# Item 1 - number of applicants for the position of Area Supervisor

Application Submitted	State Responsible	DMW ASW	Pavee Id	Surname	Given Name Home Phor	one Mobile Phone Subi	ourb Email Address	Aust Citizen An	alication Score Fligibil	lity Community Service	Details Availability Sho	rtlist Rating PreEmploymer	t Interview Rating	Status
03/02/2016	QLD	305 3114						Yes	108	17 No	91 No	Not Set		Incomplete Applicant
03/02/2016	QLD	318 3113	3					Yes	109	18 No	91 No	Not Set	Not Set	Incomplete Applicant
03/02/2016	QLD	318 3113						Yes	109	18 Yes	91 Yes	Acceptable	Not Set	Incomplete Applicant
03/02/2016	QLD	318 3114						Yes	98	20 Yes	78 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318 3114						Yes	111	20 No	91 Yes			Incomplete Applicant
03/02/2016 03/02/2016	QLD	318 3114 318 3502						Yes	108 110	17 No 19 Yes	91 No 91 Yes	Not Set Not Set	Not Set	Incomplete Applicant Incomplete Applicant
03/02/2016	QLD	318 3502						Yes	110	19 No	91 Yes		Not Set	Incomplete Applicant
03/02/2016	OLD	318 3502						Yes	83	18 Yes	65 Yes	Not Set	NOT SET	Incomplete Applicant
03/02/2016	QLD	318 3503						Yes	111	20 Yes	91 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318 3503	7					Yes	89	19 Yes	69.5 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318 3503	7					Yes	107	16 No	91 Yes	Not Set	Not Set	Incomplete Applicant
03/02/2016	QLD	318 3510						Yes	109	18 No	91 Yes	Acceptable	Acceptable	Incomplete Applicant
03/02/2016	QLD	318 3510						Yes	102	21 Yes	81	Not Set		Application Withdrawn
03/02/2016	QLD	318 3510 318 3510						Yes	102 106	21 Yes	81.25 Yes 91 No	Acceptable Not Set	Acceptable	Incomplete Applicant
03/02/2016	QLD	318 3510 318 3511						Yes	106 70	15 Yes 18 Yes	91 No 52 Yes		Acceptable	Incomplete Applicant Incomplete Applicant
04/02/2016	OLD	318 3113						Yes	65	20 Yes	44.5 Yes	Acceptable	Highly Acceptable	
05/02/2016	OLD	318 3509						Yes	111	20 No	91 No	Not Set	riigiliy Acceptable	Incomplete Applicant
06/02/2016	QLD	318 3113	9					Yes	111	20 Yes	91	Not Set		Application Withdrawn
06/02/2016	QLD	318 3113	9					Yes	110	19 Yes	91 Yes	Not Set	Not Set	Incomplete Applicant
06/02/2016	QLD	318 3113						Yes	109	18 Yes	91 Yes	Not Set		Application Withdrawn
06/02/2016	QLD	318 3114						Yes	111	20 No	91 Yes		Acceptable With R	tese Incomplete Applicant
06/02/2016	QLD	318 3502						Yes	107	16 Yes	91 No	Not Set		Incomplete Applicant
06/02/2016	QLD	318 3510 318 3502						Yes	32 87	19 Yes 17 No	12.5 Yes 70 Yes	Not Set	Annah - Military -	Incomplete Applicant
07/02/2016 07/02/2016	QLD	318 3502 318 3503						Yes	87 111	17 No 20 No	70 Yes 91 Yes	Not Set Acceptable	Acceptable With R Acceptable	lese Incomplete Applicant Incomplete Applicant
07/02/2016	QLD	318 3503 318 3510						Yes	73	20 NO 21 No	91 Yes 52 No	Not Set	мссерташе	Incomplete Applicant
07/02/2016	QLD	318 3511						Yes	112	21 Yes	91 Yes	Acceptable	Highly Acceptable	
08/02/2016	QLD	318 3113						Yes	112	21 Yes	91 No	Not Set		Incomplete Applicant
08/02/2016	QLD	318 3113						Yes	16	16 Yes	0 No	Not Set	Not Set	Incomplete Applicant
08/02/2016	QLD	318 3113						Yes	99	19 Yes	80 No	Not Set		Incomplete Applicant
08/02/2016	QLD	318 3114						Yes	112	21 Yes	91 Yes			Incomplete Applicant
08/02/2016	QLD	318 3502						Yes	111	20 Yes	91 Yes	Acceptable	Highly Acceptable	
08/02/2016	QLD	318 3510	3					Yes	85	20 Yes	65 Yes	Not Set		Incomplete Applicant
08/02/2016 09/02/2016	QLD QLD	318 3511 318 3113						Yes Yes	35 95	12 No 17 Yes	22.5 No 78 Yes	Not Set Not Set		Incomplete Applicant Application Withdrawn
09/02/2016	OLD	318 3114						Yes	110	17 Tes 19 Yes	91 Yes	Accentable	Acceptable	Incomplete Applicant
09/02/2016	QLD	318 3114						Yes	99	21 Yes	78 Yes		Acceptable	Incomplete Applicant
09/02/2016	QLD	318 3510						Yes	21	21 Yes	0 No	Not Set		Incomplete Applicant
09/02/2016	QLD	318 3510	7					Yes	53	21 Yes	32.25 Yes	Acceptable	Acceptable	Incomplete Applicant
09/02/2016	QLD	318 3511						Yes	110	19 Yes	91 Yes	Not Set	Acceptable With R	tese Incomplete Applicant
09/02/2016	QLD	318 3511						Yes	82	17 Yes	65 No			Incomplete Applicant
10/02/2016	QLD	318 3503						Yes	110	19 Yes	91 Yes	Not Set	Not Set	Incomplete Applicant
10/02/2016	QLD	318 3509						Yes	109 95	18 Yes	91 No	Not Set Not Set	Not Set	Incomplete Applicant
10/02/2016	QLD	318 3509 318 3509						Yes	95	17 Yes 21 Yes	78 Yes 91 Yes	Not Set Not Set		Incomplete Applicant
11/02/2016	QLD	318 3509						Yes Yes	109	18 No	91 Yes			Application Withdrawn Incomplete Applicant
12/02/2016	QLD	318 3509						Yes	46	20 Yes	26.13 No	Not Set		Incomplete Applicant
12/02/2016	QLD	318 3510						Yes	109	18 No	91 Yes	Not Set		Incomplete Applicant
12/02/2016	QLD	318 3510	5					Yes	73	21 Yes	52 No	Not Set		Incomplete Applicant
13/02/2016	QLD	318 3510	7					Yes	73	21 Yes	52 Yes			Incomplete Applicant
14/02/2016	QLD	318 3510						Yes	109	18 No	91 No	Not Set		Incomplete Applicant
15/02/2016	QLD	318 3114						Yes	110	19 Yes	91 Yes	Acceptable	Acceptable	Incomplete Applicant
15/02/2016 16/02/2016	QLD	318 3114 318 3114						Yes	100 109	18 Yes 18 No	81.88 No 91 Yes	Not Set	Not Set	Incomplete Applicant
16/02/2016	QLD	318 3114 318 3503						Yes	110	19 Yes	91 Yes	Acceptable Not Set	Acceptable	Incomplete Applicant Incomplete Applicant
16/02/2016	QLD	318 3510						Yes	37	18 Yes	19 No	Not Set		Incomplete Applicant
17/02/2016	QLD	318 3113						Yes	112	21 No	91 Yes		Not Set	Incomplete Applicant
7/02/2016	QLD	318 3114						Yes	109	18 No	91 Yes	Not Set	Unacceptable	Incomplete Applicant
7/02/2016	QLD	318 3114						Yes	111	20 Yes	91 No	Not Set		Incomplete Applicant
7/02/2016	QLD	318 3503						Yes	61	18 No	42.5 No	Not Set		Application Withdrawn
7/02/2016 7/02/2016	QLD	318 3503 318 3509						Yes	103 107	12 Yes 20 Yes	91 No 86.5 No	Not Set Not Set	Not Set	Incomplete Applicant
7/02/2016 B/02/2016	QLD	318 3509 318 3114						Yes	40	20 Yes 19 No	20.75 Yes		NOT SET	Incomplete Applicant Incomplete Applicant
8/02/2016	QLD	318 3114						Yes No	95	19 No 17 Yes	78 No	Not Set Not Set	Not Set	Incomplete Applicant
8/02/2016	QLD	318 3510						Yes	109	18 Yes	91 No	Not Set	1101 301	Incomplete Applicant
3/02/2016	QLD	318 3511						Yes	36	19 Yes	16.75 Yes			Incomplete Applicant
9/02/2016	QLD	318 3114						Yes	109	18 Yes	91 Yes	Not Set		Incomplete Applicant
9/02/2016	QLD	318 3502						Yes	98	18 Yes	79.5 No	Not Set		Incomplete Applicant
19/02/2016	QLD	318 3511						Yes	62	18 Yes	43.5 Yes	Not Set		Incomplete Applicant
20/02/2016	QLD	318 3113						Yes	108	17 Yes	91 No	Not Set	Not Set	Incomplete Applicant
21/02/2016	QLD	318 3502						Yes	73	21 Yes	52 No	Not Set	Not Set	Incomplete Applicant
22/02/2016 22/02/2016	QLD	318 3113 318 3114						Yes No	112 89	21 Yes 19 Yes	91 69.5 No	Not Set Not Set	Not Set	Application Withdrawn
22/02/2016	QLD	318 3114 318 3503						No Yes	89 73	19 Yes 18 No	69.5 No	Not Set Not Set	NOT SET	Incomplete Applicant Incomplete Applicant
23/02/2016	OLD	318 3510						Yes	111	20 Yes	91 No	Not Set		Incomplete Applicant
5/02/2016	QLD	318 3114						Yes	110	19 Yes	91 Yes		Acceptable	Application Withdrawn
25/02/2016	QLD	318 3509						Yes	109	18 No	91 No	Not Set		Incomplete Applicant
5/02/2016	QLD	318 3510	9					Yes	64	19 No	44.75 No	Not Set		Incomplete Applicant
	QLD	318 3114	1					Yes	86	21 No	65 Yes	Not Set		Incomplete Applicant
26/02/2016	QLD	318 3502						Yes	111	20 No	91 No	Not Set		Incomplete Applicant
02/03/2016		318 3510						Yes	111	20 Yes	91 Yes	Not Set		Incomplete Applicant
02/03/2016 02/03/2016	QLD							Yes	111	20 Yes	91 Yes	Not Set		Incomplete Applicant
2/03/2016 2/03/2016 9/03/2016	QLD	318 3502												
2/03/2016 2/03/2016 9/03/2016 9/03/2016	QLD QLD	318 3502 318 3502	3					Yes	109	18 Yes	91	Not Set		Incomplete Applicant
2/03/2016	QLD	318 3502	7					Yes Yes Yes	109 65 47	18 Yes 20 Yes 21 Yes				

