

## HOW DO I JOIN THE LIBRARY TEAM?

### YOUR APPLICATION

#### 1. COVER LETTER

All interested applicants need to submit a cover letter.

Your cover letter must:

- Include the title of the position you are applying for.
- Explain why you are applying for the position.
- Outline how your skills, experience and knowledge are relevant to the requirements of the role (ensure you address the details provided in the Role Responsibilities and Qualifications, Certifications and Experience sections of the Position Description).

#### 2. RESUME

All interested parties need to submit a resume.

Your resume must:

- Be up to date and provide personal details such as your name, address, and telephone number.
- Include relevant work history, education, training, courses attended, qualifications and professional memberships.
- Provide, within your work history, a summary of the duties and responsibilities for each of the positions.

#### 3. REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees.

#### 4. OTHER DETAILS

Please ensure you take note of the closing time and date within the job advertisement. Should you have any questions regarding any of our advertised roles, the appropriate person and their contact details can be found within the job advertisement.

For some positions you may be asked to provide a statement addressing the Key Selection Criteria (KSC) if it is included in the Position Description. Click here for [tips on addressing the KSC](#).

Finally, before applying, find out more about our organisation by browsing our website.

### INTERVIEWS

If you progress to an interview, we will advise you via email of the format, date, time and location (in-person or online) of the interview. You will be notified if you need to bring any additional documentation or information (for example: Working with Children Check, copies of qualifications etc). Even though time frames may differ, we endeavour to send out interview invites within one week of the closing date.

Most interviews will be with a panel of two to three people. Interview time frames may vary and be up to one hour in duration. You'll be asked to talk about your skills and experience as they relate to the role – we encourage you to go back over the role requirements in the position description and think about some practical examples of how your experience, skills and knowledge are applicable to the requirements of the role.

Some interviews may also include a practical element or test, presentation, or be a group interview with other candidates. You will be informed of this prior to the interview.

## **REFERENCE CHECKS AND PRE-EMPLOYMENT CHECKS**

Should you be our preferred candidate after your interview, we will then contact your two professional referees. Ideally one of these must be a current or previous manager or supervisor. Ensure your referees are people who can talk about your skills and experience as they relate to the position you have applied for.

## **SELECTION DECISION**

The information provided by all candidates will be thoroughly evaluated by the panel members prior to selection decision. You must have the right to work in Australia to be offered a position, plus supply any required qualifications or licences such as a Working with Children and Police Check.

If you are successful, we will call to verbally offer you the position and talk to you about starting salary and commencement date. If you accept, you will receive a formal offer of employment via email.

If you are interviewed and your application is unsuccessful, we will call to advise you and provide feedback. We aim to complete selection within 4 weeks of the closing date.

## **ADDITIONAL SUPPORT**

If you require additional support to make an application, seek an adjustment to the recruitment or interview process based on your specific needs, please contact the People & Culture team on (03) 4201 0515 or [hr@grlc.vic.gov.au](mailto:hr@grlc.vic.gov.au). We will endeavour to accommodate any reasonable request.