

Department of Resources: #MakeADifference



Our recruitment process



1 Apply online through Smart jobs www.smartjobs.qld.gov.au. You will need to access the 'apply online' function and create a My SmartJob's account before submitting your online application.



2 Prepare your application: Carefully read the role profile to ensure you provide all relevant information, including any **mandatory requirements**, '**look fors**' or special conditions. Inclusions like this help the panel to make an informed decision.



Closing date: Vacancies are open until midnight on the day of closing. Hand delivered applications will not be accepted. Late applications may be considered by the panel chair, but they cannot be submitted via Smart jobs. Please contact the QSS Customer Support Team on 1300 146 370, between 9am and 5pm Monday to Friday to learn more.



4 Check details and submit: Have you included everything? Ensure you include all documents requested by the panel. CV? Cover letter? Contact the person on the Role Profile if you have any questions.



5 Shortlisting: This is the first step in the selection process. The panel will assess your **eligibility** and **suitability** by reviewing the information provided to them in your application.



Interviews: Our primary technique for determining suitability is an interview: either in-person or via TEAMS. This provides applicants with the opportunity to demonstrate that they are the **best suited person** for the role. Ensure you are prepared. Revisit the role description and learn about the department. Let the panel know if you have any special requirements or reasonable adjustments, so they can help you showcase your talents.



7 Pre-employment checks: At least one referee check will be sought by the panel. Your referee will be asked to provide information such as your job performance, behaviours, disciplinary history and attendance. If **adverse comments** are made by a referee which may impact the selection outcome, you will be given an opportunity to respond. A **Previous Disciplinary** and **Criminal History** check may also be conducted by the panel.



8 Job offer: Once the delegate has approved the appointment, a verbal offer can be made. Successful applicants can negotiate their starting date, salary etc at offer. The department can also provide a Letter of Offer to the successful applicants, upon request.



9 Feedback: Unsuccessful, interviewed applicants can seek post selection feedback from the panel chair. Other unsuccessful applicants can send a request for feedback to the panel contact, which will be actioned once the process has been finalised. QSS will send all unsuccessful applicants an email once the process has been finalised.