## Item 2 - number of applicants shortlisted

Application Submitted	State Responsible	DMW	ASW _	Pavee Id Surname Given Name	Home Phone	Mobile Phone	Suburb E	Email Address Aust Citizen	Application Score	Eligibility Community Service	<u>Details</u>	Availability Shortlist Rating	PreEmployment	Interview Rating	Status
03/02/2016	QLD	318	31138					Yes	109	18 Yes		91 Yes	Acceptable	Not Set	Incomplete Applicant
03/02/2016	QLD	318	31144					Yes	98	20 Yes		78 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318	31145					Yes	111	20 No		91 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318	35027					Yes	110	19 Yes		91 Yes	Not Set	Not Set	Incomplete Applicant
03/02/2016	QLD	318	35027					Yes	110	19 No		91 Yes	Not Set	Not Set	Incomplete Applicant
03/02/2016	QLD	318	35028					Yes	83	18 Yes		65 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318	35031					Yes	111	20 Yes		91 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318	35037					Yes	89	19 Yes		69.5 Yes	Not Set		Incomplete Applicant
03/02/2016	QLD	318	35037					Yes	107	16 No		91 Yes	Not Set	Not Set	Incomplete Applicant
03/02/2016	QLD	318	35106					Yes	109	18 No		91 Yes	Acceptable	Acceptable	Incomplete Applicant
03/02/2016	QLD	318	35107					Yes	102	21 Yes		81.25 Yes	Acceptable	Acceptable	Incomplete Applicant
03/02/2016	QLD	318	35110					Yes	70	18 Yes		52 Yes	Acceptable	Acceptable	Incomplete Applicant
04/02/2016	QLD	318	31137					Yes	65	20 Yes		44.5 Yes	Acceptable	Highly Acceptable	Incomplete Applicant
06/02/2016	QLD	318	31139					Yes	110	19 Yes		91 Yes	Not Set	Not Set	Incomplete Applicant
06/02/2016	QLD	318	31139					Yes	109	18 Yes		91 Yes	Not Set		Application Withdrawn
06/02/2016	QLD	318	31146					Yes	111	20 No		91 Yes	Not Set	Acceptable With Re	se Incomplete Applicant
06/02/2016	QLD	318	35109					Yes	32	19 Yes		12.5 Yes	Not Set		Incomplete Applicant
07/02/2016	QLD	318	35028					Yes	87	17 No		70 Yes	Not Set	Acceptable With Re	se Incomplete Applicant
07/02/2016	QLD	318	35031					Yes	111	20 No		91 Yes	Acceptable	Acceptable	Incomplete Applicant
07/02/2016	QLD	318	35110					Yes	112	21 Yes		91 Yes	Acceptable	Highly Acceptable	Application Withdrawn
08/02/2016	QLD	318	31145					Yes	112	21 Yes		91 Yes	Not Set		Incomplete Applicant
08/02/2016	QLD	318	35027					Yes	111	20 Yes		91 Yes	Acceptable	Highly Acceptable	Application Withdrawn
08/02/2016	QLD	318	35108					Yes	85	20 Yes		65 Yes	Not Set		Incomplete Applicant
09/02/2016	QLD	318	31139					Yes	95	17 Yes		78 Yes	Not Set		Application Withdrawn
09/02/2016	QLD	318	31145					Yes	110	19 Yes		91 Yes	Acceptable	Acceptable	Incomplete Applicant
09/02/2016	QLD	318	31146					Yes	99	21 Yes		78 Yes	Acceptable	Acceptable	Incomplete Applicant
09/02/2016	QLD	318	35107					Yes	53	21 Yes		32.25 Yes	Acceptable	Acceptable	Incomplete Applicant
09/02/2016	QLD	318	35110					Yes	110	19 Yes		91 Yes	Not Set	Acceptable With Re	se Incomplete Applicant
10/02/2016	QLD	318	35037					Yes	110	19 Yes		91 Yes	Not Set	Not Set	Incomplete Applicant
10/02/2016	QLD	318	35093					Yes	95	17 Yes		78 Yes	Not Set		Incomplete Applicant
10/02/2016	QLD	318	35094					Yes	112	21 Yes		91 Yes	Not Set		Application Withdrawn
11/02/2016	QLD	318	35027					Yes	109	18 No		91 Yes	Not Set		Incomplete Applicant
12/02/2016	QLD	318	35106					Yes	109	18 No		91 Yes	Not Set		Incomplete Applicant
13/02/2016	QLD	318	35107					Yes	73	21 Yes		52 Yes	Not Set		Incomplete Applicant
15/02/2016	QLD	318	31146					Yes	110	19 Yes		91 Yes	Acceptable	Acceptable	Incomplete Applicant
16/02/2016	QLD	318	31146					Yes	109	18 No		91 Yes	Acceptable	Acceptable	Incomplete Applicant
17/02/2016	QLD	318	31138					Yes	112	21 No		91 Yes	Acceptable	Not Set	Incomplete Applicant
17/02/2016	QLD	318	31140					Yes	109	18 No		91 Yes	Not Set	Unacceptable	Incomplete Applicant
18/02/2016	QLD	318	31145					Yes	40	19 No		20.75 Yes	Not Set		Incomplete Applicant
18/02/2016	QLD	318	35110					Yes	36	19 Yes		16.75 Yes	Not Set		Incomplete Applicant
19/02/2016	QLD	318	31146					Yes	109	18 Yes		91 Yes	Not Set		Incomplete Applicant
19/02/2016	QLD	318	35110					Yes	62	18 Yes		43.5 Yes	Not Set		Incomplete Applicant
23/02/2016	QLD	318	35031					Yes	73	18 No		54.5 Yes	Not Set		Incomplete Applicant
25/02/2016	QLD	318	31141					Yes	110	19 Yes		91 Yes	Not Set	Acceptable	Application Withdrawn
26/02/2016	QLD	318	31141					Yes	86	21 No		65 Yes	Not Set		Incomplete Applicant
02/03/2016	QLD	318	35109					Yes	111	20 Yes		91 Yes	Not Set		Incomplete Applicant
09/03/2016	QLD	318	35028					Yes	111	20 Yes		91 Yes	Not Set		Incomplete Applicant

## Item 3 - recruiter comments on applications

#### Recruitment

### Area supervisor applicants

	DMW 318													
	Sumame	Preferred name	Payee ID	Position applied for	Avail	Eliqıble	Total	Aust. citizen	Shortlist rating	Comments	Interview rating	Pre- emp. checks	Contract	
X				Area Supervisor	91	21	112	Yes	Yes	Previous  **xperience but may suit field staff role better	45	NO COMPONENT AND	AVAILABLE	
1				Area Supervisor	91	21	112	Yes	Yes	Great education and experience with availablity. Excellent candidate	a facultivament, deprovenimenten	100	3pm	
3	1			Area Supervisor	91	21	112	Yes	Yes	Has had				
	/	**************************************		Area		W ITHD	380		<b>V</b>	Previous	SMOIL	las	1 10	ton
4				Supervisor	91	N <sub>2</sub>	112 S 1000	Yes QTP140	Yes The SUIL	experience and	Mors		ACOUT!	Sym
<	<b>■</b> √	and the constant of		Area Supervisor	91	21	112	Yes	Yes			PHON	K	
•				Supervisor						manager	ic.	t and a second		
L-		CONTROL OF THE CONTRO		Area Supervisor	91 Discontinues	20	111	Yes	Yos	38 hours per week. May be more suited to field officer work?	The second secon		and and a constant of the state	
		A 100 May 100		Area Supervisor	91	20	111	Yes	Yes	Has had some retail experience. May be more suitable for the field staff position		The second secon		Company of the State of the Sta
				Area Supervisor	91	20	111	Yes	Yes	with good customer service skills		*Anna common agranda		
ን				Area Supervisor	91	20	111	Yes	Yes	Has had experience with retail and also recruitment & management of staff				And the second s
>				Area Supervisor	91	20	111	Yes	Yes	and recommended by	1 NTON	Weik	2/3/2011	ó
THE RESIDENCE OF THE PARTY OF T	<b>-</b>			Area Supervisor	91	20	111	Yes	Yes	employee with management skill and worked Good candidate				and control of the co
				Area Supervisor	91	20	111	Yes	Yes	Good customer service skills. I will need more information before proceeding to interview.		Verneman or the first of the fi		ACCORDANCE AND ACCORD
-				Area Supervisor	91	20	111	Yes	Yes	Excellent skills and experience	J. J.	phone and the same		
i				Area Supervisor	91	20	111	Yes	Yes	experience		24.00mmora.no	American Company	
				Area Supervisor	91	19	110	Yes	Yes	Has management and front counter experience				
	1			Area Supervisor	91	19	110	Yes	Yes	Candidate worked	ys-			
	N are to a minimum or the man		- Constant	Area Supervisor	91	19	110	Yes	Yes	with good customer focus	U	- Control of the Cont		
§ [			- Control	Area -Supervisor	91	19	110	Yes	Yes	Previous experience along with	A CONTRACTOR OF THE PARTY OF TH			
ì		0.00 mg - 0.00 mg		Area Supervisor	91	19	110	Yes	Yes	The dates unavailable are incorrect. Happy to	Mes			

