



DCSI Aboriginal Employment Pool

Frequently Asked Questions for Applicants

Eligibility

What are the eligibility requirements for applying for the Pool?

The Pool is open to Aboriginal and Torres Strait Islander people only.

I am currently living interstate (outside of South Australia); can I apply for the Pool?

No. The Pool is only for Aboriginal and Torres Strait Islander people who currently live in South Australia.

Do I need to have my screening and background checks (i.e. police clearance) up to date to be eligible to apply for the Pool?

Whilst screening and background checks are required to be undertaken prior to any offer of employment, you do not need to have these completed to be eligible to apply for the Pool. If you are successful in your application for the Pool, you will be required to undertake a General Employment Probity screening. If you have a screening and background check, please forward it to the Coordinator, Aboriginal Employment Pool to be placed with your application as this will be beneficial to you when your application is reviewed by managers.

I am an existing DCSI employee; can I apply for the Pool?

Yes. All DCSI employees and employees from other government agencies are eligible to apply, as well as individuals who are not currently working in the South Australian public sector.

Application Process

How is the Pool advertised?

The Pool is advertised through the DCSI website and the Jobs SA website. Information is also provided to relevant Aboriginal networks and other networks (e.g. Job Networks and Aboriginal community networks). Finally, the Pool is promoted through attendance at events, such as Sorry Day, NAIDOC and Career Fairs.

How do I apply for the Pool?

To apply for the Pool you must complete an online application through Big Red Sky. During the online application process, you will be required to respond to four behavioural questions and to upload your CV (Resume).

What is Big Red Sky?

Big Red Sky is the online recruitment system that DCSI uses to manage selection processes. You will need to complete your application through this system.

Can I apply for more than one role category?

Yes, if you believe your skills, experience and abilities match more than one category. In your application, you will be asked to nominate which classification you wish to be considered for.

How are the Pool applicants selected?

There are 3 stages in the selection process to be successful to be part of the Pool:

1. Assessing and ranking responses to the four behavioural questions
2. CV or resume
3. Referee report

Behavioural Questions

What is the purpose of the behavioural questions?

Behavioural questions ask an applicant about their previous experiences in a real situation. Evidence suggests that past performance is the best indicator of future performance, i.e. describe a situation where you were required to use your negotiation and problem solving skills to resolve a conflict. These types of questions allow you as an applicant to detail your skills, knowledge and experience, and verify your abilities and attributes. When answering the behavioural questions you can use examples taken from experience in your work, study, and/or involvement with community groups. We recommend using **one** example for each question. As these questions are part of the selection process, it is important to answer them in detail.

What happens if I exceed the word count in answering the behavioural questions?

You can go under the word limit within reason but must address the question sufficiently. Exceeding the word limit **could** affect the success of your application.

Do I have to answer the behavioural questions?

Yes. This is an **important step** in the application process. Managers use the responses you provide to assess your application against vacancies. If you do not answer the behavioural questions, your application will be deemed unsuccessful.

What is the S-T-A-R model?

The S-T-A-R model is a structured approach for answering behavioural questions. If you follow all four steps, your response will be straightforward and will provide the evidence to support your application.

Situation - What was the situation? Provide a brief outline of the specific, recent situation or setting.

Task - What did you have to achieve?

Action - What did you do? Consider the steps you took to resolve the situation/problem or complete the task. Detail your behaviour or actions.

Result - What was the outcome of your actions? Share the outcome or the results of the situation and what you learnt from the experience. Share the feedback you received from everyone involved in the situation.

Sometimes the S-T-A-R model is referred to as the CAR model (context, action result).

What behavioural questions are used as part of the application process?

There are four different behavioural questions for each role category. For example, the four questions asked in the ASO4-ASO6 category will be different to the four questions asked in the OPS1-OPS4 category. This is because we are looking for individuals to demonstrate particular skills for each employment category.

I am part of the Pool

How long is my application valid for?

You must apply for the Pool each year if you wish to be part of the Pool. If your application is successful, it will be valid until the opening of the next year's Pool. For example, if you apply in May 2017, your application will be valid until the Pool is re-opened in early 2018. The Coordinator, Aboriginal Employment Pool will advise you when it is time to reapply for the next Pool.

I haven't had any communication for a while, should I be concerned?

It is quite common to have large gaps between communications. You will only be contacted if a Business Unit would like you to proceed to the next stage of the selection process (i.e. an interview). The Coordinator, Aboriginal Employment Pool will contact you periodically to ensure we have your up to date details. Should your details or circumstances change, please contact us.

What happens when a role becomes available?

If a role becomes available that matches your skills the Coordinator, Aboriginal Employment Pool will forward your responses to the behavioural questions, your CV (resume) and your referee report to the relevant manager. The manager will assess your skills, abilities and experience against the job specific criteria. If you meet the criteria, the manager will contact you. You may be asked to participate in another selection activity (this is likely to be an interview).

What are the chances of being offered an actual role?

Being registered in the Pool does not guarantee that a suitable job role will become available. However, in 2016 we placed over 30 Pool applicants into roles.

Do I have to accept a position if I am offered one?

The decision to accept a role offered to you by a Business Unit is a personal one. If, however, there is a not a valid reason for not accepting the offer, it is unlikely that you will be referred for other positions for the remainder of the term of the Pool.

If I am a registered applicant of the DCSI Aboriginal Employment Pool, can I ask to be put forward for a particular role?

No. The Coordinator, Aboriginal Employment Pool will assess the relevant Pool applicants against vacancies that arise. If they believe you meet the requirements of the role, at the classification the panel deemed you suitable for, your application will be forwarded to the manager for further assessment.

If I am a registered applicant of the DCSI Aboriginal Employment Pool, am I eligible to apply for roles in DCSI or other government agencies?

You can still apply (independent of the Pool) for any roles that suit your skills, abilities and experience. Please note that you can only apply for South Australian government roles if:

- you are currently working in the South Australian Public Sector;
- you are registered with Department of State Development Aboriginal Employment Register; or
- the role is advertised externally.

To register on the Department of State Development, Aboriginal Employment Register, please ring 8463 5515.

Contacts

If I have any questions about the Pool, who should I contact?

If you have any further queries about the Pool please contact the Coordinator, Aboriginal Employment Pool:

Email: dcsi.aboriginalemploymentpool@sa.gov.au

Telephone: (08) 8207 0744

My contact details have changed since I registered in the Pool, how can I update these?

If your contact details and/or your circumstances change, please contact the Coordinator, Aboriginal Employment Pool. If your application is successful and you become part of the Pool, you will be contacted periodically to ensure we have your up to date details.