Tips for Applicants

2024 NSW Government Graduate Program

July 2023

Contents

Introduction

You've decided you would like to apply for 2024 NSW Government Graduate Program. That's great!

This information will help you prepare your application and be ready for the assessment process.

The recruitment process has five stages:

1. Application
2. Pre-assessment
3. Assessment centre
4. Successful pool
5. Offer of employment

In Stages 1-3 you submit your application and complete capability-based assessments. These assess your suitability for a graduate role and your alignment with working in the NSW public sector. They help us learn more about your motivations, general abilities and values.

If you progress to Stage 3, you will be subject to employment checks (eligibility to work in Australia, qualification verification and criminal history). These must be satisfactory for you to participate in the assessment centre. You can let us know if you are due to complete your qualification after the assessment centre and before 31 December 2023.

In Stage 4 you will record a video about yourself. It's not an assessment – we use it to help place you with the right employer. Stage 5 is time for referee checks and offers.

All stages of the process are conducted online. We will contact you at the end of each stage to let you know if you have progressed and give you instructions on next steps.

Read more about each stage below.

Support

People living with disability or neurodiversity

If you are a person living with disability or are a person with neurodiversity, talk to us about adjustments.

We can provide options for modifications or alternative assessments to help you get through the recruitment process. Some examples include:

- providing alternative formats to apply. For example: application submission other than online.
- making adjustments to the recruitment process. For example: phone assessments, online and paper-based tasks, alternative assessments.
- offering support during assessment centres. For example: extra reading time, longer breaks, interview questions in advance.

We'll work with you to fit your individual needs.

Please contact Akanksha Joshi at Peter Berry Consultancy. Phone: 02 8918 0835 or email: adjustments@peterberry.com.au.

Aboriginal or Torres Strait Islander peoples

If you are an Aboriginal person or Torres Strait Islander, you can contact Will Middleton, Aboriginal Workforce Manager at Indigeco, for support at any time during the process. Phone: 0408 852 268 or email: william@indigeco.com.au.

General enquiries

For general enquiries please email nswgraduateprogram@psc.nsw.gov.au.

For more information about the Program, including accessing role descriptions and eligibility criteria for each stream, visit https://iworkfor.nsw.gov.au/graduate-program.

Technical support

For concerns about your device or internet connectivity, contact Peter Berry Consultancy. Email: assessments@peterberry.com.au.

For technical support when booking into an assessment centre, contact I Work for NSW Support. Email: support@iworkfor.nsw.gov.au or phone: 1800 562 679.

Stage 1: Application

The application has two parts:

1. Enter the following information into the online form:

   - Personal details, including your education and work history
   - Brief responses to two pre-screening questions
   - Responses to situational judgement questions

2. Complete the Ravens Advanced Progressive Matrices ability assessment

You will also be asked to select your preferred graduate program stream(s) from:

- Primary
- Legal
- Digital
- Engineering
- Social Work.

You can apply for up to two streams – primary stream plus one degree-specific stream.

Application form

Targeted Questions

You need to respond to the following questions. They are about your motivation to work as a graduate in the NSW Government and your capabilities, knowledge and experience.

1. How do you view your role as a graduate in the NSW Government contributing to the community? How does this align with your values and career aspirations?
2. Describe a time when you encouraged ethical or professional behaviour during your studies, work or life experience?

How do I prepare?