NEW CLOSE OFF. 28 FEB 2016

2/21/2	2016				CSW - A	Applicant	List		^		
· · 42		Supervisor	70.00	17	87.00	Yes	Yes	Good candidate	(7)		
74		Area	65	20	85	Yes	Yes	I personally know this candidate.			
<b>43</b>		Supervisor	65	20	00	res	res	respective for the second of t	INTER	wiew worker	boile
		Area	65	20	85	Yes	Yes	Candidate worked in Human		MELLICATION	1
47		Supervisor						Resouces Related to me			
45		Area Supervisor	65	18	83	Yes	Yes	great skills and unnappable and calm, firm resolve and attention to detail	TOTAL CONTRACTOR CONTR		
46		Area	65	18	83	Yes	Yes	Require more information on skills	או פא	20/12/	
10		Supervisor	00	16	- 68	Tes	165	and abilities before interviewing			
47		Area Supervisor	52	21	73	Yes	Yes	Good SKIIIS			
48		Area Supervisor	52	18	70	Yes	Yes	Good candidate			
49		Area Supervisor	44.5	20	64.5	Yes	Yes	Good candidate	No 14	TOSCHIEL OVALO	SUTY?
50		Area Supervisor	43.5	18	61.5	Yes	Yes	Has multilingual background.			<b>J</b> ,
51		Area Supervisor	39	21	60	Yes	Yes	Lots of customer focus and experience	interv	EN 1 3 2016.	
52		Area Supervisor	38.25	21	59.25	Yes	Yes	Good qualifications and previous	A4		
٢3		Area Supervisor	37.75	21	58.75	Yes	Yes	already working almost fulltime hours	M- "		
54		Area Supervisor	32.25	21	53.25	Yes	Yes	Good candidate but working 38 hours per week already.	INTERN	3U BOOKS).	
55		Area Supervisor	20.75	19	39,75	Yes	Yes	applicant. Good availability from April onwards			
56	<b>1</b>	Area Supervisor	16.75	19	35.75	Yes	Yes	Good skills. Good applicant			
		Area	12.5	19	31.5	Yes	Y-6S	Sounds positive but may be more	40	INTERVIEW	
57		Supervisor .		A STATE OF THE PARTY OF THE PAR			1.60	suitable to the field officer position			
		Area Supervisor	91	21	112	Yes	No	The referee advised that this applicant struggled with the previous role with the		VI A	
	part of the second of the seco	Area Supervisor	91	20	111	Yes	No	Insufficient detail in application			
	Land to the second seco	Area Supervisor	91	20	111	Yes	No	Insufficient detail in application			
	and the second s	Area Supervisor	91	19	110	Yes	No	Insufficient detail in application			
		Area Supervisor	91	18	109	Yes	No	Insufficient detail in application		Among and a second a second and	
		Area Supervisor	91	18	109	Yes	No	Insufficient detail in application	ediponospinatore a	**************************************	
		Area Supervisor	91	18	109	Yes	No	Insufficient detail in application	To Annual to Ann	*	
		Area Supervisor	91	18	109	Yes	No	Insufficient detail in application	A Company of the State of the S	¥	
		Area Supervisor	91	18	109	Yes	No	Insufficient detail in application	See and the second	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
		'Area Supervisor	91	17	108	Yes	No	Insufficient detail in application			
		Area Supervisor	91	17	108	Yes	No	Insufficient detail in application	No. of Contract of		
		Area Supervisor	91	17	108	Yes	No	Insufficient detail in application	Samuel Sa		
		Area	91	16	107	Yes	No	Insufficient detail in	NAME OF THE PARTY		
											3/4
+				,							

INTERVIEWY

10				COW -	Applican	LIST		
	Supervisor				and the same of th		application	
	Area Supervisor	86.5	20	106,5	Yes	No	Insufficient detail in application	
	Area Supervisor	91	15	106	Yes	No	Insufficient detail in application	
	Area Supervisor	91	12	103	Yes	No	Insufficient detail in application	Sec. 10-10014 (1-0x1210)
-  -	Area Supervisor	81,88	18	99.88	Yes	No	May suit the role of field officer rather than Area supervisor. Not enough experience in appln.	
	Area Supervisor	80	19	99	Yes	No	Insufficient detail in application	
	Area Supervisor	79.5	18	97.5	Yes	No	Insufficient detail in application	
	Area Supervisor	78	17	95	No	No	Insufficient detail in application	
	Area Supervisor	65	17	82	Yes	No	Insufficient detail in application	
	Area Supervisor	52	21	73	Yes	No	Insufficient detail in application	
	Area Supervisor	52	21	73	Yes	No	Insufficient detail in application	
	Area Supervisor	52	21	73	Yes	No	Insufficient detail in application	
	Area Supervisor	42.50	18	60.50	Yes	No	Insufficient detail in application	
	Area Supervisor	26.13	20	46.13	Yes	No	Insufficient detail in application	
	Area Supervisor	19	18	37	Yes	No	Availability not sufficient for position	
and the state of t	Area Supervisor	22.5	12	34.5	Yes	No	Insufficient detail in application	
	Area Supervisor	0	21	21	Yes	No	Insufficient detail in application	
	Area Supervisor	0	16	16	Yes	No	Insufficient detail in application	
	Area Supervisor	91	20	111	Yes	Withdrawn		
	Area Supervisor	81	21	102	Yes	Withdrawn		
					100	\$		

Map

#### Field officer applicants

Surname	Preferred name	Payee ID	Position applied for	Avail.	Eligible	Total	Aust. citizen	Shortlist rating	Comments	Interview rating	Pre- emp. checks	Contract Status
No records fo	ound											

#### **RAMT** applicants

Surname	Preferred name	Payee ID	Position applied for	Avail.	Eliqible	Total	Aust citizen	Shortlist rating	Comments	Interview rating	Pre- emp checks	Contract Status
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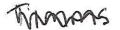
#### Recruitment

#### Area supervisor applicants

Surname	Preferred name	Payee ID	Position applied for	Avail	Eliqible	Total	Aust. citizen	Shortlist rating	Comments	Interview rating	Pre- emp checks	Contract Status
7		S.	Area Supervisor	78	21	99	Yes	Yes	Excellent candidate, personally known to me. Some family issues. Trustworthy and hardworking.			
/			Area Supervisor	39	21	60	Yes	Yes	Lots of customer focus and experience			
			Area Supervisor	91	20	111	Yes	Yes	No qualifications. works in 38 hours per week. May be more suited to field officer work?			- 2
			Area Supervisor	43,5	18	61.5	Yes	Yes	Has multilingual background.			***************************************
1			Area Supervisor	91	19	110	Yes	Yes	with excellent skills			
			Area Supervisor	91	18	109	Yes	Yes	Good leadership skills as a			
1			Area Supervisor	91	21	112	Yes	Yes	тападег			***********
1			Area 'Supervisor	91	19	110	Yes	Yes	Strong candidate with good customer service experience			
8			Area Supervisor	91	20	111	Yes	Yes	Good knowledge			
			Area Supervisor	91	-20	111	Yes	rati Pan Yes	Has had some retail experience. May be more suitable for the field staff position	Nov	Repl.	12
Water Conference of the State o			Area Supervisor	91	18	109	Yes	Yes	Previous experience.	FW.		
✓			Area Supervisor	52	21	73	Yes	Yes	Good skills			
-			Area Supervisor	65	20	85	Yes	Yes	Candidate worked in Human Resouces			
1			Area Supervisor	91	20	111	Yes	Yes	with management skill and worked at last census. Good candidate			
			Area ·Supervisor	91	19	110	Yes	Yes	Has management and front counter experience	۴lu		
1			Area Supervisor	91	20	111	Yes	Yes	experience			
			Area Supervisor	91	20	111	Yes	Yes	Ex resort manager with good customer service skills			
/			Area Supervisor	38,25	21	59.25	Yes	Yes	Good qualifications and previous experience			
1			Area Supervisor	91	19	110	Yes	Yes	Candidate worked in a		000000000000000000000000000000000000000	
_/			Area Supervisor	91	18	109	Yes	Yes	Mature and has owned her own business.	1		and the second

			* *				
81.25	21	102.25	Yes	Yes	Has previous experience		
91	20	111	Yes	Yes	Previous Ind		
91	21	112	Yes	Withdrawn	Previous experience and Director of own business		
65	188 188	83	Yes	Yes	Related to me great skills and unflappable and calm, firm resolve and attention to detail		
32.25	21	53.25	Yes	Yes	Good candidate but working 38 hours per week already.		The second secon
91	19	110	Yes	Yes	The dates unavailable are incorrect. Happy to have an interview		***************************************
91	19	110	Yes	Yes	Previous experience along with banking		
69,50	19	88.50	Yes	Yes	Will require more information on face to face skills before interviewing for the role	Flu	
78	19	97	Yes	Yes	Great HR and interviewing experience	4	
20.75	19	39.75	Yes	Yes	Good applicant, Good availability from April onwards	א ואשאפארו ש	- اگنان
91	21	112	Yes	Yes	Has had experience.		
54.50	18	72.50	Yes	Yes	May require further information before an interview		The state of the s
91	20	111	Yes	Yes	Good customer service skills. I will need more information before proceeding to		
91	18	109	Yes	Yes	Has experience in recruitment and selection.		
78	20	98	Yes	Yes	Appears to be an excellent candidate for this role	10	
78	19	97	Yes	Yes	Great previous experience and skills		
70.00	17	87.00	Yes	Yes	Good candidate		
37.75	21	58.75	Yes	Yes	working almost fulltime hours		
44.5	20	64.5	Yes	Yes	Good candidate	ystodnia	Will
91	20	111	Yes	Yes	experience with retail and also	100000000000000000000000000000000000000	
	91 91 91 95 32.25 91 91 91 69.50 78 20.75 91 54.50 91 78 78 70.00 37.75	91 20  91 21  65 18  32.25 21  91 19  91 19  69.50 19  78 19  20.75 19  91 21  54.50 18  91 20  91 18  78 20  78 19  70.00 17  37.75 21	81.25       21       102.25         91       20       111         91       21       112         65       18       83         32.25       21       53.25         91       19       110         91       19       110         69.50       19       88.50         78       19       97         20.75       19       39.75         91       21       112         54.50       18       72.50         91       20       111         91       18       109         78       20       98         78       19       97         70.00       17       87.00         37.75       21       58.75	81.25       21       102.25       Yes         91       20       111       Yes         91       21       112       Yes         65       18       83       Yes         91       19       110       Yes         91       19       110       Yes         69.50       19       88.50       Yes         78       19       97       Yes         91       21       112       Yes         91       21       112       Yes         91       21       112       Yes         91       20       111       Yes         91       18       72.50       Yes         91       18       109       Yes         78       20       98       Yes         78       19       97       Yes         78       19       97       Yes         78       19       97       Yes         78       19       97       Yes         70.00       17       87.00       Yes         37.75       21       58.75       Yes	91       20       111       Yes       Yes         91       21       112       Yes       Withdrawn         65       18       83       Yes       Yes         32.25       21       53.25       Yes       Yes         91       19       110       Yes       Yes         69.50       19       88.50       Yes       Yes         78       19       97       Yes       Yes         91       21       112       Yes       Yes         91       21       112       Yes       Yes         91       20       111       Yes       Yes         91       18       109       Yes       Yes         91       18       109       Yes       Yes         78       20       98       Yes       Yes         78       19       97       Yes       Yes         78       19       97       Yes       Yes         78       19       57.00       Yes       Yes         78       19       57.00       Yes       Yes         70.00       17       87.00       Yes       Yes <td>  State</td> <td>  St.   21</td>	State	St.   21

