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1. Introduction

The Victorian Public Service (VPS) Graduate Recruitment and Development Scheme (GRADS) recruits high potential tertiary graduates to the VPS. The VPS GRADS offers a perfect start to a career serving Victorian communities. The Victorian Public Sector Commission (VPSC) manages the scheme, including the GRADS recruitment process which is administered by HOBAN Recruitment.

The VPS GRADS gives graduates a great opportunity to establish a solid understanding of the VPS before taking up a specific ongoing role in their second year of employment. The GRADS is a 12 month development program where graduates have the opportunity to learn about the public service and contribute to a variety of initiatives. Most graduates rotate through three departments or agencies during their GRAD year, starting with the department or agency in which the graduate is permanently employed, their home department or agency.

The GRADS year involves a comprehensive range of formal learning and development modules. Graduates will have an opportunity to devote specific time to their own professional development in addition to working on department/agency projects and initiatives.

The scheme also runs specialist streams along with the generalist VPS GRADS and enables graduates to develop further expertise in their chosen field. The specialist streams include accounting and finance, or economics.

Each year VPS GRADS selection criteria are reviewed to ensure selection is in line with the purpose of the scheme and of individual recruiting managers from different agencies and departments.

2. Eligibility

To be eligible you must submit a completed application form prior to the close date and time and meet the eligibility criteria below:

1. Australian working rights – You are required to be an Australian or New Zealand citizen or permanent resident **at the time of application** (anticipation of citizenship or permanent residence before the start of the program is insufficient).
2. If you have received a redundancy from the VPS in the last three years you are not eligible to apply or be considered for this program.
3. A minimum of a three-year undergraduate degree completed by the end of January 2018 (**diplomas or other non-tertiary courses of study are insufficient**). If you have an Australian (or New Zealand) post-graduate qualification, or one recognised in Australia, you have met the minimum qualification requirement for the VPS GRADS. You must upload your **undergraduate transcript** as part of your application.
4. To participate you are required to consent to undergo a Police Criminal Records Check on your application form. A police Criminal Records Check may be required prior to a formal offer of employment.

You must provide transcripts of your undergraduate degree:

- I. **Overseas transcripts and qualifications** – Recognition from the Australian Government Department of Education and Training (DET) or a State or Territory Overseas Qualification Recognition Policy Unit, is required as evidence of eligibility for the VPS GRADS. *This can take up to three months so candidates should commence this process early. For candidates who have not received required recognition at the time of submitting an online application, evidence is required that the process is underway (e.g. DET letter of receipt of request). Please note that DET governs the implementation of the Trans-Tasman Mutual Recognition Agreement from Australia.*

If you have studied your undergraduate degree overseas but have studied a postgraduate qualification in Australia (or New Zealand) this will suffice as overseas recognition. In this instance, you must upload your undergraduate transcript and postgraduate transcript as **one document**.

- II. **New Zealand transcripts** – Academic transcripts from New Zealand meet the eligibility requirement for all streams.

To be eligible for the VPS GRADS 2017 Cohort you must meet the specified requirements outlined above. In addition to the VPS GRADS program eligibility, the table below highlights the stream specific eligibility requirements.



Stream	Eligibility Requirements
Generalist	<ul style="list-style-type: none"> The Generalist stream recruits graduates from all disciplines
Accounting & Finance	<ul style="list-style-type: none"> Graduates majoring in Accounting and/or Finance Studied eight Accounting and/or Finance modules in your undergraduate degree. Or have a dedicated Accounting and/or Finance postgraduate qualification*
Economist	<ul style="list-style-type: none"> Graduates majoring in Economics or Econometrics Studied eight Economics and/or Econometrics modules in your undergraduate degree. Or have a dedicated Economics postgraduate qualification*

**If you have not studied eight subjects as part of an Economics and/or Accounting and Finance major but have an interest in this stream(s), you can indicate your interest on the application form. You may be considered for a technical stream should your studies appropriately align to the technical requirements for the VPS GRADS positions.*

Additional Support

You may be eligible to receive support through the reasonable adjustments policy or the Aboriginal Pathway to the VPS GRADS. You will be able to indicate your eligibility and your interest in receiving this support. A member of the VPS GRADS recruitment team will contact those who have indicated interest in the first instance.

Aboriginal Pathway

For support in relation to the Aboriginal Pathway to the VPS GRADS, you can also contact Joe Murfet on (03) 9651 0837 or e-mail joe.murfet@vpvc.vic.gov.au