- Review the requirements in the role description to understand more about the capabilities needed for a graduate role.
- Think about what interests you about the NSW Government Graduate Program and what motivates you to work in NSW Government
- Reflect on the things you did in previous work, study, and volunteering experiences. Use these examples and situations to respond to the questions.
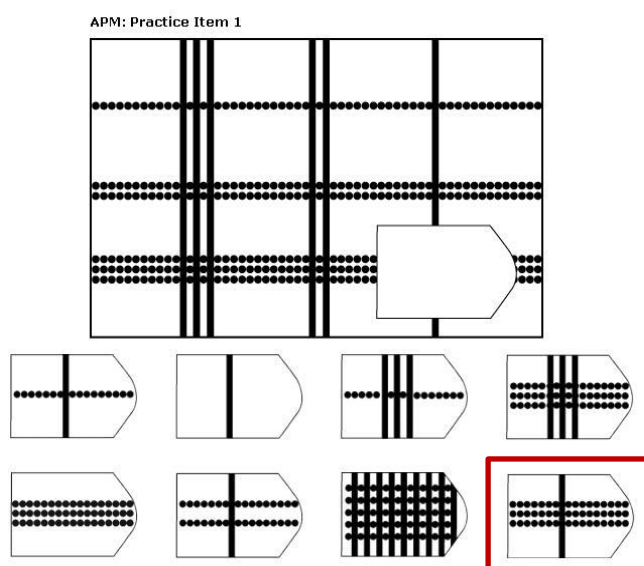
Situational judgement questions

You will be asked to respond to a series of situations that you may encounter in a NSW Government graduate role. These questions assess your problem-solving and judgement. You need to select the most effective and appropriate response from the options provided.

How do I prepare?

- Review the requirements in the role description to understand more about the capabilities needed for a graduate role and how you apply these in different situations.

Ability Assessment

The Raven's Advanced Progressive Matrices is a timed non-verbal assessment. It involves the presentation of visual matrices consisting of different geometric patterns. For each item, you need to figure out the underlying logic and rule behind the patterns and select the option that completes the pattern. Here is a sample:

APM: Practice Item 1

The correct response for this sample item is outlined in red above. The logic behind this pattern

is the decreasing number of vertical lines from 3 to 2 to 1. The three horizontal lines remain unchanged in the pattern.

You will need to complete the Ability Assessment within **72 hours of the date and time** of submitting your application.

How do I prepare?

- Make sure you have the latest version of one of the supported browsers: Chrome, Firefox or Safari
- Do not use mobile devices such as phones, tablets or notebooks/laptops with track pads only
- Set aside time so that you are not rushed, are thinking clearly and are in a quiet location where you will not be disturbed.
- Familiarise yourself with the assessment requirements (e.g., time permitted) before you commence

Progression to next stage

At the end of Stage 1 you will be advised whether you are successful in progressing to Stage 2. If you are successful, we will email you with information on what's next.

Stage 2: Pre-Assessment Centre

This stage involves two different online assessments tailored to the stream.

Stream	Assessment 1	Assessment 2
Primary	Personality assessment	Individual task
Legal	Personality assessment	Individual task
Digital	Personality assessment	Individual task
Engineering	Personality assessment	Engineering individual task
Social work	Personality assessment	Social work individual task

Individual Task

You will need to review scenarios and respond on your own using various items (e.g., multiple choice and ranked items).

You will need to complete the Individual Task within **5 days** of receiving your invitation.

How do I prepare?

- Familiarise yourself with the projects and work that NSW Government agencies are involved with so that you can be better prepared to respond to a range of different case studies and scenarios.
- Review the graduate role description(s) to understand how the required capabilities might be demonstrated in the context of an individual task.
- Practice reviewing, analysing and summarising the different aspects of the projects you have researched. Set yourself a time limit for maximum benefits.

Personality Assessment

This assessment is called the Hogan Personality Inventory. It is untimed. The typical completion time is around 15-20 minutes. You will be asked to indicate your agreement to statements on a four-point scale (from strongly disagree to strongly agree).

A sample item is: *"I like a lot of variety in my life."*

You will need to complete the Personality Assessment within **5 days** of receiving your invitation.

How do I prepare?

- The Hogan Personality Inventory is a personality assessment – there are no right or wrong answers. Try to answer naturally and avoid over-thinking or over-analysing the items.
- Set aside time so that you are not rushed, are thinking clearly and are in a quiet location where you will not be disturbed.