2/24/2016. CSW - Applicant List but may be more Area 19 31.5 12.5 Yes Yes suitable to the Supervisor field officer position Good skills. Good Area 16.75 19 35.75 Yes Yes Supervisor applicant Excellent candidate with Area 83.25 20 103.25 Yes Yes good Supervisor qualifications Has management experience but I will need more Area 91 18 109 Yes Yes information Supervisor before proceeding to interview. More information Area 20 98 Yes Yes required before 78 Supervisor interviewing. Appears to be an Area 99 78 21 Yes Yes excellent Supervisor candidate More information Area would be helpful 78 17 95 Yes Yes before committing Supervisor to an interview. Area 70 Yes Good candidate 52 18 Yes Supervisor Good Area 19 110 Yes Yes qualifications and 91 Supervisor work history Not much detail but has previous experience. Will Area 91 16 107 Yes Yes need more detail Supervisor before proceeding to interview. Former Good Area 109 Withdrawn skills. Will have 2 91 18 Yes Supervisor weeks of leave in JUne/July Area 78 17 95 Yes Yes Supervisor There is not much information on the application Area 91 18 109 Yes Yes and I would ask Supervisor for more before doing an interview Great education and experience with availablity. Area 91 21 112 Yes Yes Supervisor Excellent candidate vith good Area 91 19 110 Yes Yes Supervisor customer focus Previous experience but Area 91 21 112 Yes Yes Supervisor may suit field staff role better Has worked with government and Area 17 78 95 Yes Yes has good Supervisor experience Excellent skills Area 91 20 111 Yes Yes and experience Supervisor Previous 19 Yes 91 110 Yes experience. Supervisor I personally know this candidate. Highly Area 85 Yes Yes 65 20 acceptable Supervisor Excellent candidate with Area 91 21 112 Yes Yes previous Supervisor experience



			CDW -1	Applican	LIJSt			
Area Supervisor	91	18	109	Yes	Yes	This candidate owns their own business	**************************************	
Area Supervisor	65	18	83	Yes	Yes	Require more information on skills and abilities before		W. Constitution of the Con
Area					***************************************	interviewing Insufficient detail	•	
Supervisor	91	16	107	Yes	No	in application	•	
Area Supervisor	65	17	82	Yes	No	Insufficient detail in application		
Area Supervisor	91	20	111	Yes	No	Insufficient detail in application	90000000000000000000000000000000000000	
Area Supervisor	0	16	16	Yes	No	Insufficient detail in application	***************************************	
Area Supervisor	91	17	108	Yes	No	Insufficient detail in application	The state of the s	
Area Supervisor	86.5	20	106.5	Yes	No	Insufficient detail in application	•	
Area Supervisor	91	18	109	Yes	No	Insufficient detail in application	and the same of th	
Area	80	19	99	Yes	No	Insufficient detail		
'Supervisor Area	26.13	20	46.13	Yes	No	in application Insufficient detail	***************************************	
Supervisor						in application Insufficient detail	•	
Supervisor	91	20	111	Yes	No	in application		**************************************
Area Supervisor	52	21	73	Yes	No	Insufficient detail in application		
Area Supervisor	52	21	73	Yes	No	Insufficient detail in application	***************************************	
Area Supervisor	81.88	<b>8</b> 3	99.88	Yes	No	May suit the role of field officer rather than Area supervisor. Not enough experience in appln.		
Area Supervisor	91	18	109	Yes	No	Insufficient detail in application		
Area Supervisor	52	21	73	Yes	No	Insufficient detail in application	***************************************	
Area	91	19	110	Yes	No	Insufficient detail		
-Area Supervisor	91	18	109	Yes	No	in application Insufficient detail in application		
Area	42.50	18	60.50	Yes	No	Insufficient detail	•	
Supervisor Area	91	12	103	Yes	No	in application Insufficient detail		
Supervisor						in application Insufficient detail	2	
Supervisor	91	20	111	Yes	No	in application		
Area Supervisor	91	18	109	Yes	No	Insufficient detail in application	•	
Area Supervisor	19	18	37	Yes	No	Availability not sufficient for position	BOYLANDARYA AND AND AND AND AND AND AND AND AND AN	
Area Supervisor	78	17	95	No	No	Insufficient detail in application	***************************************	
Area Supervisor	22.5	12	34.5	Yes	No	Insufficient detail in application	-	
Area Supervisor	91	17	108	Yes	No	Insufficient detail in application	VIJI	***************************************
Area Supervisor	91	18	109	Yes	North	<u> </u>	FURTHER	WFOR RECO
Area 'Supervisor	0	21	21	Yes	No (	Insufficient detail in application		INFOR REQD PHONE?
Area Supervisor	91	17	108	Yes	No	Insufficient detail in application		
						The referee advised that this	The state of the s	
Area Supervisor	91	21	112	Yes	No	applicant struggled with the previous role		in control and policies of the control of the contr

Area Supervisor	69.50	19	88.50	No	No	Insufficient detail in application	
Area Supervisor	79.5	18	97.5	Yes	No	Insufficient detail in application	
Area Supervisor	91	15	106	Yes	No	Insufficient detail in application	La constitue de la constitue d
Area Supervisor	81	21	102	Yes	Withdrawn		•
Area Supervisor	91	20	111	Yes	Withdrawn	•	
Area Supervisor	91	21	112	Yes	Withdrawn		

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#### Field officer applicants

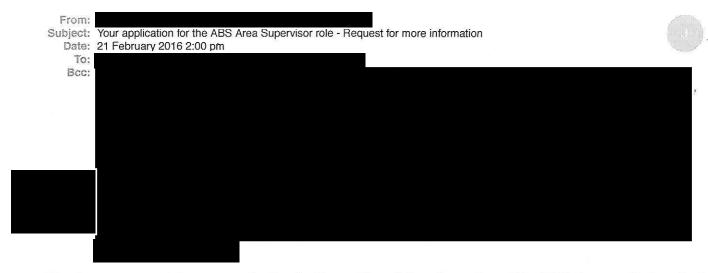
Surname	Preferred name	Payee ID	Position applied for	Avail.	Eligible	Total	Aust. citizen	Shortlist rating	Comments	Interview rating	Pre- emp. checks	Contract Status
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Map (ASW) Map (All)

#### RAMT applicants

name rating creeks Ste	Surname	Preferred name	Payee ID	Position applied for	Avail.	Eligible	Total	Aust. citizen	Shortlist rating	Comments	Interview rating	Pre- emp. checks	Contrac Status
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Map



Thank you very much for your application for the position of Area Supervisor of the 2016 Census. We have had an enormous response and the good news is that you have made it through the first stage.

So we can learn a bit more about you, please take some time to give us some more information about your skills, strengths and work experience.

After reviewing your answers, you may be requested to attend a short face to face interview.

The position will require you to interview, recruit and supervise Census field officers, train them (after you attend your training) and oversee their work before, during and after Census. You will need to oversee field staff record keeping, attend any non-responding households and deal with day to day problems that arise. You will also have to report back to the ABS and your Manager on a regular basis. You will be an integral part of a team and you will have lots of responsibility.

The job is rewarding, fulfilling and very challenging. You will need to be able to make decision and use your judgement to get the best results. The hours are very much up to you to organise, so it is a job that you can fit around another job or family commitments. However, there will be some evening and weekend work required.

Your skills as a supervisor and mentor will be very important. We need people who are resilient and who can be relied upon to finish all the work within the deadlines. People who will be there right to the very end!

Can you please expand on these six questions? Please keep your answers to around a paragraph each and if you don't have direct experience in one or more areas, please don't worry, just tell us how you think you could perform that task.

- 1. Managing a team to get the best from everyone and to achieve the set goals
- 2. Time Management juggling paperwork, time constraints and deadlines
- 3. Training, mentoring and coaching skills

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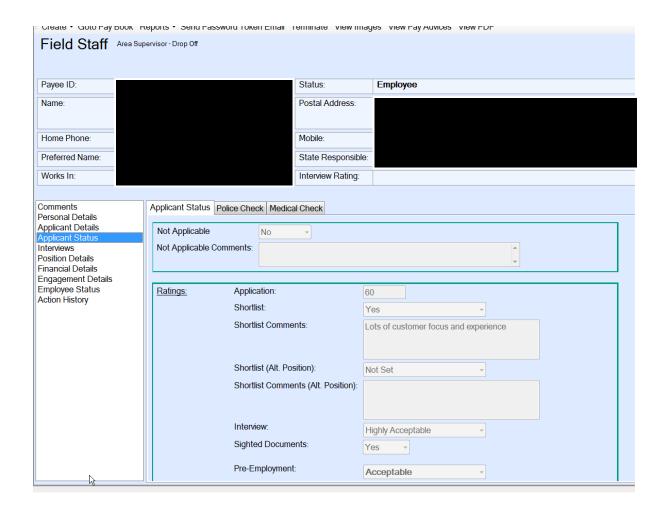
- 4. Why would you be an excellent area supervisor? What makes you the best for the role?
- 5. What is your knowledge of Census? Why is it important?
- 6. Very briefly what is your work history?

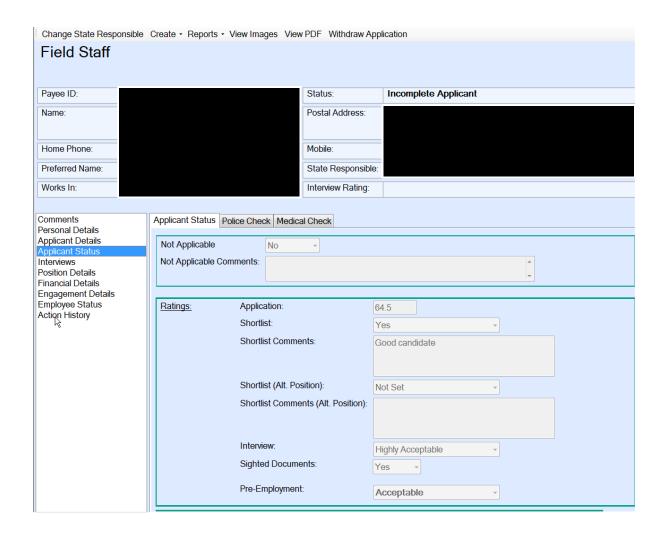
Please respond via return email using a word document and type Census AS Application (your name) in the subject line so we can match up your response with your CV.

