on the Federal Budget, but we do so much more. If you join us, your work will extend far beyond managing government expenditure. As a Finance graduate you will need to be prepared to change the game – in the way you work, the solutions you will offer and the unique skills you will bring. The graduate program at Finance provides you with the opportunity to work on diverse and varied projects that are critical to the government’s agenda.

We are seeking applications from high calibre graduates from across Australia to join our team for a challenging and rewarding start to your career.

We want to engage a number of graduates for our 2018 program. You will participate in learning and development opportunities through work placements across the department, as well as gaining access to high quality training throughout your graduate year and beyond.

The selection criteria are aligned with Finance’s graduate capability framework.
Our Recruitment Process

*Please note Assessment Centre date update

Are you ready to change the game? As long as you are able to commence in January 2018, meet the eligibility criteria and are keen to be a game changer, we want to hear from you.

Let’s get started! The online application is your first opportunity to show us your motivation for wanting to work with us and demonstrate your capabilities that align with our program. Applications open on Thursday 2 March and close at 11:30pm (AEST) Monday 3 April 2017.

If you make it through the online application stage, you will be asked to complete online assessments. These assessments will take place between 10 – 19 April 2017.

If you successfully progress from online assessments, you will be invited to attend an Assessment Centre. These Assessment Centres may be conducted in Canberra or in your closest capital city and will held between 29 May – 2 June 2017.

If you blow us away in the assessment process, we will contact you to discuss an offer of employment with the department. We expect offers to be made in June 2017.
Your Eligibility

To be eligible for our graduate program, you must submit a completed application form prior to the closing date and time, and:

1. be an Australian citizen or going to be granted Australian citizenship before commencement and be able to provide evidence of this.

2. have maintained a credit average throughout your university degree.

3. be completing your final year of study or have completed an undergraduate/Bachelor's degree in the last five years.

4. obtain and maintain a Baseline Security Clearance.

5. willing to reside in Canberra.

Additional Support

You may be eligible to receive additional support through the process.

If you have a disability you are able to request reasonable adjustments to the assessment process. In order to be considered for this, you will be required to note this in your application and we will contact you to discuss additional support.

If you require any additional support throughout the process, please contact us.
Capabilities we’re assessing

A game changer is someone who explores opportunities and exemplifies drive and adaptability. They are responsive and comfortable with change. It’s someone who wants to be challenged in a flexible and fast-paced environment. But above all else, a game changer has a positive attitude and a desire to learn.

The Department of Finance is looking for game changers.

People who will work across many aspects of government for a central agency, where the work is anything but dull.

We are looking for people who aren’t afraid to do things differently and create an impact – those who are bold enough to take the lead.

Think you’re up to the challenge? The capabilities we look for in our graduates are:

<table>
<thead>
<tr>
<th>Organisational Alignment</th>
<th>Self-Discipline</th>
<th>Collaboration and Delivery / Client Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation for working within the department at the specified level.</td>
<td>Approaches tasks and own development in a logical, organised and professional manner to ensure delivery of consistently high quality work.</td>
<td>Collaborates with others to achieve quality outcomes and meet deadlines.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results Oriented / Adaptability</th>
<th>Research and Analysis</th>
<th>Verbal Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies and plans the activities needed to achieve quality outcomes and takes action to overcome barriers to success.</td>
<td>Gathers information from a range of different sources and analyses it to inform thinking on a particular topic.</td>
<td>Communicates clearly and confidently, and actively listens to others in a range of settings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Written Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writes persuasively and provides clear written advice in a range of styles.</td>
</tr>
</tbody>
</table>
Step 1: Online Application

The online application is your first opportunity to demonstrate that you meet the selection criteria. Not all candidates will progress past this stage.

The online application is primarily a questionnaire with questions relating to the Finance Graduate Capabilities. At this stage, you need to upload your resume, your most recent academic results and answer some eligibility questions.

