

Applying for vacant positions at Hydro Tasmania

Advice to Applicants

The following information is to assist applicants applying for positions with Hydro Tasmania.

YOUR APPLICATION

Employment at Hydro Tasmania is based on merit. This means the selection decision is a reflection of the successful candidate being the best person for the position, based on an assessment against the selection criteria for the position, based on their experience, skills, knowledge, qualifications, potential for further development and organisational 'fit' in the context of Hydro Tasmania's Equal Employment Opportunity Policy and values.

The role of the selection panel is to review all applications and only applicants who demonstrate in their application that they meet the selection criteria will progress to short listing. It is the candidate's application that provides the selection panel with sufficient information to evaluate whether an employee meets the selection criteria required for that position.

Please include in your application:

An Application Letter

This should be a short covering letter to introduce yourself and outline the details of the position you are applying for.

Addressing the Selection Criteria

Applicants should address each of the selection criteria outlined in the position description:

When addressing each of the selection criteria, you should:

- Ensure you have read the requirements carefully
- Provide **examples** of your demonstrated ability to perform the requirements
- Use positive words to illustrate the level of your achievements
- Ensure your claims against the selection criteria are clear and concise
- Address each of the selection criteria under a separate heading
- Remember less is more – be precise, keep to the subject

Resume/Curriculum Vitae

This should cover: your employment history, your educational qualifications, any professional affiliations, skills, interests and referees/references, etc.

Please do not bind your application or place them in folders. A staple in the top left hand corner is sufficient and makes it much easier to photocopy for distribution to panel members.

References/Referees

Your application should include the contact details for at least two recent employment referees. If you choose not to include these details in your application and are shortlisted to attend an interview then you should be prepared to provide this information at your interview or before the next stage of the recruitment process, as the panel is likely to request details from you on whom they can contact. Ensure you obtain permission from these people prior to nominating them as a referee (it is standard practice to do this prior to submitting your application).

Although not the preferred option at application stage, you may choose to include copies of any relevant written references you may have, attached to your application, although most people would prefer to be listed as a telephone referee. Written references can be useful as evidence of an applicant's previous work experience and skills obtained, but the panel may also want to personally contact past employers, particularly those who most recently employed the applicant.

Email applications to careers@hydro.com.au or alternatively post to GPO Box 355, Hobart, Tasmania, 7001. Applications must arrive by the applicable close date.

PRESENTATION OF YOUR APPLICATION

It is important that your application is well presented. This means ensuring that, as a minimum, your resume is up-to-date and that your covering letter is addressed to the correct location and contact person. Take the time to format the document and ensure you proofread it prior to submitting your application. You are best not to rely on spellchecker as a single proofreading tool. It can also be a good idea to have someone else proofread your application.

Whilst it is important to submit a professional application, it is equally as important not to spend too much time on unnecessary detail such as decorative headings, pictures or fancy paper. **Remember – it's the detail contained in your application that the panel will be most interested in.**

SHORTLISTING / INTERVIEWS

After shortlisting is complete you will be contacted again to inform you whether you have been shortlisted for the next stage in the process, which is usually interview, or if you have been unsuccessful.

Hydro Tasmania uses behavioural interviews to assess suitability for a position. In answering questions in a behavioural interview you will be asked to give examples of past experiences which will be assessed against the position's selection criteria.