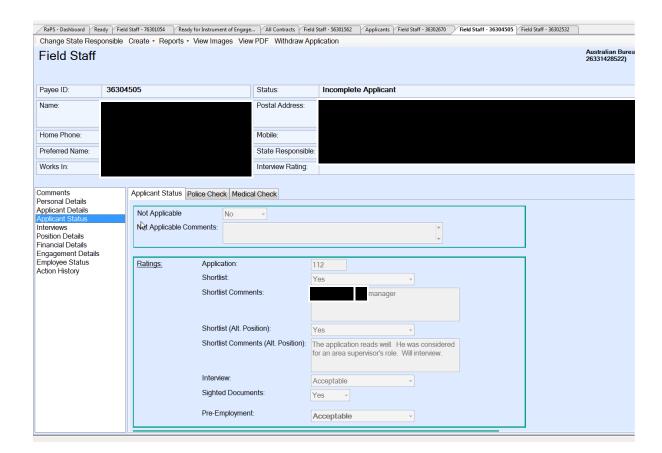
Please be sure to return your information within 3 days of receipt by Thursday 25 February, 2016.

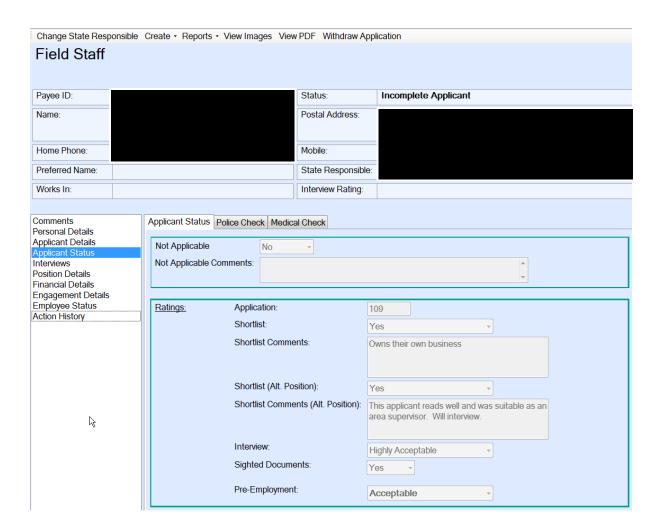
Note: If you have not received a phone call by Thursday 24 March, 2016, you have been unsuccessful and we would encourage you to apply for a field officer roles.

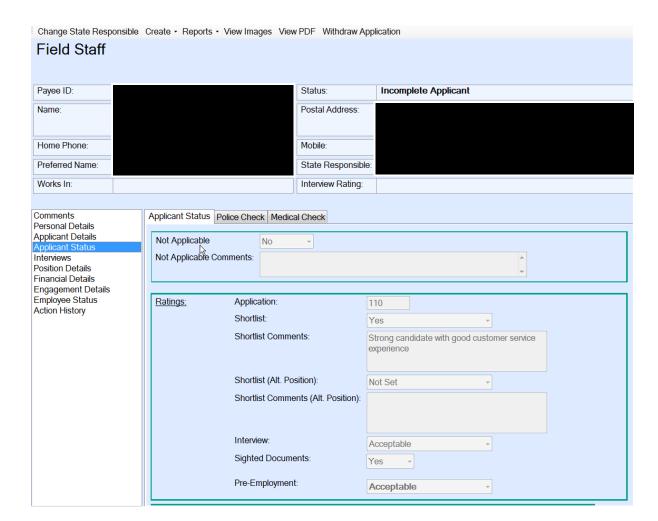
Good luck and I hope to see you soon.