Tips for Application

- Start your online application as early as possible, well before the deadline. If you have questions or technology issues on the due date, you may not be able to resolve these quickly enough to lodge your application on time. Please note that online applications close at 11:30pm (AEST) on Monday 3 April 2017. It will not be possible to submit your application after this time.
- Set aside at least 1.5 hours to complete your application. Take note of character limits as an indication of the amount of information to include. Remember to be concise.
- We recommend you prepare your responses in a word document and then copy and paste them into your online application form. If you experience technical issues on the site, you may lose the information and need to start again.
- Proof read your application. Your writing skills are assessed along with the content in your responses.
- Once you have successfully submitted your online application, you will receive an email confirming receipt. We recommend that you check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam folder.
- Provide honest and accurate information as your responses will be confirmed at other stages in the process.

Capabilities assessed with the online application are:

- Organisational Alignment
- Self-Discipline
- Written Communication
Resume

You need to attach a resume to your application prior to submission. When compiling a resume there are a number of different styles or formats to use. Here are some tips to help you prepare your resume:

**Tips for Compiling a Graduate Resume**

- Include your personal details at the top of your resume. These should include contact numbers, email address and working rights i.e. Australian Citizen.
- The second item on your resume should include your qualifications and education.
- List any employment you have, including volunteer work, in reverse chronological order. This means listing your most recent employment history first and working back from there.
- Your resume should be as concise as possible. Two to three pages should be the maximum length.
- Use a font that is easy to read. Times New Roman, Arial, Calibri, or a similar font. Keep the font size at 10 or 11. Remember to keep your page margins as standard.
- Keep each section uniform, using a standard approach. Use bullet points where appropriate.
- Ensure your resume is without spelling or grammatical errors and is accurate and complete.
- Remember, do not include personal information such as marital status, children, height etc.
Step 2: Online Assessments

Online Reasoning Assessment

If your application progresses to the next stage, you will be invited to complete an online reasoning assessment. This assessment comprises verbal, numeric and abstract reasoning. Most people are better at reasoning with some types of data than with others, and an assessment like this allows everyone to demonstrate their area of strength. In other words, don’t worry if you find some items more challenging than others.

All of the information you require is contained within the assessment. There is nothing specific you can do to prepare. However, you might like to review some sample questions to familiarise yourself with the types of questions you can expect and ensure you select an appropriate place to take the test.

When selecting the best time and place to complete the assessment, please keep in mind the testing environment can have a significant impact on your performance. While the assessment itself only requires 20 minutes to complete, you will want to allow some additional time for logging in, reading instructions, completing sample items, etc. Altogether, 30 minutes of uninterrupted time in a quiet environment with a high-speed internet connection should suffice.

If you are not familiar with this type of assessment, you may find it helpful to review a free, 10 minute sample test available from the test publisher at: http://www.revelian.com/example-questions-cognitive-ability/. Even if you have completed other reasoning assessments, viewing these sample questions can be helpful as every test is unique.

Once you begin the assessment, the timer cannot be stopped, and you will not be able to re-sit the assessment if you feel you didn’t complete it under appropriate testing conditions.

Although it is a timed assessment, it is more important to respond accurately than to answer every question. If you find you are struggling with a question, you may choose to move on to the next one and return to the challenging item if time remains. Points will not be deducted for incorrect answers.

Many people will not complete all 51 questions in the time allowed. This is by design, and means that you should not be worried if you realise you will not finish the entire assessment.

These assessments help predict how quickly you will learn new information during the graduate development program and how effectively you will use information, sometimes in ambiguous situations, to solve problems. The assessments have been used with thousands of other graduate candidates in Australia, allowing us to compare your performance to that of your peers. That means we are able to set benchmarks for these assessments in line with the capability required in these areas for the program.

Online assessments are not designed to be completed by people with visual impairments not corrected with corrective lenses. If you are in this situation, please contact the HOBAN recruitment team to make suitable arrangements before you begin the assessment.

Similarly, if you are unable to undertake online reasoning tests for a reason other than visual impairment, and did not advise us of this on your Application Form, please contact the HOBAN Recruitment team to make suitable arrangements before you begin the assessment.
Sample Reasoning Assessment Questions

Sample Verbal Reasoning item

Four of the following are alike in some way. Please select the other two.

☐ car  ☐ boat  ☐ run

Sample Abstract Reasoning item

Which two of the five items do not belong with the others?

Sample Numeric Reasoning item

What is the missing number that should take the place of the question mark?

