



THE UNIVERSITY OF  
MELBOURNE

## *Job applications from a HR perspective*

Sonya Fraser

Human Resources Business Partner

Faculty of Medicine, Dentistry and Health Sciences



- **Cover letter – what to include**
  - Maximum 1 page
  - Brief statement about why you are interested in the role
  - Brief statement about how you meet the key selection criteria
  - Correct title of contact person
  - Correct position
  - 'I would be happy to discuss my application in more detail and can be contacted via ...'
- **Resume / Curriculum Vitae**
  - Achievements and awards
  - Amount of experience
  - Gaps in employment
  - Frequent job change and reasons for job change
  - Maximum 4 pages
- **Key selection criteria**
  - Use real life examples



- **Be prepared**
  - Brief summary of why you are interested in the role and what you can bring to the role
  - Standard questions about the selection criteria
  - Use examples of actual experience to address each criteria
  - Identify any possible gaps in your skills/experience and prepare to explain
  - Come back to the question
- **Behavioural questions - STAR**
  - Situation or Task
  - Action
  - Result
- **Asking questions**
  - Know who is on the panel



- Make sure your referee agrees to provide
  - Seek a former supervisor
  - Let them know to expect a call
  
- Referee questions
  - Major duties
  - Greatest strengths
  - Opportunities for improvement (weaknesses)
  - Time management
  - Conflict management / team work
  - Reason for leaving



- Know the role you are applying for
- Check contact details and call to make an enquiry
- Double check your application before submitting
- Show genuine interest in the role
- Prepare, prepare, prepare
- Practice, practice, practice
- If unsuccessful, seek feedback



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Thank you