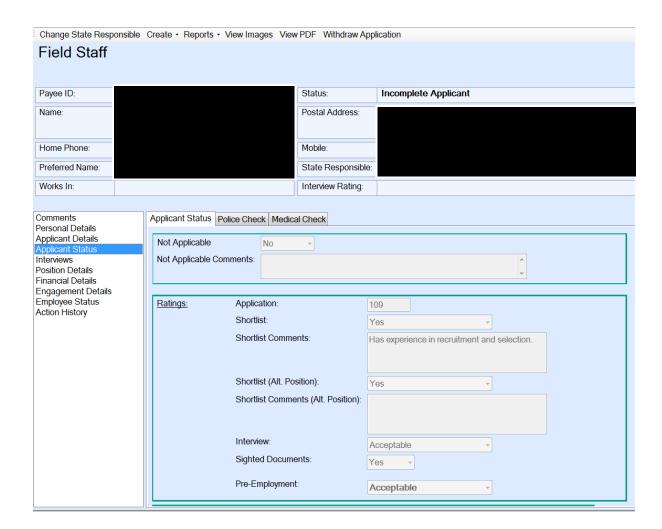


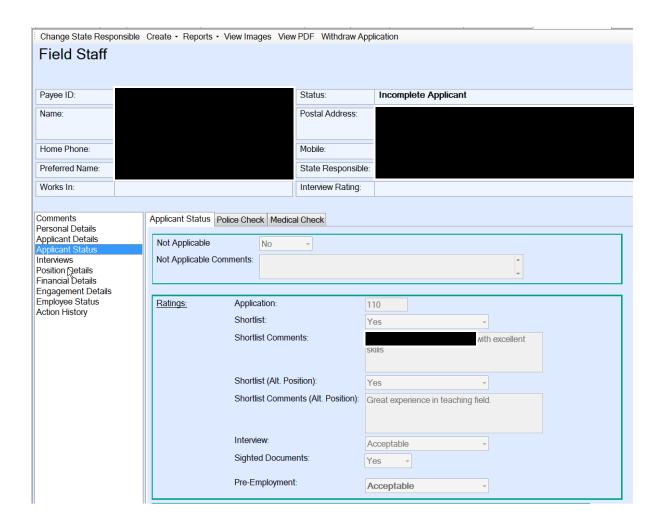


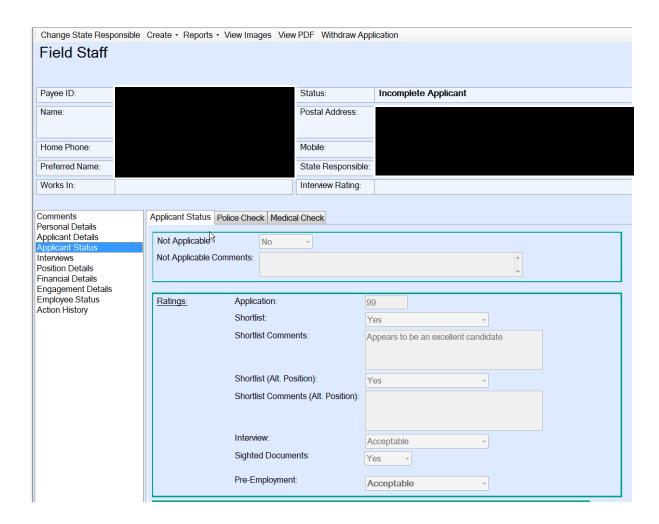


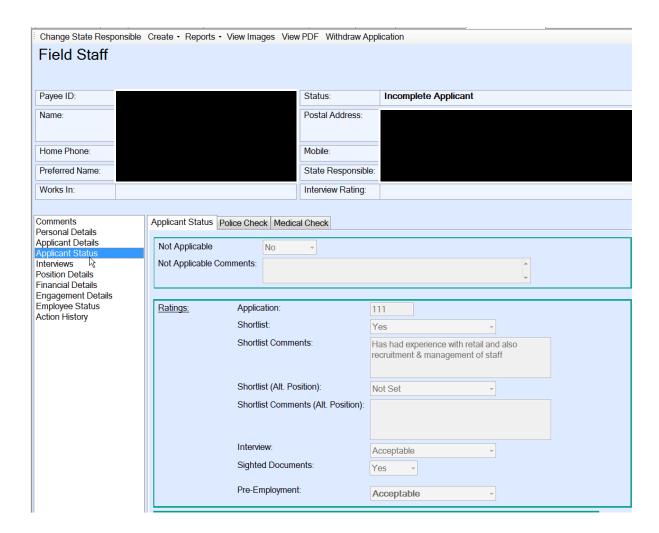


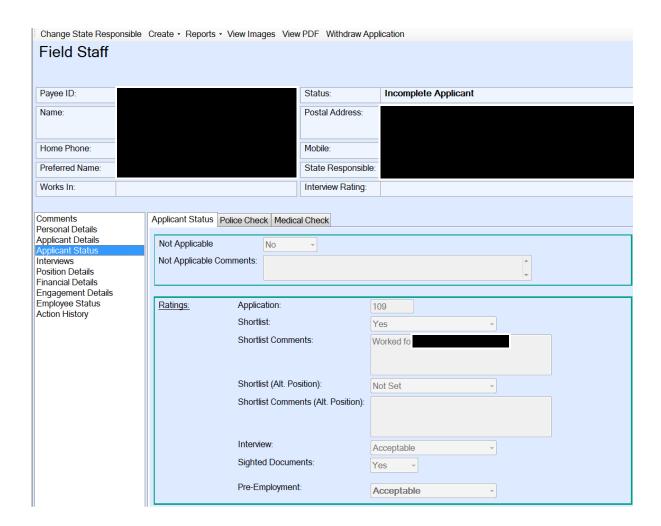


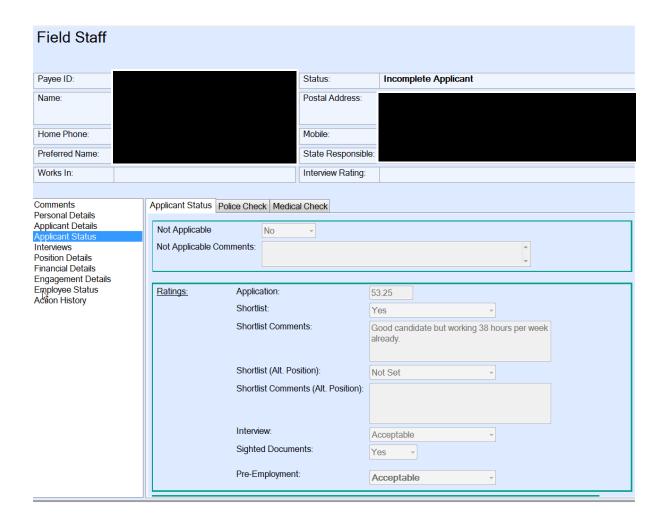


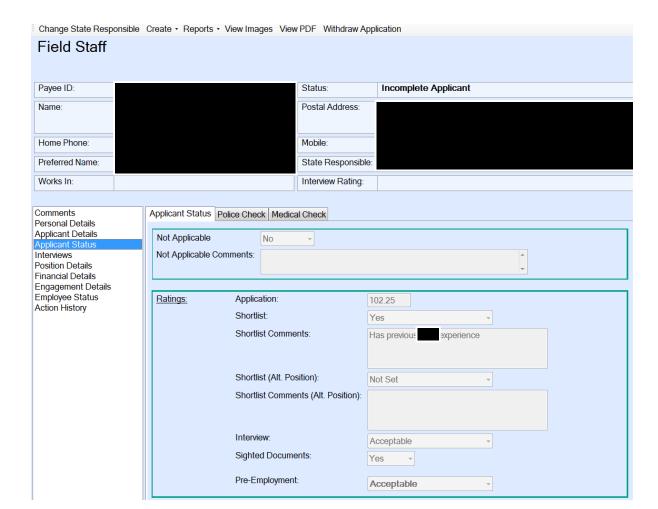




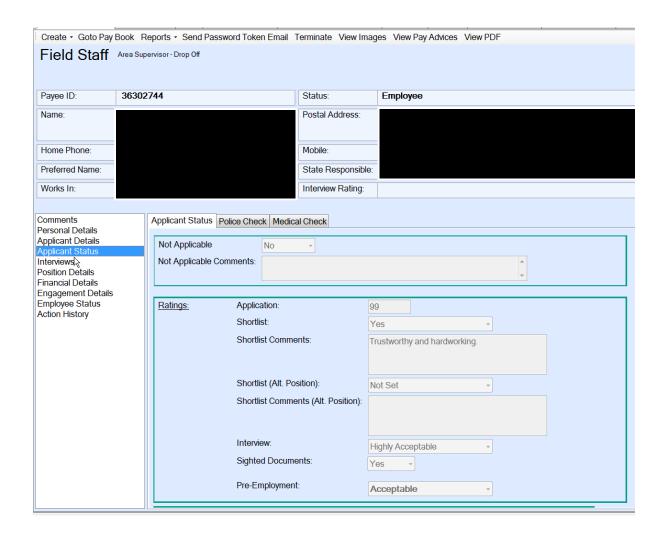


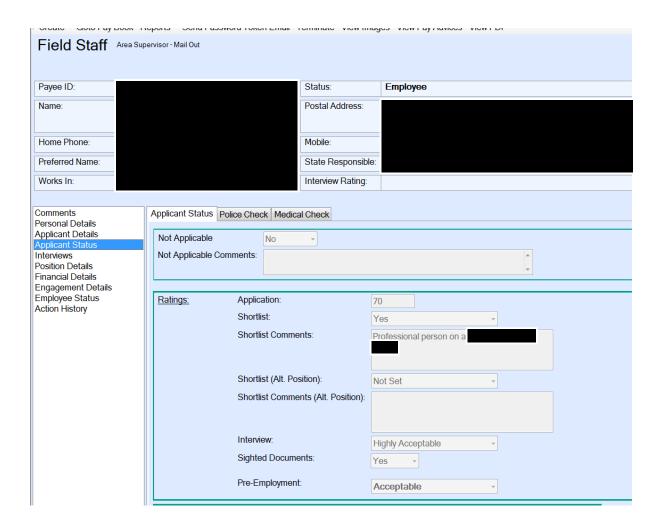


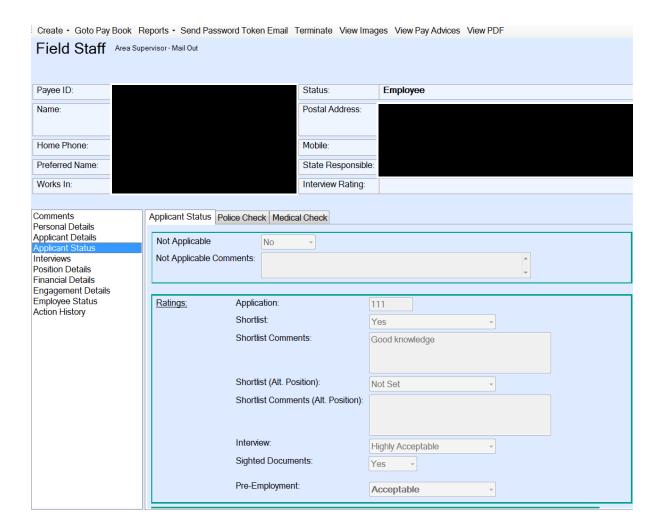


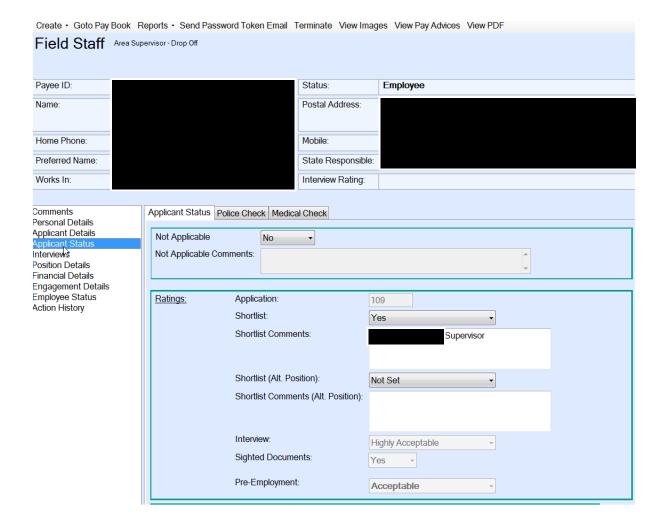


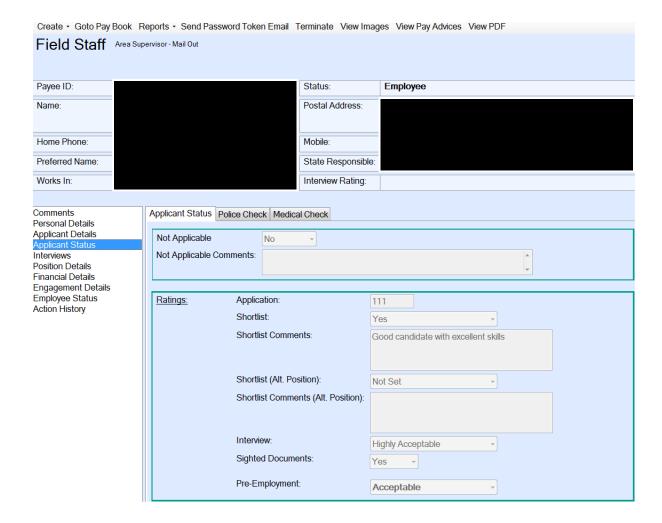
Change State Responsible Create - Reports - View Images View PDF Withdraw Application Field Staff Incomplete Applicant Payee ID: Status: Name: Postal Address: Home Phone: Mobile: Preferred Name: State Responsible: Works In: Interview Rating: Comments Applicant Status Police Check Medical Check Personal Details Applicant Details Not Applicable Interviews Not Applicable Comments: Position Details Financial Details Engagement Details Employee Status Action History Ratings: Application: 70 Shortlist: Yes Shortlist Comments: Good candidate Shortlist (Alt. Position): Not Set Shortlist Comments (Alt. Position): B Interview: Acceptable Sighted Documents: Yes • Pre-Employment: Acceptable