<table>
<thead>
<tr>
<th>?</th>
<th>7</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>9</td>
<td>...</td>
</tr>
<tr>
<td>8</td>
<td>...</td>
<td>14</td>
</tr>
</tbody>
</table>

Capabilities assessed with the online reasoning assessment are:

- Research and Analysis
Online Personality Assessment

The Hogan Personality Inventory (HPI) is a measure of common workplace personality. In other words, it asks you questions about your day-to-day preferences and behaviours in the work environment. It does not seek to identify personality disorders or other medical conditions as this would be inappropriate. When answering the questions, you may find yourself saying, ‘It depends,’ as most of us alter our behaviour to fit the situation. Focus on the preferences and behaviours you tend to express most commonly at work, realising that typically your initial reaction is the most accurate response.

The assessment will flag results that appear to have been manipulated to be socially desirable, so it is important to respond honestly. We recognise that every individual will demonstrate strengths and areas for potential development on the assessment as that is the nature of human personality. We also recognise that even where the assessment highlights a potential area for development, you may already be aware of this. You may have already recognised some potential for growth and taken steps to develop strategies for success. For example, someone who realises they struggle to pay meticulous attention to detail might allow additional time for double-checking work or identify resources that can assist them in doing so.

It may help to know that the assessment is being used only to identify significant potential areas for development so these can be investigated further through other stages in the process. The personality assessment is primarily used as one piece of evidence in an emerging pattern of information about each candidate across the entire process.

As with the reasoning assessment, you are able to complete the assessment at the time and in the place most convenient to you. While the personality assessment is untimed, most people complete it in about 20 minutes. We recommend you allow 30 minutes for logging in, reading instructions, answering questions etc. While the lack of a time restriction makes interruptions less of a risk, it is still best if you can complete the entire assessment without disruptions as stopping and starting may impact the consistency of your responses.

Sample Personality Assessment Item

<table>
<thead>
<tr>
<th>Number</th>
<th>Statement</th>
<th>True</th>
<th>False</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>I enjoy helping people.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>I would rather stay home and read than go to a party.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>I keep calm in a crisis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>I often wonder what other people are thinking of me.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Capabilities assessed with the Personality Assessment are:

- Self-Discipline
- Collaboration and Delivery
- Results Oriented
Step 3: Assessment Centre

If your application progresses from the online assessment stage, you will be invited to attend a half-day assessment centre. These Assessment Centres may be conducted in Canberra or in your closest capital city.

What is an Assessment Centre?

The Assessment Centre provides you with an opportunity to step up your game and showcase your capabilities, find out more about the Graduate Program and your graduate year.

Assessment centres use different activities to assess your capability against specific selection criteria. This assessment centre is designed around three activities and takes about half a day. We understand each individual has unique strengths, so our process is designed to provide you with an opportunity to demonstrate your strengths within the capabilities for this program.

You may be asked to complete the following activities:

- a work sample
- a team activity
- an individual presentation and interview.

You will also be able to chat informally with current staff from the department and previous graduates during the Assessment Centre.

Tips for Assessment Centres

- The assessment centre is not designed to catch you out. Try to relax, be yourself and enjoy the activities.
- Listen carefully to the instructions you are given. If you are unsure what to do, ask for clarification.
- Be enthusiastic. Plan to have a good night’s sleep so your energy level is high.
- Address all the issues and questions outlined in each activity.
- Know the time limit for each activity. These will be provided at the start of each activity.
- Consider the capabilities we’re looking for when framing your answers.
- Gather information about assessment centres: visit websites, read printed material, talk to previous candidates or career advisers. Your career adviser will be a great source of information for how to prepare for an assessment centre.
- Familiarise yourself with the location and things like parking and/or public transport.
- Ensure you have the right start time.
- Take the contact number in case of emergency.
- If something goes wrong, call us to let us know.
Activities at the Assessment Centre

Work Sample

What happens?
During this activity, you will be asked to prepare a short document on a computer. You will work on your own to complete a piece of work. We'll provide some background information and questions to help you respond.

Tips
- Read the information carefully and make sure you know what you are being asked to do.
- Keep your response brief and to the point.
- Pace yourself, remember the time limit of the activity and ensure you leave enough time to respond to each question.

