

Queensland Audit Office

Guidelines for graduate applicants

To assist you in completing your application please follow the guidelines below. It is important that your application contains enough information to enable us to make an assessment of your ability to meet the assessment criteria.

ADDRESSING THE ASSESSMENT CRITERIA

Assessment criteria describe the personal qualities, skills, abilities and knowledge a person needs to perform the role effectively. They are used to identify the right person for the role. There really is no right way or wrong way to set out your answer to assessment criteria. However, selection for interviews will be based on how well your application addresses the assessment criteria.

When you first start to write your application by addressing the assessment criteria it will be time-consuming. So allow yourself plenty of time to get your application together.

When you address the criteria, you will need to tell us how you have demonstrated your ability in each criterion.

To do this, expand on what you have done by giving us **specific** examples of experiences/involvement you have had in relation to the criterion.

Your statement needs to be supported by detailed examples of where you demonstrated these skills. Examples do not have to be limited to work experience but could include university assignments and extracurricular activities, other life experiences, community or sporting group involvement.

ASSESSMENT CRITERIA EXAMPLE

Example Criteria – Work effectively within a team

Answer by providing examples of situations where you have demonstrated this skill, for example participation as a member of a sporting team, a presentation you have given as part of a group assignment, a team you have successfully motivated, a team/group project.

Expand upon your examples by describing what was involved in the process. This is also known as the STAR method of answering, i.e.

- **Situation** – Briefly outline the situation. The introductory comments may be “I possess a high level of skill in ...”, “In my role of ...”.
- **Task** – Describe in detail the part/role you played, what YOU did. Provide an example of a previous situation where you have demonstrated a particular skill or ability giving consideration to what tasks were involved.



- **Action** – Describe in detail how you performed the task, the techniques/attributes you used to ensure a positive outcome. Expand your previous statement by describing (step by step), what was involved in the process.
- **Result** – State what the outcome or result of this particular situation was. Provide support or evidence of achievements, for example stating “this resulted in ...”, “I have improved ...”.

Try to avoid unsupported claims about your capabilities.

WHAT TO EXPECT AT YOUR INTERVIEW

Successful shortlisted applicants will be invited to attend an initial screening interview.

The selection panel will consist of four QAO representatives. During your interview/s you will have the opportunity to explain and clarify the information provided in your application.

At interview you will be asked to provide some **specific** examples of experiences you have had which relate to the selection criteria.

Examples of the type of questions you may be asked could include –

- Tell us about a time you had to research information for a difficult assignment. How did you go about it?
- Tell us about a task you completed which required you to use outstanding organisational skills. What did you do?

To help you prepare for your interview, read the assessment criteria carefully and think of a number of **specific** examples of experience or situations you have had in each of the criterion. At interview, the panel will want to know –

- What was this situation/experience?
- How did you react to it/what did you do about it?
- What was the result or outcome?

At interview please take the opportunity to ask any questions regarding QAO and/or our GRADtecs program.