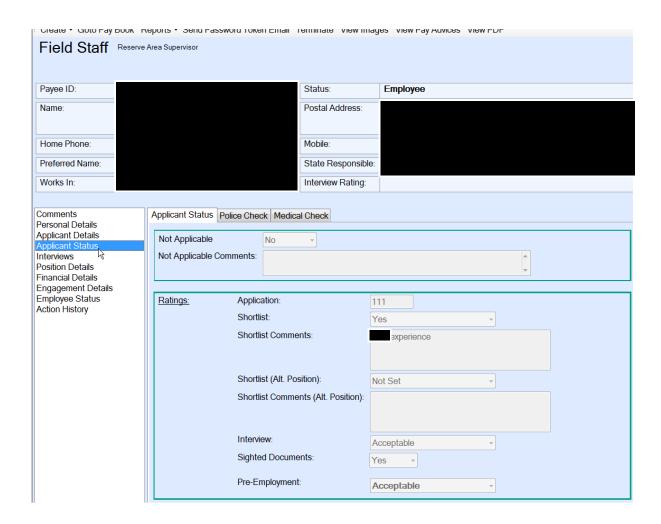


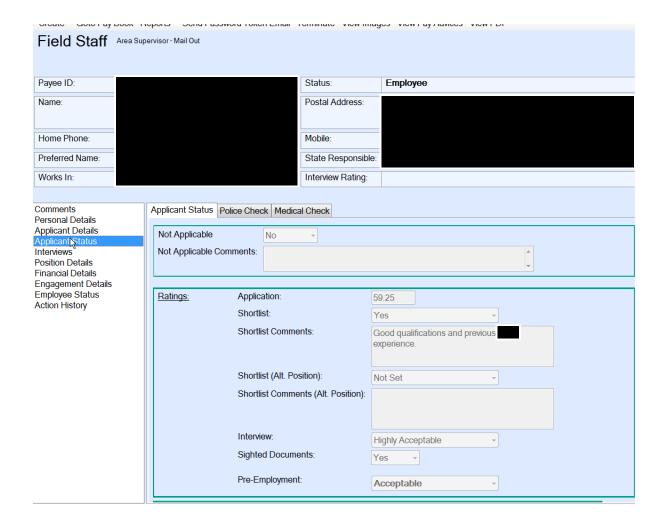


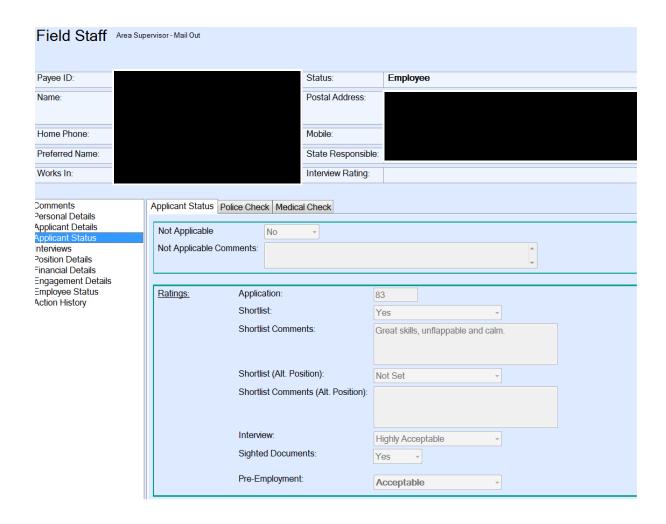


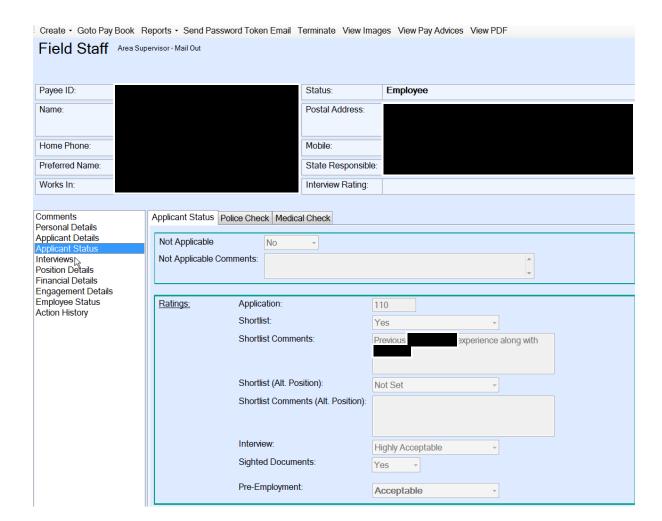


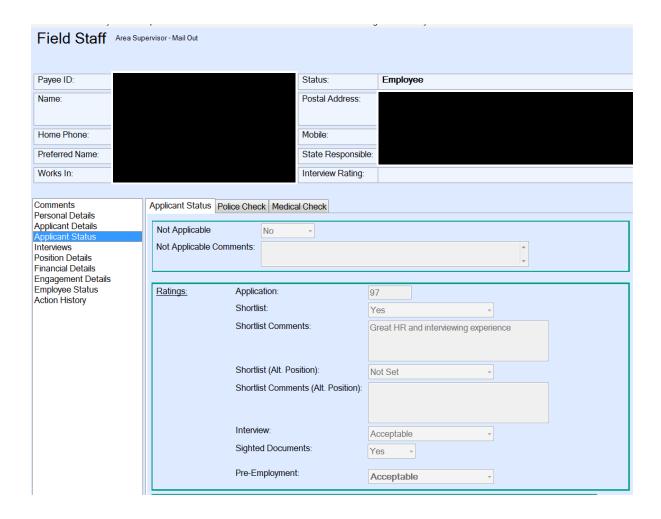


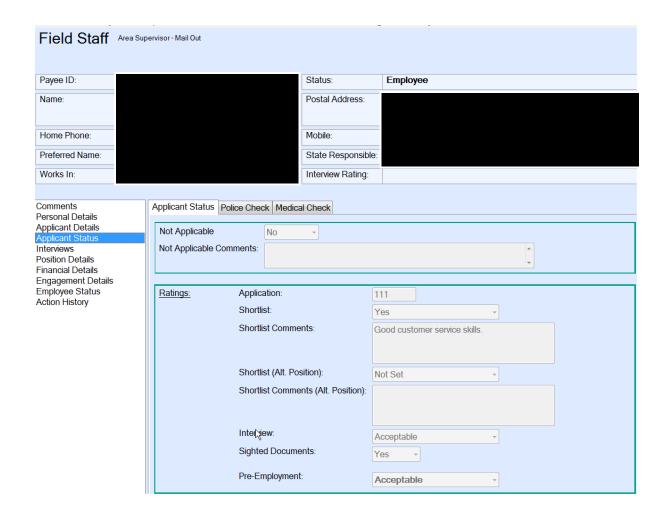


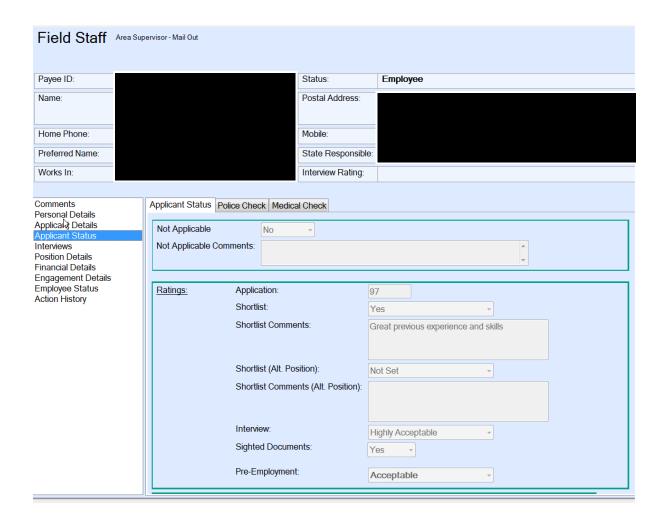


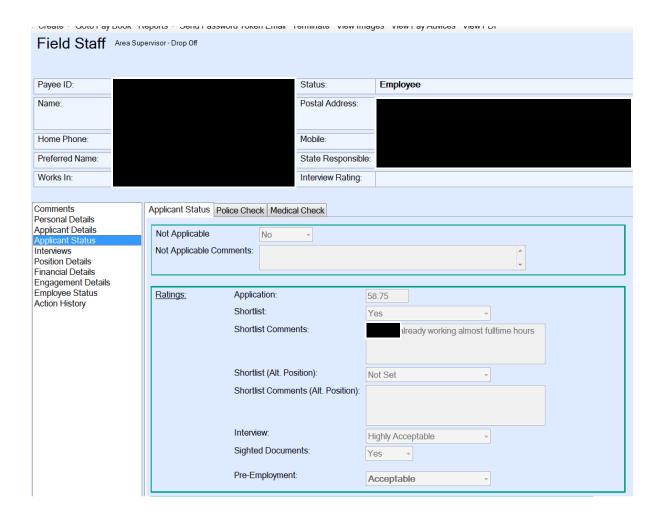


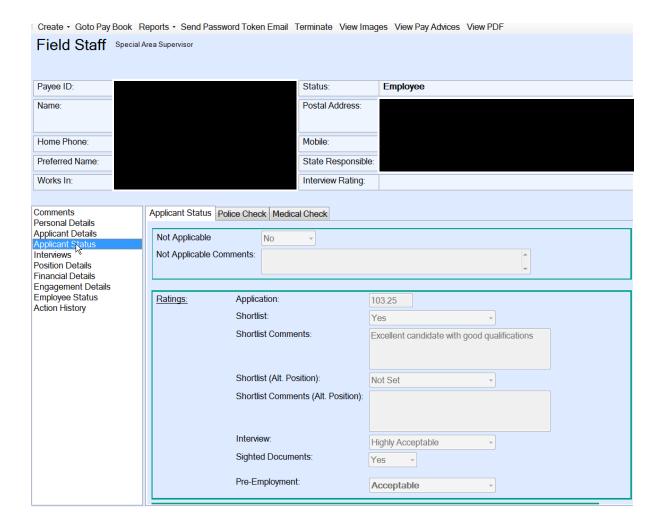


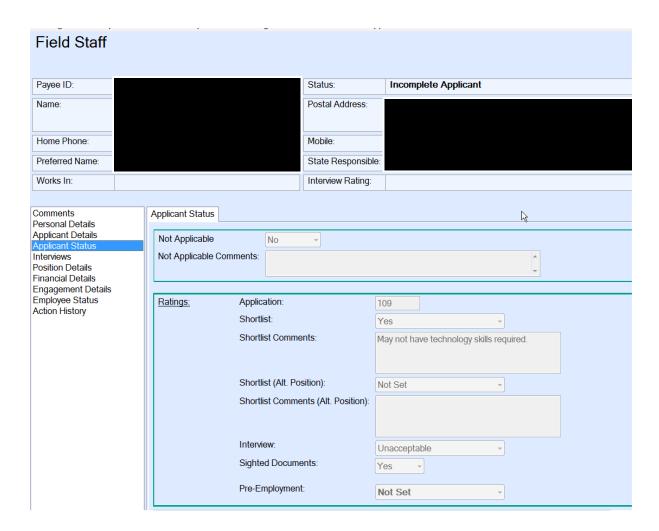


