

E-RECRUIT CANDIDATE APPLICATION GUIDE

Thank you for your interest in joining Peter Mac; this guide is intended to help you navigate Peter Mac's online job application portal, e-Recruit.

<https://petermac.mercury.com.au>

Sign Up: New User

To apply for a job vacancy at Peter Mac you must be registered. To register click on **'Sign Up'** via the Peter Mac e-Recruit System <https://petermac.mercury.com.au>

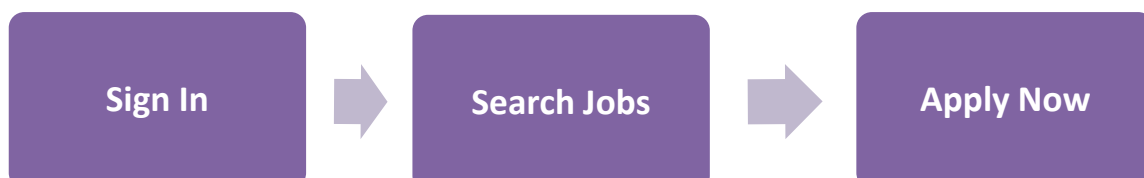


- Your Password must contain at least 8 characters, one number and one uppercase letter.
- After you sign up an activation email will be sent to you, once you have activated your account you will be able to sign in and apply for job vacancies.
- All Peter Mac employees are encouraged to 'Register' to stay informed of vacancies.

Sign In: Already Registered / Once Registered

Click **'Sign In'** button via the Peter Mac e-Recruit System and click on Search Jobs.

<https://petermac.mercury.com.au>



- Forgotten your password or username? The system allows 3 attempts, on the 3rd unsuccessful you will be blocked from your account.
- Retrieve by clicking 'forgot password or username'.

Apply Now

To view all Peter Mac vacancies, click on “Search Jobs”

- Current Peter Mac employees are encouraged to ‘Register’ with e-Recruit using their Peter Mac email address.
- Peter Mac employees must use their Peter Mac email address in order to be able to apply for roles that are advertised for “Internal employees only”.

Application: Cover Letter and Resume

All applications at Peter Mac require a Cover Letter and Resume. If additional documents are required, applicants will be advised of this during the application process.

Cover Letter

A cover letter should summarise your interest in the position and include statements against each key selection criteria demonstrating how you meet each criteria. Cover letters should include:

1. Title and reference number of the position.
2. Your full name, email, postal address and contact number.
3. A summary of your interest and reason for applying to the position.
4. Statement addressing the requirements of the position description.
5. Responses to key selection criteria (KSC).

Resume

Your resume should provide a summary of your skills, experience, and qualifications. Resumes (2-3 pages maximum) should include:

1. Relevant work employment / work experience (Chronological order most recent first).
2. Education history / qualifications/training achieved, including dates obtained.
3. Professional memberships held.
4. Names and contacts of Referees (can be provided at interview).
5. Systems experience (if relevant to position applying to).
6. Contact details.

Submitting your application

All documents must be submitted in a Microsoft Word document (.doc.docx) or adobe (PDF) format.

- All applications must be submitted online via e-Recruit. Offline applications are not accepted due to mandatory declaration questions.
- Applications close at 11:45pm on the advertised closing date.

For all information relating to the position, contact the person listed on the job vacancy.
If you require any technical assistance, please contact the People and Change team via peopleandchange@petermac.org

Acknowledgement

On successful submission of your application, you will receive a confirmation email.
This confirmation will be sent to the email address you have provided within your registration.

Next Steps

Shortlisting

If your application meets the key position requirements and Key Selection Criteria (KSC) of the position, and you are shortlisted for interview, you will be contacted by the hiring manager. The hiring manager may conduct a telephone screen with you, prior to an interview invitation.

Interview

If selected for interview, this will usually occur within 7-14 working days post advertising close date. The hiring manager will contact you to schedule an interview time and inform you of any documents you will need to bring to interview.

Note: Interviews for bulk recruitment (such as graduate programs) may have different timeframes for notification of interviews.

Documentation to prepare for interview

- Evidence of qualifications (transcript or certificate) (if required for the position)
- Evidence of Professional Registration (if required for the position)
- 100 points of certified identification (including a form of photo identification i.e. – passport & driver's license)
- Working with children check (if required for the position)
- Certified copy of current passport and visa (if not a current Australian or New Zealand citizen/permanent resident)
- Details of 2 Professional referee details; including name, relationship to applicant, organisational name, position and contact details. Peter Mac will not contact your referees without your permission.

Employment at Peter Mac is subject to:

- Criminal History Record Check
- Eligibility to work in Australia

- Visa Verification (if applicable)
- Working with Children Check (WWCC) where required
- Evidence of Qualification / Registration
- Immunisation Assessment
- Credentialing

Post Interview

Successful:

The successful applicant will be verbally offered the position by the hiring manager. Once the offer has been accepted, this will be followed by a written offer and information on on-boarding.

Unsuccessful (interviewed applicants):

Applicants interviewed but not successful in progressing to the next stage will be telephoned by a member of the interview panel and will be given the opportunity to request feedback on their performance.

Unsuccessful (not interviewed):

You will be emailed via the e-recruit system of your unsuccessful application.

Peter Mac wishes you every success with your application.