

Guidelines for applying for a job at CMY

At CMY we celebrate and value the diversity of our employees. Their skills and experience are key to our ability to build strong partnerships with all our stakeholders and create change across Victoria.

In line with our commitment to increasing young migrant and refugee people's access to employment, our recruitment and employment practices ensure we can walk the talk. These practices encourage applicants from multicultural backgrounds and support the diverse needs of our staff.

Selection decisions for positions at CMY will be based on the following elements:

1. The cover letter;
2. The resume;
3. Addressing key selection criteria;
4. The interview; and
5. Referee reports.

The following guidelines are intended to assist candidates to prepare their written application and prepare for the interview.

Selection panel

A comparative assessment of each applicant against the selection criteria and alignment with CMY's values will be made by the selection panel.

All advertised positions have relevant selection criteria which set out the responsibilities and tasks required for the position.

The selection panel will use this to determine a candidate's suitability for the position.

The Application

The aim of the application is to demonstrate your experience, qualities and skills.

The application is used by the selection panel to assess a candidate's writing and organisational skills. Ensure your application is concise, focused and well organised.

Demonstrate that you are well prepared by ensuring it is sufficiently detailed and logical, as well as free of spelling and grammatical errors.

Guidelines for applying for a job at CMY

Cover Letter

The application should include a cover letter. This provides an opportunity for the candidate to summarise relevant qualifications, skills and experience.

The Resume

The purpose of the resume is to demonstrate you have the necessary skills and experience to undertake the position requirements. Resumes should not exceed 3 pages in length.

The resume should contain the following information:

1. Contact details including name, email address, phone number;
2. An opening statement which provides a summary of your strengths, including who you are, your experience and what you bring to the role;
3. Key skills and strengths highlighting both hard skills (computer applications, technical skills etc.) and soft skills (for example, communication, teamwork, problem solving etc.), including a brief explanation of how you have demonstrated each skill and/or strength;
4. Employment summary outlining a list of responsibilities and achievements starting with the most current employer first; and
5. Education summary starting with the most recent qualification received, list any universities, TAFE colleges or institutions attended with corresponding qualification and date completed.

Addressing Key Selection Criteria (this can also be included as part of the cover letter)

Appointment of CMY staff is based on merit and assessed against the key selection criteria as detailed in the position description to ensure all applicants are assessed fairly and consistently. The key selection criteria sets out the responsibilities and tasks required for the position. The selection panel will use this to determine a candidate's suitability to the position.

When addressing the key selection criteria, you should consider your knowledge, skills, personal attributes and qualifications, (if any), required to perform the role effectively. When applying for a position, few lines/short statement against each criterion should be written.

Read the selection criteria carefully and ensure you address all aspects. Use workplace achievements to demonstrate you have certain skills or experience rather than make statements about skills or experience. Use recent examples where possible.

The document addressing the selection criteria should not exceed 2 pages in length.

Guidelines for applying for a job at CMY

The Interview

Interview questions will follow a format whereby each candidate is asked the same core questions against the key selection criteria.

Panel members may probe further in order to clarify and explore deeper into the candidates response to determine suitability for the position. These could include behavioural-based questions and hypothetical scenario questions.

Preparation is the key to a successful interview.

Following are some helpful interview tips:

Know your story:

1. relate your background and skills to the position;
2. prepare examples of achievements relevant to the selection criteria; and
3. convey points factually; and

Know the role and its broader context:

1. gain an understanding of CMY;
2. know how the role fits into CMY;
3. be familiar with the selection criteria; and
4. understand the work level standards required.

Dress appropriately for the interview.

Questions tend to be broad, open, behaviour-based questions to allow you to convince the interviewer of your suitability for the position. Answer questions honestly and succinctly.

Present clearly and confidently.

Be prepared to add further comments or ask questions relevant to the position.

Referee Reports

Referee comments form an important part of your application. You will be required to supply contact details of two referees. Your referee should be the person most familiar with your work and who can comment on your ability to perform against each selection criteria.

You should assist referees by providing them with a copy of your application, the selection criteria and any other relevant materials.

Referees should be prepared to answer questions relevant to your skills and experience as it relates to the position. It is recommended you advise your referees that they will be contacted.