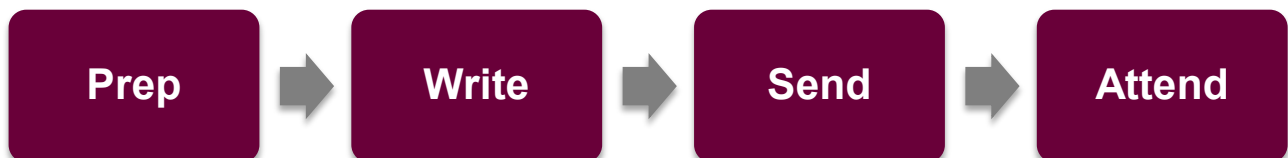




Getting Started: A Step-by-Step Guide

Diving into government recruitment processes can be confusing. Breaking the process down into steps can be a good place to start.

Government recruitment can be summarised into four stages:



See page 2 of this guide for an easy follow [Application Checklist](#).

Aboriginal Workforce Development

The Aboriginal Workforce Development (AWD) team work to improve Aboriginal employment and leadership within the Department of Justice.

The AWD Team offers Aboriginal jobseekers culturally appropriate support and advice throughout a recruitment process. This includes general recruitment advice for applicants and career coaching for existing Aboriginal employees.

If you require any further information or assistance, contact the team. Phone: (08) 9264 1700 or email: AboriginalWorkforceDevelopment@justice.wa.gov.au.

Employment and Development Toolkit

You are encouraged to access the Employment and Development Toolkit found on the Department's [Aboriginal and Torres Strait Islander Employment Opportunities](#) page. From application to interview, these resources provide information and assistance to those going through a recruitment process – including:

Getting Started: A Step-by-Step Guide (this resource)

- Application: Government Resume Writing
- Application: Understanding and Writing Criteria
- Interview: Preparing for a Department Interview
- Interview: Attending a Department Interview
- Post-Interview: Screening and Feedback

Application Checklist

Utilise the checklist below to ensure you have everything ready to apply for the job!

Prep Application:	
	Read and understand the job advert's document requirements
	Take note of the application close date and time
	Download and read through the Job Description Form (JDF) and criteria
	Prepare some examples you can use to address criteria
Write and Review Documents:	
	Resume: Update work experience, volunteer work and community involvement
	Resume: List skills, training and certificates
	Resume: Touch base with your referees to update their contact information
	Criteria: Highlight your experience and skills against the job criteria
	Criteria: Use the SAO (Situation, Action, Outcome) method when writing criteria
	Proofread all documents - resume and criteria!
Send Application:	
	Save the documents in a readable format (Microsoft Word or PDF)
	Allow yourself at least 1 hour to apply for the job
	Follow the prompts on the advertisement prior to the job close
	Provide information on your references, working rights and diversity background
	Attach your documents when prompted!
Attend Interview:	
	Research the Department- values, ethics, divisions and structure
	Review the JDF and criteria, prepare examples from your previous experience
	Practice answering common questions
	Prepare a question or 2 to ask the panel- is there anything you want to know?