3. Recruitment Process and Timelines

ROUND ONE Timelines	Recruitment Process
Mon 06 March - Mon 17 April (11.59pm AEST)	Online applications received (public holiday 13 March, 14 April & 17 April)
By Tues 09 May	Unsuccessful and less competitive candidates at application stage are advised
Fri 28 April - Tues 02 May	Online assessments conducted. All online assessments must be completed with 48 hours upon receipt of the invitation
Mon 05 June - Fri 23 June	Feedback provided to candidates who did not progress to Online Assessment (if requested)
Tues 09 May - Fri 12 May	Assessment centres booked
By Wed 17 May	Unsuccessful and less competitive candidates at online assessments are advised
Fri 12 May - Wed 24 May	Half-day assessment centres
By Wed 07 June	Unsuccessful candidates at the Assessment Centre Stage are advised
Thurs 22 June - Wed 28 June	Department interviews scheduled
Mon 03 July - Thurs 20 July	Round one interviews
Between Mon 03 July - Fri 14 July	Feedback provided to candidates who did not progress to the Assessment Centre and candidates who did not progress to the Talent Pool (if requested)
Wed 26 July - Tues 01 Aug	Round one offer period
If you have not heard from the relevant department or agency within two weeks of advising the VPS GRADS team that you intend to accept a written offer of employment, please contact the VPS GRADS team on 1300 662 930.	
ROUND TWO Timelines	Recruitment Process
Thurs 31 Aug - Wed 06 Sept	Department interviews scheduled
Tues 12 Sept - Fri 22 Sept	Round two interviews
Fri 28 Sept - Wed 04 October	Round two offer period
Mon 09 Oct - Fri 13 Oct	Feedback provided to candidates who progressed to the Talent Pool but did not attend a department interview (if requested)
Mon 23 Oct - Fri 27 Oct	Feedback provided to candidates who attended a department interview but were not offered a role (if requested)
If you have not heard from the relevant department or agency within two weeks of advising the VPS GRADS team that you intend to accept a written offer of employment, please contact the VPS GRADS team on 1300 662 930.	
Additional Recruitment	
October through to the end of January 2018	Additional Recruitment as required.
January 2018	Feedback provided to interviewed candidates who were not offered positions and have not previously received department interview feedback from round one or two.



4. Graduate Testimonials

"GRADS provides full exposure to the realities of working for government; the good, the complex, and change as the only constant. I helped to improve alternative education pathways for high school students, worked on multiple budget bids, designed program evaluations, and responded to streams of letters from the public in response to a sensitive event. I now have contacts across multiple departments, a network of GRADS friends, and managers and supervisors who believe in and champion me. Most valuably, I realised that I had pigeonholed myself in terms of my interests and the type of work I wanted to do. My horizons are now much, much larger."

– Stephanie, DET

"The VPS grads program has been a whirlwind of new experiences. I had three fantastic rotations during which I evaluated criminal justice processes, wrote policy for vulnerable Victorian Children and helped to manage a tourism fund for regional Victoria. The grads program helps you to make connections across government and to have a range of experiences to help you to understand where you want to take your career."

– Stephanie, DJR

"Having studied a Master of Commerce, I never would have imagined joining the VPS as a graduate in IT Security at Victoria Police. Navigating this unfamiliar domain was challenging and exciting. Extensive training and support enabled me quickly to develop the requisite skills to contribute to a major project around cyber security. Being a graduate at Victoria Police is full of unexpected opportunities to explore unimagined career paths, to meet with senior leaders and to be a part of a workforce that is dedicated to serving the community."

– Alicia, VicPol

"Since joining the VPS graduate program, I now have a greater appreciation for the complexity of work done across the Victorian Public Service. Although it has been a challenging experience, I have learnt so much and developed a great network of people around me."

– Richard, DHHS

"As a GRAD coming from interstate I was very happy with the networking opportunities that the program provides. Aside from the professional networks I now have throughout the VPS, I've gained a valuable personal network of people who I see regularly outside of work. I would recommend this program to anyone early in their career."

– Sean, DHHS

"After finishing degrees in Arts and Law, I was still unsure of what I wanted to do for my career. I knew I wanted to work with the community and I loved the idea of working on issues that impact Victorians. My rotations were amazing opportunities to try diverse work areas across the VPS. My placements all did very different work and exposed me to so many incredible people, tasks and challenges. Being a GRAD is a fantastic opportunity to meet new and exciting people. Everyone is always willing to help you out, answer questions and take you along to meetings. I was lucky enough to meet departmental Secretaries, assist in the launch of a high-profile report and watch a Bill I had worked on be debated in Parliament. Lastly, the graduate excursions allow you to see first-hand the diverse work that the VPS undertakes, as well as the mechanics of our parliamentary system."

– Erin, DPC

"Coming from regional Victoria I was extremely conscious of how local and state government decisions can impact on regional areas, which attracted me to the program. We also did lots of tours which were incredibly interesting... You'll also never get bored - as a new department there is always something happening that's never been done before"

– Chelsea, DEDJTR

"Working in three different departments/agencies over one year was rewarding because I got to triple my experience of public service work cultures and programs, and learn from each. As a grad, I had the opportunity to spend time with senior leaders and travel out to see services in action. Going through the year as part of the grad cohort meant that I could support and be supported by wonderful people going through the same thing - I made some great friendships and professional connections along the way."

