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Recruitment Tips: Applying at Nexus

Nexus Primary Health advertises all available positions on the Careers page of the organisations website – www.nexusprimaryhealth.org.au

Eligibility to work in Australia

To gain employment, applicants need to be Australian citizens or have the right to work in Australia.

Advertisements

Our advertisements outline all of the relevant position details including: work type (e.g. full-time or part-time), location of role, and hours of work and salary range.

A copy of the position description is usually included which details the duties to be performed and what is required from the successful candidate (including personal attributes, qualifications and skills relevant to the role). It is important to thoroughly read all information in the job advertisement and the position description to understand the role and its requirements.

Closing date for applications

All applications should be submitted via our online application system. Some positions have an advertised closing date, however depending on the circumstances, some positions are more open-ended and do not have a specific end date.

Where there is an advertised closing date, applications will close at 10pm sharp. Late applications will not be accepted, except in extenuating circumstances.

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Required Documents

In our recruitment process you will be required to upload the following documents to your application:

- **Cover letter**

Your cover letter should provide a snapshot of what you have to offer and be of interest to the reader. We want to know why you are interested in the position and the reasons we should hire you. Your cover letter should usually be no longer than two to three pages in length and should address the key selection criteria (KSC). A well thought-out cover letter demonstrates your interest in the role.

- **Key Selection Criteria (KSC)**

The advertisement and/or position description will list the KSC, and you are strongly advised to clearly demonstrate in your cover letter how your qualifications and experience help you to meet the requirements of the role.

- **Résumé**

A résumé provides a summary of your skills, employment history, experience, knowledge and abilities. A good résumé will be tailored to the position you are applying for, with emphasis on the skills and experience that directly relates to the role. Your work history should start from your most recent employment held and work backwards from there. Dates of employment are important and any gaps should be explained.

Keep your résumé length to two to four pages and remember to keep your résumé relevant and current.

Successfully submitting applications

If your application has been successfully uploaded to our online system you will receive an email notification confirming receipt of your application.

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Short-listing

The selection panel will assess all the information that applicants provide, initially focusing on knowledge and skills, specialist expertise and desirable/mandatory qualifications to determine whether the applicants will be short-listed for interview. Personal qualities will generally be assessed at interview and through reference checking for those candidates who progress to these stages.

If applicants are short-listed, they will be invited to attend a panel interview.

Applicants who are not short-listed will be notified in writing, usually by e-mail.

Interviews

An interview panel will generally comprise of two to three people, usually of mixed gender and the interview will normally take 45 minutes to one hour.

At interview, the panel will ask questions related to the key selection criteria detailed in the position description. They will usually use “behavioural” style questioning where applicants will be asked to provide details of their direct experience against the KSC. Where further assessment is required, a second interview may also be undertaken.

In some instances, work sampling using one or more tasks which are representative of the capabilities established for the role, e.g. a case study or in-tray exercise may be undertaken.

Applicants may also be asked to furnish documentation such as:

- Proof of identity
- Original qualifications
- Working with Children Check card or receipt of application of WWCC if applicable to the role

Applicants will also need to complete a consent form to obtain a national police history check. If an applicant is not subsequently successful in employment, the national police check consent form and all other documentation relating to them will be securely destroyed.

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Reference checks

A list of three professional referees, ideally from previous managers who have directly supervised your work, should be included in your application. Reference checks will be conducted on competitive applicants and be considered along with all other material gained during the selection process.

Functional assessments or pre-employment medical checks

For some positions, a pre-employment medical check or functional assessment, that simulates the work to be performed, may be required as part of the selection process, particularly for jobs where there is a fair degree of manual handling involved.

Selection

Successful candidates will be advised verbally, followed by a formal letter of offer. A signed copy of the contract of employment must be returned along with other employee documentation to signify acceptance of the contract.

Unsuccessful candidates after interview

Candidates that have been interviewed but are ultimately unsuccessful in competition will be advised verbally, followed up by a formal e-mail advice. Any documentation relating to unsuccessful candidates will be securely destroyed following the recruitment process.

Probation

All new employees to Nexus are subject to a formal six-month probation period, during which time there will be opportunity to see how the employee is settling in to their new role.

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