

# CITY OF KALGOORLIE-BOULDER

# APPLICATION, RECRUITMENT

# AND SELECTION GUIDELINES

Thank you for your interest in applying for a position at the *City of Kalgoorlie-Boulder*. All vacant positions are advertised on the City's website and various other career platforms. This guide is designed to assist prospective candidates in understanding our recruitment, application and selection process.

## Our Recruitment Process

The *City of Kalgoorlie-Boulder* is committed to promoting a workplace standard that promotes diversity and inclusiveness, builds respect and recognises the true potential of all our employees.

## Preparing Your Application

The City only accepts electronic applications. All applications must include the following;

### 1. Cover Letter

The cover letter should outline the key reasons why you are applying for the position and have an overall summary of how your skills and experience meet the requirements of the position. You should also include your full name, address, contact number and the title of the position you are applying for.

### 2. Resume

Your resume should clearly outline your employment history or work experience (in date order, with your most recent employment or work experience first); the dates or timeframes you were employed; the position title you held and the responsibilities; your education, qualifications and current licenses (with copies) which should also be enclosed as proof of evidence and a minimum of two contactable referees.

### 3. Addressing the Skills, Knowledge and Capacity

Unless otherwise stated, all candidates must address the Skills, Knowledge and Capacity section of the Position Description to accompany their application. Each point must be addressed by providing examples which demonstrate your relevant experience and ability.

## Submitting Your Application

All vacant positions are advertised on our Employment Opportunities page on the City's website. The City only accepts applications submitted via our website through the "Apply Now" function available under each vacant position. The City will not accept or acknowledge applications received in person, emailed, mailed or any other form other than the website.

When submitting your application please ensure you attach the following;

1. Cover letter;
2. Resume (including qualifications, current licenses or other relevant documentation as proof of evidence);
3. Document addressing the *Skills, Knowledge and Capacity* section of the Position Description.

Once you have successfully submitted your application you will receive an email as acknowledgment that your application has been received. If you are applying for multiple positions you will need to apply to each position separately.

Please ensure your application is submitted before the closing date and time as indicated on the advertisement. Applications received after the closing date may not be accepted or considered.

#### **Before you submit your application:**

- Ensure you have up to date and correct contact information;
- Allow yourself enough time to submit your application;
- Check your application information thoroughly and ensure all the questions are answered before submission;
- Keep the information relevant, clear and concise;
- Check spelling and grammar;
- We recommend uploading your documents in in PDF or Word format only

#### **Our Selection Process**

All applications will be carefully considered during the selection process by a panel of members. If your application is successful during the selection process our People and Culture team will contact you within two weeks of the application closing date. If you have not been contacted during this period, please take this as an indication that your application has not been shortlisted for an interview.

#### **The Interview**

The interview will be conducted by a panel of 2-3 members, and will be 30-40 minutes long, so please allow sufficient time. Behavioural based questions will be asked during the interview, where you will be given an opportunity to provide examples of your past experience and how you applied your skillset in particular situations.

The City is driving a high performance culture, and employs people who will live by our values, and qualities and behaviors, and strive for exceptional outcomes. Questions of this nature may also be asked, to determine whether candidates will align to these principles.

During the interview, panel members may take notes.

#### **Before the Interview:**

- Familiarise yourself with the Key Accountabilities and Outcomes/ Key Performance Indicators (KPI's) as stated in the position description
- Think of specific examples of situations where you have applied the relevant skills and abilities;
- You are more than welcome to bring notes with you to your interview, that you can refer to at anytime;

- Prepare your own questions to ask at the conclusion of the interview. This will demonstrate your interest in, and understanding of the positions and its duties.

### **After the Interview**

After the interview you will be notified whether additional interviews may be required, and may also be asked to undertake other practical assessments (i.e. use Microsoft and other software packages). You may also be required to complete a medical questionnaire at a medical centre nominated by the City, for the purpose of pre-employment medical, to determine the applicant's suitability to carry out the inherent requirements of the Position Description.

### **Interview Outcomes**

You will be contacted within a few weeks of the interview date. The successful candidate will be contacted by the People and Culture team, and offered the position.

All unsuccessful candidates will be notified via email. Upon request feedback can be provided.