– Kristal, DET



5. Assessment Criteria

Abstract Ability

- Deals with concepts and complexity comfortably
- Uses analytical and conceptual skills to reason through problems
- Has creative ideas and projects how these could link to innovations

Teamwork

- Cooperates and works well with others in the pursuit of team goals
- Collaborates and shares information
- Shows consideration and concern and respect for others' feelings
- Accommodates and works well with others' different working styles
- Encourages resolution of conflict in a group

Written Communication

- Uses clear, concise and grammatically correct language
- Organises information in a logical sequence
- Ensures written communication contains necessary information to achieve its purpose
- Uses appropriate style and format

Verbal Communication

- Clearly explains information and listens to feedback
- Uses a polite and considerate manner when dealing with others
- Confidently conveys ideas and information in a clear and interesting way
- Understands and meets the needs of the target audience
- Sees things from others' points of view and confirms understanding

Initiative and Accountability

- Proactive and self-starting
- Seizes opportunities and acts on them
- Takes responsibility for own actions

Flexibility

- Has strategies and mechanisms for adapting to change and stress
- Is open to new ideas
- Accepts changed priorities without undue discomfort
- Recognises the merits of different options and acts accordingly

Values

- Share the values of the Victorian Public sector
- Integrity
- Responsiveness
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

6. Selection Criteria Assessed at Each Stage of the Process

	Online		Assessment Centre				Department process
	Application form	Reasoning Assessment	Work Sample	Group Exercise	Behavioural interview	Technical questions (Eco and A&F)	Department interview
VPS Values	X				X		
Analytical / conceptual ability		X	X				
Teamwork				X	X		
Initiative and accountability	X			X			
Flexibility	X				X		
Verbal communication				X	X		
Written communication	X		X				
Education							X
Technical skills						X	X
Department/ agency values							X
Additional personal qualities							X
Additional skills or knowledge							X

7. Online Application

The online application is your first opportunity to demonstrate that you meet the selection criteria. Not all candidates will progress past this stage. Online application forms ensure each candidate is fairly and objectively assessed. The online application is primarily a questionnaire – the questions relate to the selection criteria. You will also be asked to provide up to three department or agency preferences you may have. You are not required to have a department or agency preference.

At this stage, you will be asked to indicate your stream preferences. Your application will be considered in line with your first stream preference only up until the assessment centre stage and the most competitive candidates are progressed through to the online reasoning assessments.

TIPS

The following are some tips to help you do your best:

- Start your online application **as early as possible**, well before the deadline. If you have questions or technology issues on the due date, you may not be able to resolve these quickly enough to lodge your application on time. Ensure you read and correctly answer the eligibility questions. If you answer these incorrectly your application may not be considered. Please note that online applications close at 11.59pm AEST on Monday 17 April 2017 (please note this is a public holiday). Applications submitted after the deadline will not be considered.
- Set aside at least **1.5 hours** to complete your application. Take note of character limits as information you provide beyond these limits will not be considered.
- You can **save** your application at any point and return to it.
- We recommend that you prepare your responses in a word processing program and then copy and paste them into your online application form. If you experience technical issues on the site, you may lose the information and need to start again.
- **Proof read** your application. Your writing skills are assessed along with the content in your responses.
- The responses on your application form will be **assessed**.



TIPS

- We will collect other documentation, such as transcripts for **further qualifications** (e.g. postgraduate qualifications), updated resumes and proof of eligibility, at the **assessment centre** if you progress to this stage. If your further qualifications relate to your stream preference you will be required to upload these transcripts.
- Once you have successfully submitted your online application, you will receive an email confirming receipt. We recommend that you check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam folder. HOBAN Recruitment will later send you a contact email which will require you to login and create individual log-in details for the HOBAN system. You will be required to use these log-in details for the duration of the process to ensure that your personal details are kept up to date.
- When you are e-mailed by HOBAN Recruitment, you will also be required to log in and upload the transcript or qualification for your **undergraduate degree** for the streams you have applied for. You must provide your undergraduate degree as part of your application. If you wish to provide postgraduate qualifications you will need to scan your transcripts and upload them as **one document**. We will **not be able to process** your application if you only provide postgraduate qualifications.
- If you have an overseas qualification you will be required to provide **Overseas Qualification Recognition** for your undergraduate degree at the application stage or proof that you are undergoing the process. If you have studied a **postgraduate qualification in Australia (or New Zealand)** that will suffice as overseas recognition. You will need to scan your transcripts and upload them as one document. We will not be able to process your application if you only provide postgraduate qualifications.
- Previous working experience is **not a requirement** for the VPS GRADS and in turn it will not be assessed at the application stage. Your resume is not assessed at the application stage. If you progress to the assessment centre you will be required to upload a copy of your resume.
- Provide honest and accurate information as **integrity** is a value of the VPS. Your responses will be confirmed at other stages in the process.

Selection criteria assessed with the online application form are:

VPS Values

Written Communication

Initiative & Accountability

Flexibility

8. Online Reasoning Assessments

If your application progresses to the next stage, you will be invited to complete an online reasoning assessment. This assessment comprises verbal, numeric, and abstract reasoning. Most people are better at reasoning with some types of data than with others, and an assessment like this allows everyone to demonstrate their area(s) of strength. In other words, do not worry if you find some items more challenging than others.

All of the information you require is contained within the assessment. There is nothing you can do to prepare other than reviewing some sample questions to ensure you are comfortable upon commencing the assessment and selecting an appropriate testing environment.