Progression to next stage

At the end of Stage 2 you will be advised whether you are successful in progressing to Stage 3. If you are successful, you will be asked to book into an assessment centre.

Assessment centre dates

You will choose from a list of dates and times in **September 2023** for all streams including Primary, Legal, Digital, Engineering and Social work.

Stage 3: Assessment Centre

What to expect

At the Assessment Centre you will be asked to complete two activities through the Top Score virtual assessment centre platform:

1. Behavioural interview
2. Group activity

Each activity will run for approximately 50 minutes with a short break in between. On the day, you will receive a briefing and can ask questions to ensure you understand the requirements for each activity.

If your application has progressed for the Engineering or the Social Work stream, as well as another stream, you will be required to complete two different Assessment Centres. Otherwise, you only need to attend one.

To prepare for the virtual assessment centre make sure you:

- Present as you would in a face-to-face assessment centre.
- Are in an environment where you can concentrate and will not be interrupted for the duration of the assessment centre.
- Have tested your system beforehand. You will receive a test link when you progress to the Assessment Centre stage.

Technology requirements

You need to have:

- Reliable internet access that can support video conferencing
- A device with a video camera and microphone so we can see and hear you.

If you have any concerns about your device or internet connectivity, please contact Peter Berry Consultancy on assessments@peterberry.com.au.

You can find information about the Top Score platform, including hardware and browser requirements in

the Top Score FAQs. Top Score has a range of accessibility options which we can talk to you about.

Assessments

Behavioural interview (all streams)

The structured behavioural interview involves two assessors. It includes a structured set of questions designed to gather evidence about how you have demonstrated your capabilities in the past. The questions will be related to the capabilities that are set out in the role description.

How do I prepare?

- Review the requirements in the role description to understand refresh yourself on the capabilities for the role and think about how you apply these in different situations.
- Review your study, volunteer and work experiences and prepare some examples of when you have demonstrated the capabilities.
- Practice your interview skills with a friend, family member or colleague – focus on providing specific and clear responses that explain the situation, task, actions and result.

Group activity

In this activity you will work as part of a group to address a case study scenario. You will be given time to review information about the scenario, before working as a group to formulate and discuss your approach to addressing the scenario.

Working virtually with a team can be challenging and this assessment is designed to look at not only how you develop solutions but also interact with your peers.

How do I prepare?

- Familiarise yourself with the projects and work that NSW Government agencies are involved with so that you can be better prepared to respond to a range of different case studies and scenarios.
- Practice being part of a group scenario – ask family members, friends or colleagues to join in. Have instructions and set time limit. At the end ask them for constructive feedback.
- Review the role description and think about how you can show the capabilities in a group setting.

Stage 4: Successful Pool

We will contact you to let you know if you are successful in gaining a place in the Graduate pool.

If you are unsuccessful, you will have the opportunity to ask for feedback.

If you are successful, we will let you know the relevant stream(s) you are successful for. This means your application is being considered for a role in the 2024 graduate intake. One or more agencies may then approach you to determine your suitability for a role with them. To help with this process, we ask you to record an online video.

Online video

The online video response is a chance to showcase yourself to NSW Government agencies. We will ask you to respond to the following question:

> *What are your expectations of the Graduate Program and how do your personal interests and motivations relate to a graduate role in NSW Government?*

You will need to submit your video response within **4 days** of receiving your invitation.

How do I prepare?

- Be ready to respond to the above question
- Review information on the NSW Government Graduate Program at:
  https://iworkfor.nsw.gov.au/graduate-program
- Most of all, be yourself!

Stage 5: Offer of employment

In this final stage, you may receive an email from Xref asking for confirmation of your referees' details.

If your referee reports are satisfactory, we may make you an offer.

Your assessment results will be provided to your employer to support your development.

Now for the exciting part – the start of your new career in NSW Government!