



# A Candidate Superstar



Recruitment Candidate resource

[moorabool.vic.gov.au](http://moorabool.vic.gov.au)

## Before you write your application

Call us! On all our job ads there is a contact person mentioned specific to the role being advertised. We encourage you to make contact so you can get an idea of what the job entails. Although we try our best to be specific in our advertising, sometimes you can pick up additional information from the call.

Remember, this is your first opportunity to make a positive impression so prepare yourself for the discussion. Ask relevant questions. Demonstrate your interest so that the person you talk to remembers you.

After the call think about the role and whether you can picture yourself working with us in the job. If you can then you are invested in your application and not just applying for the sake of it.

Now you are ready to take the next step.

Good luck!

## Your Resume

The first step in obtaining your dream role with us is to prepare and submit your application. This will be centred around your resume.

Please remember that we don't know you so you need to tell us about you as a professional. This is your *opportunity* to begin positioning yourself as the perfect candidate!

Here are a few tips for preparing an ideal resume:

**Brief is better:** A long and convoluted resume is far less appealing than you may think. We aren't saying it could be boring but....well you get our drift! Focus on giving more specific detail about your current and recent jobs and less about the past.

**Promote accomplishments:** When focussing on current and recent jobs, don't be afraid to include your accomplishments as not only does this underpin your success it also demonstrates to us the value you can add to the organisation. Don't be shy. We can guarantee that your competition won't be but also don't go overboard. As Goldilocks would say, "Make it *just right!*"

**Highlight links to the job you are applying for:** It's imperative that you include skills and experience that are relevant to the job that you are applying for. Don't fall into the trap of re-using parts of previous applications without checking its relevance first. When we read applications, we can tell so please ensure it is relevant.

**Take a pass on unnecessary information:** Whilst popular in the past, the days of including information such as age, marital status, religion and nationality are long gone. Also, please don't include a photo of yourself. There is definitely no need for this. An address, suburb and postcode is really all you need.

**Make is clear and straightforward:** Use simple text, a standard font that is easy to read and avoid writing about yourself in the third person. Use bullet points where appropriate to list important information.

**Be conscious of formatting and layouts:** Avoid using complicated layouts and cheesy formatting. Whilst you may think a bright and vibrant backdrop or header will impress us, we are far more interested in the content and your experience. Put more effort into the content and less into beautifying the document.

**Use the spell check:** Seems simple but so often overlooked. Spelling mistakes are a massive no-no in resumes. It demonstrates a lack of attention to detail and professionalism. Make sure you hit the "spell check" button before you finalise your resume.

**Be professional and discreet:** If you're using the same questionable Hotmail address from when you were in your early teens, it is recommended that you set up a new one for the purpose of your job application.

**Keep to our submission requests:** When applying for job vacancies you are required to apply online through our job portal accessible through SEEK or our website. The application process is completely electronic and requires applicants to attach the following when applying;

- Copy of your cover letter
- Copy of your résumé/CV
- Copy of your qualifications.

In addition, you will be required to answer a few questions -

- Where did you hear about the vacancy?
- Are you an Australian Citizen, Permanent Resident or have the rights to work in Australia?
- Do you have a current Australian Driver's Licence?
- Do you have qualifications to support your application?

Last but not least, there will be one question you will be asked to answer in relation to the position. This is your opportunity to sell yourself and give relevant detail in relation to your skills and experience.

## The Cover Letter

The cover letter is your chance to introduce yourself to us and spark our interest to read your résumé. The cover letter provides a mechanism for you to give us a sense of who you are, highlighting your skills and experience, before we read your résumé.

Here are a few tips for preparing an ideal cover letter:

- Start with a brief introduction about yourself; drill down and mention the job you're applying for and outline why you are interested in it.
- Provide a snapshot of your skills, experience and qualifications (with specific reference to the skills, experience and qualifications required for the job you are applying for).
- Provide an insight as to the value you believe you can add to the Moorabool Shire (in accordance with the position description).
- Note that your résumé is attached and confirm you are happy to provide more detail if required.

## Qualifications skills and experience

We no longer expect our candidates to spend hours and hours answering multiple Key Selection Criteria (KSC). We will ask you one or maybe two questions (maximum) relevant to the role.

We encourage you to really put a lot of thought into your answer/s. It is really your 'sales pitch' opportunity.