TIPS

- When selecting the best time and place to complete the assessment, please keep in mind that the testing environment can have a significant impact on your performance. You will want to be somewhere quiet.
- Ensure you have high-speed internet connection where you can be assured of at least 30 minutes of uninterrupted time
- While the assessment itself only requires 20 minutes to complete, you will want to allow some additional time for logging in, reading instructions, completing sample items, etc.
- While the assessment is timed, it is more important to respond accurately than to answer every question. If you find that you are struggling with a question, you may choose to move on to the next one and return to the challenging item if time remains. Points will not be deducted for incorrect answers.
- Most people will not complete all 51 questions in the time allowed. This is by design and means that you should not become worried if you conclude that you will not finish the entire assessment.



Once you begin the assessment, the timer cannot be stopped, and participants will not be able to re-sit the assessment if they feel they didn't complete it under appropriate testing conditions. If you prefer, you may complete the assessments in HOBAN Recruitment offices.

Your responses will be compared to those of a large number of other graduates.

These assessments help the VPS predict how quickly you will learn new information during the graduate program and how effectively you will use information, sometimes in ambiguous situations, to solve problems. The assessments have been used with thousands of other graduate candidates in Australia, allowing us to compare your performance to that of your peers. As such, we are able to set benchmarks for these assessments in line with the capability required in these areas on the VPS GRADS.

Online assessments are not designed to be completed by people with visual impairments, which are not corrected with corrective lenses. If you are in this situation and you did not indicate this on your application form, please contact the VPS GRADS recruitment team to make suitable arrangements.

Similarly, if you are unable to undertake online reasoning tests for a reason other than visual impairment and did not advise us of this on your Application Form, please contact the VPS GRADS recruitment team to make suitable arrangements.

Once you have commenced this assessment your results will be considered as part of this process.

The most competitive candidates at the online reasoning assessment are progressed through to the assessment centre, based on their first stream preference.

Selection criteria assessed with the online aptitude assessments are:

Analytical / Conceptual Ability

9. Assessment Centre

If your application progresses from online assessment, you will be invited to attend a half-day session at an assessment centre.

9.1 What is an assessment centre?

GRADS assessment centres use three different activities to assess your capability against the selection criteria. We understand that each individual has unique strengths so our process is designed to provide you with an opportunity to demonstrate your capability. We want to see the best of you during the assessment centre, we have outlined what the assessment centre day will look like and some hints and tips that will help you along the way.

You will be asked to complete the following assessment activities:

- A group exercise
- A work sample exercise
- A behavioural interview (incorporating technical questions for economist stream candidates)

For accounting and finance candidates there will be a technical written work sample. In the downtime in between activities you will have the opportunity to meet with the VPS staff and past graduates and ask questions at the assessment centre. This is a great opportunity to find out more about specific departments or agencies, the projects graduates have worked on and the benefits of the VPS GRADS program.

During the assessment centre you will provide your official transcript and, where applicable, overseas recognition qualification. We will also confirm your stream preference and eligibility. We will also reconfirm your availability over the recruitment period. Should you be unavailable during the interview period for Round one or Round two, your application will not be considered for that particular recruitment round.

The dress code on the day is professional attire. A suit is appropriate, should you be uncertain below are some examples of what you could wear on the day:

- Suit pants, corporate dress/skirt, collared shirt, corporate dress top (suit jacket and tie if you have them, however they are not essential).



TIPS FOR ASSESSMENT CENTRES

- The assessment centre is not designed to catch you out. Try to relax, be yourself and enjoy the activities.
- Listen carefully to the instructions you are given. If you are unsure what to do, ask for clarification.
- Be enthusiastic. Plan to have a good night’s sleep so your energy level is high.
- Address all the issues and questions outlined in each activity.
- Know the time limit for each activity. These will be provided at the commencement of each activity.
- Consider the selection criteria when framing your answers.
- Gather information about assessment centres: visit websites, read printed material, talk to previous candidates or career advisers. Your career adviser will be a great source of information for how to prepare for an assessment centre.
- Be punctual. Ensure you arrive at least 10 minutes early.
- Familiarise yourself with the location and things like parking, public transport.
- Ensure you have the right start time and date.
- Take the contact number in case of emergency.
- If something goes wrong, call the VPS GRADS team to let them know.
- Be yourself and enjoy the day!

10. Activities at the Assessment Centre

10.1 Group Exercise

What happens?

In the group exercise you will be asked to act out a work-based scenario as part of a larger group of graduates who are also attending the assessment centre day. The HOBAN assessors will observe how you work in a team to solve problems. Please see Appendix B for a sample group exercise.

TIPS

- Make sure you read and listen to all instructions carefully and keep in mind which selection criteria are being assessed.
- Speak in a clear and concise manner.
- Ensure you actively participate but also listen to others contributions.
- Take your role seriously and do your best to behave as you would if the situation were real.

Selection criteria assessed in the role play are:

Teamwork

Verbal Communication

Initiative and Accountability

10.2 Work Sample Exercise

What happens?

During the work sample exercise you will be asked to prepare a short written document on a computer. Please see Appendix B for a sample work sample exercise. Accounting and finance will complete a technical work sample where they will be asked two or three additional technical questions. Please see Appendix B for a sample accounting and finance question.

TIPS

- Read the information provided carefully and make sure you know what it is asking you to do.
- Keep your response concise.
- Pay attention to your spelling and grammar.



