

Important Information for Applicants



Government of South Australia

Department for Communities and Social Inclusion

The Department for Communities and Social Inclusion welcomes your interest in the Aboriginal Employment Pool. This sheet will help you with your application.

During the online application process you will be required to:

- answer 4 behavioural questions, and
- upload your CV or resume using the template provided

Well written answers to the questions and a detailed CV or resume will increase your chance of being offered a place in the Aboriginal Employment Pool.

Answering behavioural questions

You should use examples from your work history, studies or community work to illustrate your skills and experience. Please use the C-A-R approach when answering behavioural questions, which stands for Context, Action, and Result, (see below for more information). If you follow all three steps, your response will be straight forward and will provide the evidence to support your application. **It is very important that you keep your answers to each of the Behavioural Questions to the word count specified.**

Context

- Provide a brief outline of the example
- Describe your role in the example and the other people/stakeholders involved
- Explain, using specific details, what led to the example you are describing

Action

- Consider the steps you took in the example you are describing
- Detail your behaviour or actions
- Consider what you did and how you did it

Result

- Share the outcome or the results of the example you are describing and what you learnt from the experience
- Share the feedback you received from everyone involved
- If applicable, outline what you would do differently next time

The C-A-R model is also known as the S-T-A-R model:

- **S** Situation
- **T** Task
- **A** Action
- **R** Result

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Tips for answering behavioural questions:

- Consider what capability or skill the question is seeking – it may be more than one.
- Write answers in a clear and concise manner.
- Draw from a range of experience – from work, study or other areas of your life – in your responses to show your breadth of experience.
- Always use “I” rather than “we” to focus the answer on your own involvement in various situations.
- Use recent examples that have a clear beginning, middle and end.
- Try to use only one example and go into detail about what happened.
- Consider the relevancy and impact of example when answering behavioural questions.

Curriculum Vitae (CV) or Resume – Please use the template provided

The CV or resume outlines general information about you, including:

- Name, address, current telephone contact numbers and email address;
- Personal Abilities/Aptitude/Skills
- Employment History
- Education/Qualifications
- Training and Development
- Referees

Although there are several ways of structuring your CV, it is preferable that you prepare it in reverse chronological order so that the selection panel can start with your most recent employment history and work back. It is useful to provide the dates you were employed in each role and where appropriate the level of the role.

The Selection Process

Applications for the Aboriginal Employment Pool will be reviewed by a panel of DCSI staff. If your application is successful you will be offered registration with the pool for a 12 month period.

As vacancies arise the Aboriginal Employment Pool will be checked for suitable candidates. If you are referred for a vacancy you will be contacted by the Business Unit and asked to meet the selection panel and undertake the selection process.

Good luck!