Here are a few tips to consider when responding:

Study the question/s: Take your time and consider what we are really looking for.

Keep the layout simple: Use bullet points and short sentences. Please don't write a novel; We don't have the time to read "War and Peace" but we need enough information in your response to understand your scenario. Make it punchy and to the point. Less is definitely more in these circumstances.

Give STAR responses: The Situation-Task-Action-Result methodology is explained in more detail in the next section.

Substantiate your claims: Be specific as opposed to generalist. Be specific about what your role was as the impact you had.

## The Interview

After applying for your dream role, you have received the call confirming you have secured an interview. Wow!!! Congratulations!

After you get over the initial excitement of success, it's time to prepare for your interview so that you are 'interview ready' and can go into your interview feeling confident and well prepared.

It's time to start your preparation.

**Read your application** multiple times and take a bow in the knowledge that your application has piqued the interest of panel and you are on your way!



It's a good idea to read over the position description multiple times so that you really have a grasp of what Council are looking for with skills, attributes and behaviours in the ideal candidate. Learn what our values are and think about how you can align your responses at interview. It is also important to research Moorabool Shire Council, in particular the service area you are applying to work with, by clicking on [Home | Moorabool Shire Council](#)



Within the position description you will find a heading called "*Capabilities*". Moorabool Shire Council use what is called a Capability Framework. As a candidate you don't have access to the Capability Framework. However, you would be wise to familiarise yourself with the capabilities mentioned in the position description that will provide you with a great resource to use when formulating your answers to the interview questions.



Do your research! Review the organisational Values and Annual Report. Use your networks to find out more about the culture and strategic direction of the organisation. It's so appealing to us as a prospective employer when a candidate demonstrates their knowledge of Council.

Moorabool Shire Council use a combination of competency-based and behavioural questions at interview.

Competency based questions will assess your skills, knowledge, and attributes relevant to the role whereas behavioural questions will draw on past experiences and give us the opportunity to see how you can adapt these experiences and behaviours into future challenges.

Don't wait until the day of interview to prepare. Put some time away well before that so the day of interview is for a review (final run through).

From the perspective of preparation consider:



- Prepare some examples of previous work achievements that demonstrate your suitability for the role.
- Practice interviewing. A family member or friend would be perfect. The mirror is always a good backup.
- Consider how you will introduce yourself to the panel and talk through 'your story' so far.
- Handle logistics early. Have your cloths ready, directions sorted and interview materials ready to go.
- Look and dress professionally. Looking and dressing the part will help influence a positive outcome.

## The STAR Method

A solid method to help you with your answers is to use the "Star" method. The Star Method can be used to help you structure your answers to questions from the panel.

It's a great tool and can even be used to bring you back to task during an interview if you get sidetracked.



**S** = Situation.

**T** = Task

**A** = Action

**R** = Result

## How to respond using the STAR Method.

A member of the panel will ask you a question or put to you a scenario.

"Describe a situation where you have made a decision that had impact on your team? Describe the situation and what was the impact?"

Using the Star Method formulate your answer.

Think "**Situation**" – what was the project, event, or challenge? *Set the scene of what the situation was.*

Think **“Task”** – thinking about the situation you have described, **what task did you do in the scenario/subject? What was your part in it?** Be careful not to talk about what others did. This answer is to showcase to the panel your involvement.

Think **“Action”** – describe was action you took to rectify, improve, or solve the matter?

Think **“Result”** – Give a summary of what the outcome was. What was the outcome learning, improvement?

## **Our Panel**

Interview panels at Moorabool Shire Council will:

- declare any conflict of interests prior to interviews and if there is a conflict of interest, it will be managed appropriately,
- have attended training in conducting interviews,
- have equal opportunity at the forefront of their mind with a mixture of people on the panel.

**All candidates** are consistently asked *identical* questions so you can be assured that everyone is being treated equally.

**Special needs** – if you require special consideration insofar as reasonable adjustments for interview, please contact [workplacerelations@moorabool.vic.gov.au](mailto:workplacerelations@moorabool.vic.gov.au)

You will have been contacted previously by the Panel Chair so if you have any questions before interview, please don't hesitate to contact that person.

We hope that our Tips and Tricks will assist you with your application and we look forward to receiving an application from you in the future.

Best wishes and good luck!!!

Moorabool Shire Council Recruitment Team.