Selection criteria assessed with the case study are:

Analytical and Conceptual Ability

Written Communication

10.3 Behavioural Interview

What happens?

Your behavioural interview will be with one HOBAN interviewer. You will be asked motivational and behavioural based questions. We are seeking specific motivations as to why you want to work for the VPS. This is where you can demonstrate your knowledge and interest in departments and the graduate program. The behavioural questions will require you to respond to questions by describing things you have done in the past related to the selection criteria. In responding to these questions, draw on examples from all aspects of your life, including work, volunteer and community work, and university. Please see Appendix B for a sample interview question. Economist candidates will have two or three additional interviewers present for technical questions. You will be asked a microeconomics question, macroeconomics question and an applied economics question. Please see Appendix B for a sample economist question.

TIPS

- The interviewer wants you to do your best. During the interview s/he will ask you probing questions to help clarify your responses.
- Choose examples that highlight your strengths and focus on your own involvement in various situations (use 'I' rather than 'we'). Use the most recent examples possible.
- Before you attend the assessment centre consider past experiences where you have demonstrated the selection criteria to make it easier to provide
- Practice can be of real benefit. Engage in mock interviews with friends, colleagues, career advisers – anyone who is prepared to help.
- Walk the interviewer through your response in a logical, sequential fashion. Structure your responses according to the STAR approach outlined below.
- Candidates for the economist stream should refresh themselves on key economic principles and practice, applying these to topical issues affecting Victoria.

Using the STAR approach

Situation: A brief outline of the situation or setting, who was involved and what was your role?

Task: What did you do?

Action: How did you do it?

Result: What was the outcome and what feedback did you receive?

Selection criteria assessed with the behavioural interview are:

VPS values

Teamwork

Flexibility

Verbal Communication

Remember, the assessors want you to do well. They have spent considerable time screening applicants and have identified you as a potential employee. They will be looking for confirmation that you have the skills and values to be successful in their department or agency. Be enthusiastic and energised.

Departments will also conduct behavioural interviews should your application progress to this stage.

10.4 Department Question and Answers

During the downtime in between activities you will have the opportunity to meet with VPS representative and previous VPS graduates. The department question and answer time provides an excellent opportunity for you to find out more about the VPS GRADS. Be sure to come along with questions you may have about the program.



11. Grads Talent Pool

If you are assessed as meeting all of the GRADS selection criteria benchmarks after participating in an assessment centre, you will be placed in the GRADS talent pool. Candidates in this talent pool will be considered for department interviews for the VPS GRADS. Candidates can remain in the talent pool up until January 2018 and be considered by departments and agencies for positions in Round one, Round two and throughout any additional recruitment cycle rounds.

There are a number of different factors to take into consideration when shortlisting candidates through to the department interview stage. Your overall assessment scores will be taken into consideration in line with your stream preferences and areas of study. A department/agency will review each application and decide on the candidates they wish to invite to an interview based on their role requirements.

If your application progresses to the GRADS talent pool and you no longer wish to be considered for the VPS GRADS, please inform the GRADS recruitment team immediately. This will ensure we are not contacting you unnecessarily and departments are not considering your application when you are no longer available.

12. Department and Agency Interviews

Department and agency interviews are the final face-to-face step in the process and the point at which departments and agencies select candidates.

You may be invited to attend one or more interviews with individual departments and agencies. All department interviews will be held in Melbourne or surrounding areas. Departments and agencies select the graduates they wish to interview based on your demonstration against the VPS Grads selection criteria along with alignment to the essential skill requirements of the roles, these will be sought through your completed studies as outlined on the completed application form and submitted transcripts.

Round one: Department interviews will be held between Monday 03 July 2017 - Thursday 20 July 2017.

Round two: Some positions are not recruited until later in the year, hence round two. The positions recruited in round two are not predetermined and vary each year. Department interviews for round two will be held between Tuesday 12 September 2017 - Friday 22 September 2017.

The duration of interviews can vary; generally interviews are between 30-60 minutes. Before each behavioural interview you will be contacted by a member of the VPS GRADS team and provided with the details of the position, including the criteria being assessed, expected duration, location and any other particulars. You will then be provided with a position description for the ongoing role to which the department or agency is recruiting, together with an interview confirmation email. Please note some position descriptions may be somewhat generic but further information will be supplied during the department interview. The department/agency may allocate specific projects and tasks depending on the successful applicant.

TIPS FOR INTERVIEWS

- Always consider the selection criteria when framing your responses.
- Re-read the questions and your responses from your application before attending an interview. Familiarise yourself with the position description. Position descriptions will be provided prior to interview and will detail the role information.
- Make sure you have examples of previous experiences and activities that demonstrate your capability against each criterion.
- Make notes and bring them with you to jog your memory.
- Find out as much as you can about the department or agency, including its role and responsibilities. A good place to start is the department website. Media archives are also an excellent source of information.
- Use the STAR approach to answer questions: describe the situation (outline), the task (what you did), the action (how) and the result (the outcome).
- Ensure you consider your mode of transport and the travel time
- Arrive at least ten minutes before your scheduled interview time
- Allow time to sign in, if specified



13. Verbal Offer Process

If more than one department or agency wishes to offer you a place on the GRADS, you will be provided with all offers in that round in one telephone call from the VPS GRADS team. Where possible, you will have up to 24 hours to indicate your intention to accept a written offer of employment.