Capabilities assessed for the Work Sample are:
- Self-Discipline
- Research and Analysis
- Written Communication

Team Activity

What happens?
Very few positions achieve success in isolation. While you can describe times in the past when you have had to work in close cooperation with others, we want to be able to directly observe how you operate in a team. For this team activity, you will be put into a group and provided with some brief information to help you complete your task.

Tips
- Make sure you read and listen to all instructions carefully, and keep in mind which capabilities are being assessed.
- Take your role seriously and do your best to behave as you would if the situation were real.

Capabilities assessed in the Team Activity are:
- Collaboration and Delivery / Client Service
- Results Oriented / Adaptability
- Research and Analysis
Individual Presentation and Interview

What happens?

You will be asked to deliver an individual presentation on a topic related to our work at Finance. You will be given information prior to the Assessment Centre, highlighting your ability to prepare and deliver information.

After your individual presentation you will be asked to respond to some additional questions about yourself by describing situations you have been involved in in the past. In responding to these questions, draw on examples from all aspects of your life, including work, volunteer and community work, and university.

During this additional question time, try to avoid generalisations such as ‘In situations like that, I usually…’. Ensure that you select a specific situation and speak about that time or event. Also, choose situations where you are able to provide evidence and highlight your ability in this area or capability.

The framework we encourage you to utilise follows the **STAR** method. Reflect on the **Situation**, including who was involved and what the environment was like at the time, the **Task**, what was your role and what was your involvement, the **Action**, what you actually did or said, and the **Result**, what were you able to achieve.

You are welcome to bring notes with you to the individual presentation, although you should keep in mind that reading from them directly or referring to them too much may impact your opportunity to engage with your assessors.

The assessors may also ask you follow up questions, otherwise known as probing or prompting questions. This does not mean you are on the wrong track. It is just that we want to give you every opportunity to provide as much information as you can to get you to achieve the best outcome possible.

Capabilities assessed with the Individual Presentation and Interview are:

- Organisational Alignment
- Self-Discipline
- Research and Analysis
- Verbal Communication
- Collaboration & Delivery / Client Service
- Results Oriented / Adaptability
Sample Question

Initiative

Tell me about a time you saw an opportunity and drove it forward.

- How did you spot the opportunity?
- How did you decide whether to pursue the opportunity or not?
- What was the outcome?

Remember, we want you to do well. We will be spending considerable time screening applicants and will have identified you as a potential employee. We will be looking for confirmation that you have the capabilities and values to be successful. Be enthusiastic and energised.

Tips

- Practice can be of real benefit. Engage in a mock presentation with friends, colleagues, career advisers – anyone who is prepared to help.
- Choose examples that highlight your strengths and focus on your own involvement in various situations (use ‘I’ rather than ‘we’). Use the most recent and relevant examples possible.
- Before you attend the Assessment Centre consider past experiences where you have demonstrated the capabilities we’re assessing to make it easier to provide examples.
- We want you to do your best. You may receive probing questions to help clarify your responses.
- Walk the assessor through your response in a logical, sequential fashion. Structure your responses using the **STAR** approach outlined below.

**The STAR approach**

- **Situation**: A brief outline of the situation or setting, who was involved and what was your role?
- **Task**: What did you do?
- **Action**: How did you do it?
- **Result**: What was the outcome and what feedback did you receive?
Feedback

After the Assessment Centre, we will look at the overall process to determine who we will make offers to. If you do not receive an offer of employment for the Graduate Program, you are able to receive a feedback report. Feedback will be provided about the capabilities where you met benchmarks and where you did not meet benchmarks. Also about the step of the process from which your application did not progress.

Continuous Improvement

We are always looking to improve on what we do. Surveys will be distributed and the feedback you provide will help us improve our process for future recruitment campaigns.

Contact

The Department of Finance manages the graduate program and the recruitment process is administered by HOBAN Recruitment.

If you have any questions about the recruitment process, please use any of the contact details below:

**Phone:** 1300 952 231

**Email:** financegrads@hoban.com.au

**Facebook:** [https://www.facebook.com/ausgovfinancegrads/](https://www.facebook.com/ausgovfinancegrads/)

Please note when calling the 1300 number you may need to leave a message for the team. Your call will be returned within 24 hours (during business days).