If successful, you will be employed by that particular department/agency. You will begin the GRADS with this home department/agency before rotating to placements in two other departments or agencies. The department/agency rotations are selected on a randomised basis with the aim of providing graduates with a breadth of experience to expand and develop on their knowledge and skills. You will return to this home department/agency to an ongoing role on completion of the 12-month scheme.

14. Verbal Feedback

If you do not receive an offer of employment for the 2017 VPS GRADS, you are able to receive phone based feedback regardless of which stage of the process your application was unsuccessful. Feedback will be provided about the selection criteria where you met benchmark and also where you did not meet benchmark, at the step of the process from which your application did not progress.

There is no pass or fail in the VPS GRADS recruitment process. The process is designed to help us select applicants who best meet the selection criteria. Should you not meet all of the selection criteria, you may not find working with the VPS suited to your skills and values, or you may be better suited to other areas of the VPS where specialised skills are considered with a greater weighting than the general skills assessed for the VPS GRADS.

It is important to note that feedback will only be scheduled for candidates who provide Australian based landline or mobile phone numbers. If you are unable to meet the feedback timelines please contact HOBAN Recruitment and we will discuss this with you further on a case by case basis.

If you do not receive an offer of employment for 2018 VPS GRADS you will be notified via e-mail. The e-mail will contain instructions inviting you to log a feedback request. Verbal feedback will be provided by the VPS GRADS team or a Department representative depending on the stage your application progressed to. The dates that feedback will be requested are indicated in the right hand column of the table on page 15.



15. Verbal Feedback Timelines

Recruitment stages – feedback type	Feedback Schedule
1. Your application does not progress to the Online Assessments , you will receive an e-mail notification by: Tuesday 09 May	Monday 05 June - Friday 23 June
2. Your application does not progress to the Assessment Centre , you will receive an e-mail notification by: Wednesday 17 May	Monday 03 July - Friday 14 July
3. Your application does not progress to the Talent Pool , you will receive an e-mail notification by: Wednesday 07 June	Monday 03 July - Friday 14 July
4. Your application progresses to the Talent Pool and you do not complete a department interview (once all offers for positions from rounds one and two have been finalised), you will receive an e-mail notification by: Tuesday 04 July	Monday 07 August - Friday 11 August
5. You attend a department interview in round one and do not receive an offer of a position , you will receive an e-mail notification by: Monday 07 August	Monday 23 October - Friday 27 October
<p>The Department Representatives will contact you to provide you with feedback. Please note that feedback is only provided where you have not been offered a role. If you request feedback and are subsequently offered a role before feedback is provided, then feedback will no longer be arranged.</p>	
6. You attend a department interview in round two and do not receive an offer of a position , you will receive an e-mail notification by: Tuesday 10 October	Monday 23 October - Friday 27 October
<p>The Department Representatives will contact you to provide you with feedback. Please note that feedback is only provided where you have not been offered a role. If you request feedback and are subsequently offered a role before feedback is provided, then feedback will no longer be arranged.</p>	
7. You attend department interviews during additional recruitment rounds and do not receive an offer of a position	2-4 weeks after the interview
<p>If you attend an additional recruitment department interview and are not offered a position, you will be sent an email advising you of this and we will invite you to log a feedback request. Feedback requests for this process will only be conducted if you have not received department feedback after rounds one and two. Feedback requests from additional recruitment cycles will be provided once all additional recruitment rounds are completed which will be between December 2017 and January 2018.</p>	

(Please note the above dates may vary slightly.)



16. Continuous Improvement

Your feedback is important to us. Surveys will be distributed throughout the recruitment process. The feedback provided in your response to this survey will inform our process for the following year. The VPS GRADS also participates in the annual graduate survey conducted by the Australian Association of Graduate Employers (AAGE). The AAGE surveys graduates who obtain positions on graduate programs. A link to this online survey is sent via email by the VPS GRADS team in the second half of the year.

17. Contact

Please contact the VPS GRADS team with any enquiries:

Phone: 1300 662 930

Email: vpsgrads@hoban.com.au

Please note that when calling the 1300 number you may need to leave a message for the team and your call will be returned within 24 hours (during business days).

Queries that are not related to the standard process will be referred to the Graduate Program Manager and will require a longer response time.



Appendix A - Frequently Asked Questions

Application Stage

Eligibility

Q1. What are the eligibility requirements for the VPS GRADS 2018 Cohort?

- 1) You are required to be an Australian or New Zealand citizen or permanent resident at the time of application (anticipation of citizenship or permanent residence before the start of the program is insufficient)
- 2) You must not have received a redundancy from the VPS in the last three years
- 3) You must consent to undertake a police check
- 4) Obtain a minimum of a three-year undergraduate degree, to be completed by the end of January 2018. Proof of undergoing a postgraduate qualification is insufficient; you must provide your undergraduate qualification.

Q2. I completed my degree in 2000; can I apply for the VPS GRADS 2018 Cohort?

For the VPS GRADS program, you must hold a three-year undergraduate degree to be completed by the end of January 2018. There is no restriction of when you completed your degree providing it is completed prior to 31 January 2018.

Q3. What are the eligibility requirements for each stream of the VPS GRADS 2018 Cohort?

Please refer to page 3 and 4 of the candidate guide for stream specific eligibility requirements.

Q4. How many stream preferences can I have?

There is no limit on the number of stream preferences you can select; however you must meet the eligibility requirements for each stream (in addition to the eligibility for the VPS GRADS).

Q5. Do I need to complete a police check prior to applying for the VPS GRADS program?

You are not required to conduct a police check prior to applying for the VPS GRADS. You will be required to consent to undergo a police check when you apply. You may be required to complete a police check prior to a formal offer of employment.

Transcripts

Q5. What kind of academic transcript will be accepted with my application?

Your academic transcript must prove your eligibility for the VPS GRADS. Your transcript must contain your name, qualification name, university logo or name and majoring subjects if applicable

(e.g. if you have a preference for the Economist stream a major in Economics or Econometrics is required. You must have studied a minimum of eight Economics and/or Econometrics modules in your undergraduate degree or postgraduate qualification. If you have a preference for Accounting and Finance a major in Accounting and/or Finance is required. You must have studied a minimum of eight Accounting and/or Finance modules in your undergraduate degree or postgraduate qualification).

While an online course record that includes university insignia is acceptable, a word processing document or spread sheet with your grades typed in is not. You must provide your undergraduate transcript.

Q6. I have not yet completed my degree, what transcript should I provide?

If you have not yet completed your degree, please submit your most recent undergraduate transcript, containing your name, qualification name, university logo or name and majoring subjects if applicable. Please refer to question five.

Q7. I do not have an academic transcript. What should I do?

Your application is unable to be assessed until you provide HOBAN recruitment with an undergraduate academic transcript. Please refer to question five.

Q8. There is a cost associated with obtaining a copy of my academic transcript. Who pays for this?

Any cost associated with obtaining an academic transcript is the responsibility of the candidate with no reimbursements available.



Overseas Qualifications

Q9. I have an overseas qualification. What should I do?

You should provide your Department of Education and Training overseas qualification recognition at the application stage.

If you have studied your undergraduate degree overseas but subsequently you have studied a postgraduate qualification in Australia (or New Zealand), your postgraduate qualification will suffice as overseas recognition. In this instance you must provide your overseas undergraduate transcript and your Australian ((or New Zealand) postgraduate transcript.

Please refer to page 3 in the candidate guide.

Q10. My undergraduate degree is from New Zealand. Do I need to obtain overseas qualification recognition?

If you have obtained your undergraduate degree from an Australian or New Zealand university you are not required to obtain overseas qualification recognition.

Q11. I am submitting my application and I do not have Department of Education overseas qualification recognition. What should I do?

If you do not have your overseas qualification recognition at the time of application you must submit proof that you are undergoing the process. It can take up to three months to obtain overseas qualification recognition.

A receipt of submission is acceptable proof that you are undergoing the process at application stage. A receipt of payment must be provided at the Assessment Centre stage.

If you have studied your undergraduate degree overseas but subsequently you have studied a postgraduate qualification in Australia (or New Zealand), your postgraduate qualification will suffice as overseas recognition. In this instance you must provide your overseas undergraduate transcript and your Australian ((or New Zealand) postgraduate transcript.

Q12. My undergraduate degree is from an Australian (or New Zealand) university; however I studied a semester overseas. Do I need to obtain overseas qualification recognition?

Providing your undergraduate degree is issued by an Australian or New Zealand university you are not required to obtain overseas qualification recognition.

Q13. I completed my undergraduate degree overseas. I am studying a master's degree in Australia (or New Zealand). Do I need to obtain overseas qualification recognition?

If you have obtained a master's degree or are currently undergoing a master's degree in Australia (or New Zealand) you are not required to obtain overseas qualification recognition. Your entry into an Australian (or New Zealand) master's is recognition of your overseas undergraduate degree.

Q14. There is a cost associated with obtaining overseas qualification recognition. Who pays for this?

Any cost associated with obtaining overseas qualification recognition is the responsibility of the candidate with no reimbursements available.

General Queries

Q15. What is the starting salary for a VPS Graduate?

VPS Officer Grade 2.1.6 or a salary equivalent of \$55,160.00 plus super (as of 1 January 2018) and on successful completion of the Program, graduates will be promoted to a VPS Grade 3 position on a salary of \$65,713.00 (as of 1 January 2018).Vpsc to confirm

Q16. What Departments/Agencies recruit for the VPS GRADS?

Roles for the VPS graduate program arise throughout the year. Positions are not predetermined. Therefore there is no overview of participating departments or agencies until positions arise.

Q17. How many roles are recruited for annually?

Historically, approximately 80-100 roles are recruited annually.



Q18. What streams will you most likely recruit for this year?

The streams you can select a preference for are outlined on page 4 on the candidate guide. Your application will be considered in line with your stream preferences and your eligibility for each stream. As roles are not predetermined, if you are selected for a department interview(s), you will be advised of the stream at this stage.

Q19. What roles are on offer?

There are various roles recruited throughout multiple department/agencies. Positions for the VPS GRADS become available at the department interview stage. If you are successful in obtaining a department interview you will be advised of the position(s) you have been selected for.

Historically roles recruited include but are not limited to; data analyst, policy officer, project officer, budget analyst, policy adviser, planning officer.

Q20. I have an updated resume to provide. Who should I provide this to?

If you are successful through to the Assessment Centre stage you will have the opportunity to provide your most recent resume. This is the finalised resume placed on your file. If you wish to provide an updated resume prior to a department interview you must bring this along with you on the day(s) of your interview(s).

Q21. If successful into a position how many rotations will I have?

The VPS GRADS is a 12 month graduate program. Successful graduates participate in three rotations of four months in duration.

Q22. How is my application assessed?

As this is a graduate program there is no requirement to have prior work experience. Your application will be assessed based on the capabilities required. Please refer to page 7 on the candidate guide

Q23. I have postgraduate qualifications. Will these qualifications be reviewed as part of my application?

As an eligibility requirement for the VPS GRADS is a minimum of a three-year undergraduate degree, this is what is considered for your application. There is no requirement for postgraduate qualifications. You can provide your postgraduate qualifications at the Assessment Centre stage should you wish to do so.

Q24. I am not available for the Assessment Centre dates; can my application still be considered?

If your application progresses to the Assessment Centre stage you must be available to attend on the date invited. Unfortunately your application will not be progressed if you are unable to attend this stage.

Q25. I am not available for the Round 1 department interviews; can my application still be considered?

If you are successful through the Assessment Centre stage but are unavailable for Round 1 department interviews, we will consider your application for Round 2 department interviews.

Q26. Will I be placed in a permanent role after the graduate program?

The VPS GRADS is a 12 month graduate program with an ongoing opportunity once the program is completed.

Q27. Do I get training as part of the graduate program?

Successful graduates partake in formal training programs throughout the year as part of their Learning & Development.

Assessment Processes

Q28. When will I know the outcome of my application?

Please refer to page 5 of the candidate guide for an outline of the timelines at each stage of the process.

Q29. What happens if I already completed the online Revelian reasoning assessment within the last 12 months?

If your application progresses to this stage and you have completed the Revelian online reasoning assessment within the last 12 months you will have the option to release your results. You will receive instructions on how to do so should you progress to this stage.



Feedback

Q30. Will I receive feedback on my application?

If your application is deemed unsuccessful or less competitive you are eligible to request and receive feedback on your application. All feedback is provided over the phone. Please refer to page 15 on the candidate guide for the feedback timelines.

Q31. I am overseas during the feedback stages. What should I do?

If you are overseas during the feedback period, HOBAN are more than willing to call you on an international number. Please provide any alternative contact number to HOBAN recruitment as soon as possible. Feedback will be provided between the hours of 08:30 – 17:30 AEST.



Appendix B - Sample Assessment Centre Activities

Sample Group Exercise

Task

You have been appointed by your department to an interdepartmental advisory committee. The role of the committee is to provide advice to the Premier.

As a group you have 30 minutes to be used as follows:

- A maximum of 10 minutes to divide into departments and prepare in your department.
- 15–20 minutes for group discussion, including preparation of a presentation about the issues and advice to Premier Andrews on how he might proceed.
- Five minutes to present to the Premier.

Your Role

Your role is to represent the needs and interests of a VPS department. There will be two representatives from each department.

Background Information

The Victorian Public Service has identified a number of issues facing Victoria over the next five years.

These are:

- Managing the diversity of the Victorian population
- Improving delivery of health services in Victoria
- Delivering quality education to rural and regional Victoria
- Supporting Victorian communities to build safer environments.

The Premier has asked the VPS to consider these issues in relation to the public sector workforce and to provide a briefing that discusses the relative priorities of these issues and recommends the most appropriate way to address them during the current term.

The VPS has set up an advisory committee to:

- Discuss and evaluate the issues
- Recommend relative priorities for the current term.

Sample Work Sample Exercise

The case study evaluates:

Task

You have 25 minutes to prepare a one page written brief for the Premier.

Topic

Child protection in the Department of Health & Human Services focuses on the health, safety, development, learning and wellbeing of children, young people and families in Victoria.

Child Protection Services is asking for additional funding to address the issues they face retaining child protection workers who are leaving the job at a rate of up to 50 per cent.

The Premier has asked for a briefing summarising the following:

- Current workforce retention issues surrounding the state of child protection services in Victoria
- Risks to government of not providing the funding to address these workforce issues
- How government will know if the additional funding has addressed the issues.

In preparing your response to this case study, in-depth knowledge of the child protection area is not required.

Sample Interview Question

Initiative and Accountability

Tell me about a time you saw an opportunity and drove it forward.

- How did you spot the opportunity?
- How did you decide whether to pursue the opportunity or not?
- What was the outcome?



Sample Economist Interview Question

Sample technical question for candidates applying to the economist stream

- The issue of tax reform to support economic growth has recently been a subject of significant public commentary. What makes particular taxes good or bad? What options might there be for reform?

Sample Accounting and Finance Question

Sample technical question for candidates applying to the accounting and finance stream

- Financial statements represent a record of the financial activities of an entity. Please explain what the major financial statements are and how they relate to each other.