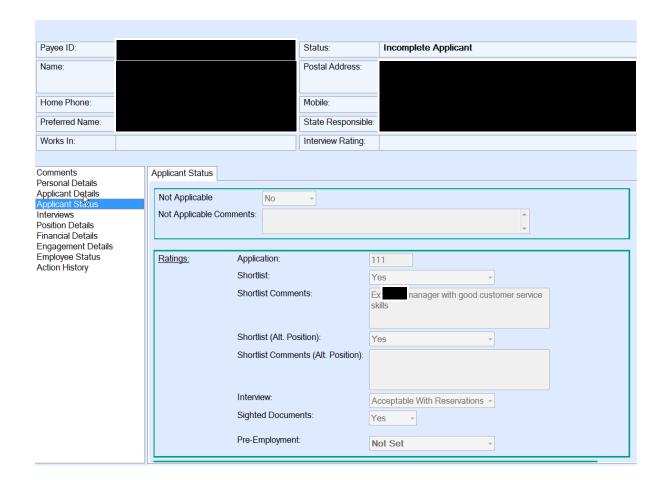


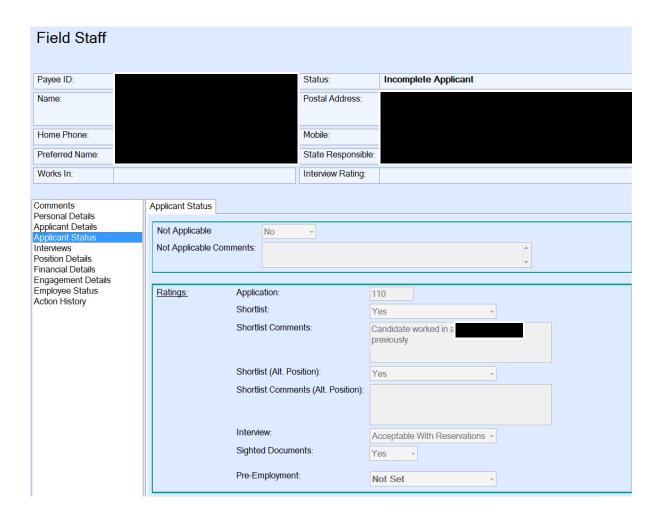


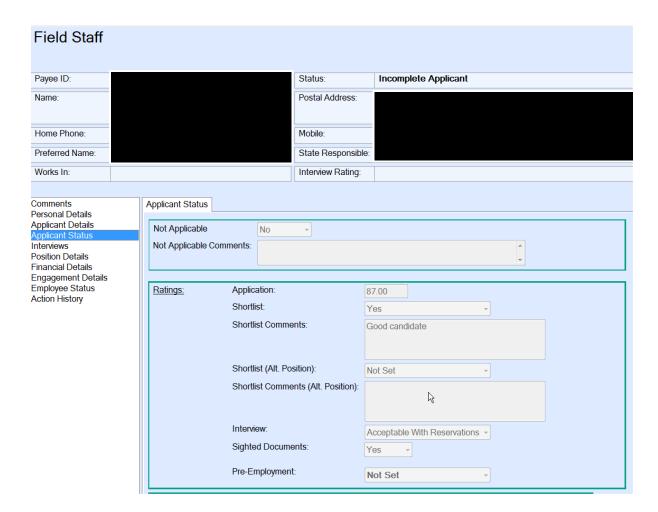


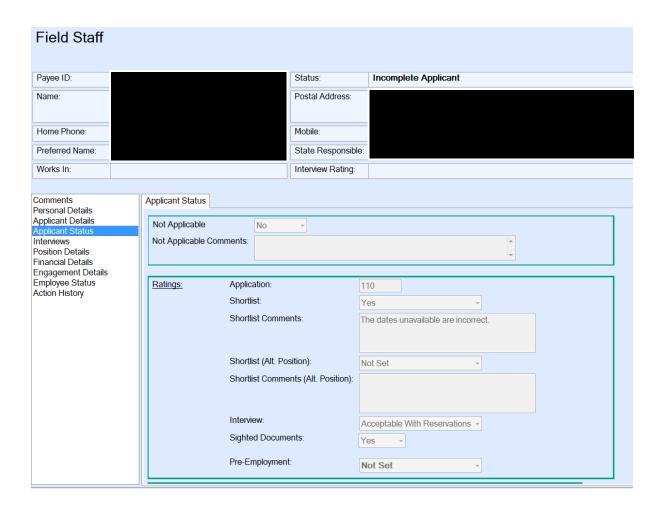


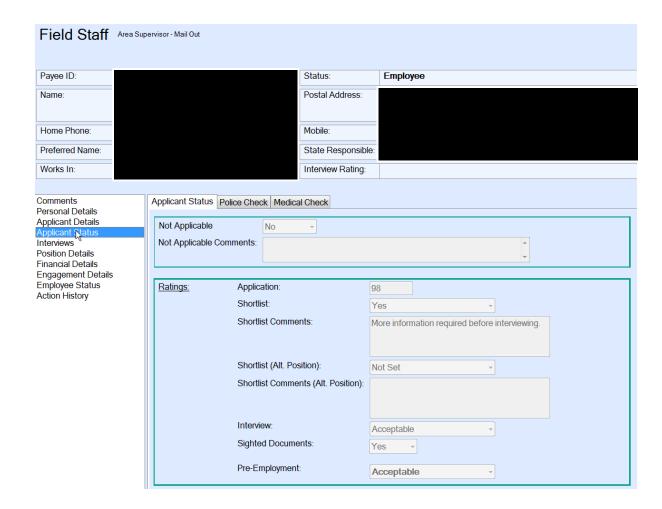


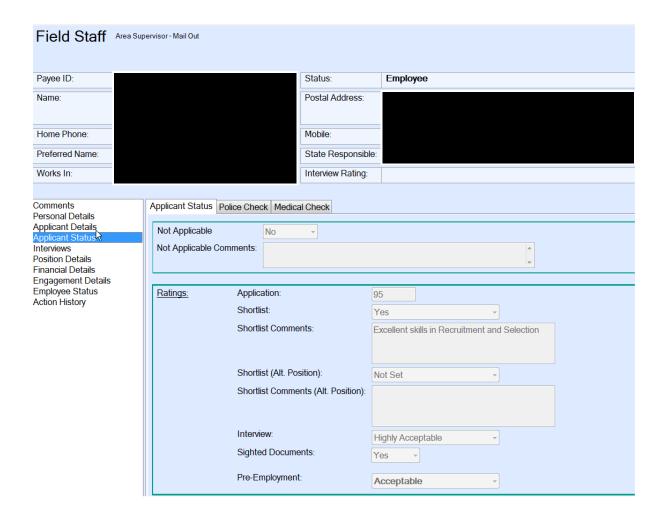


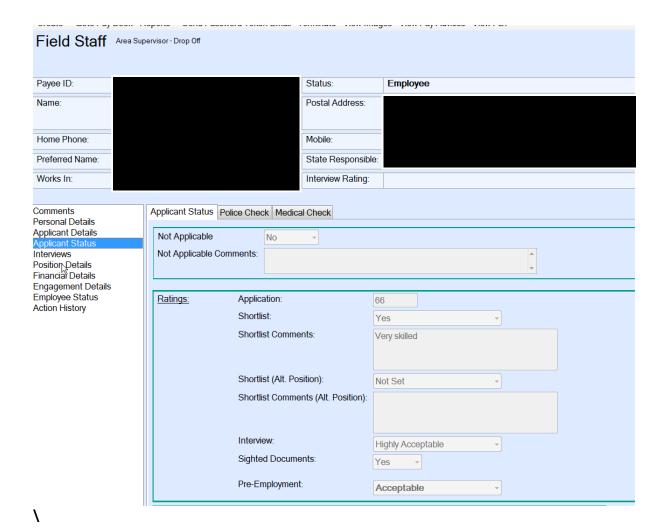


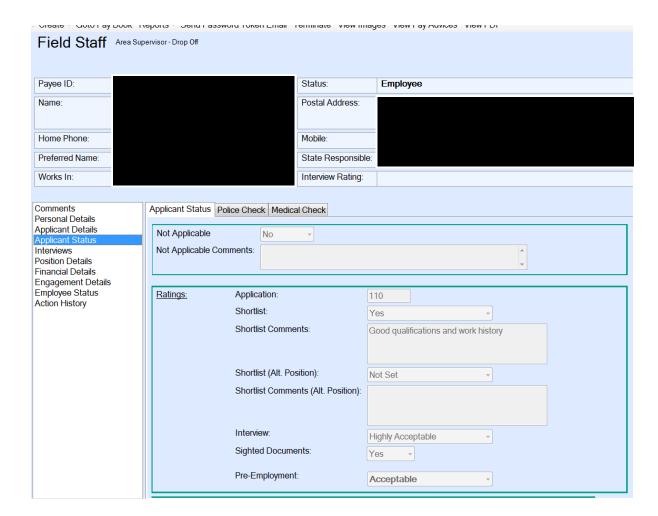


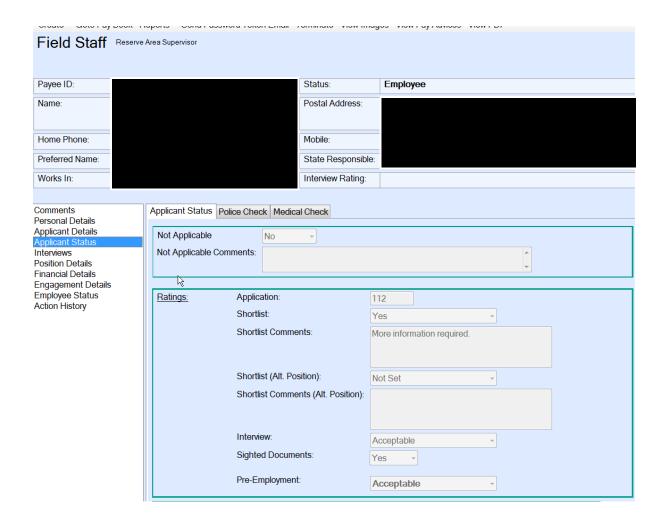


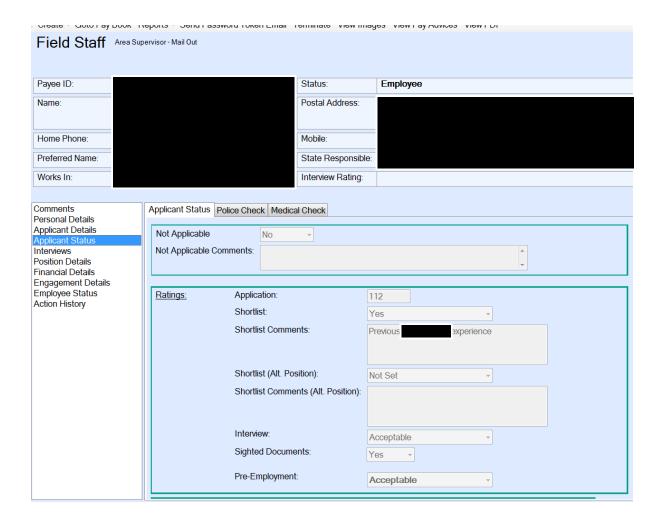


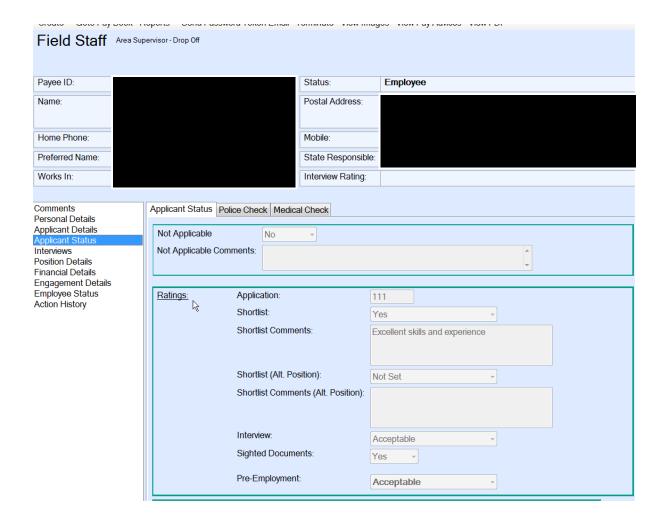


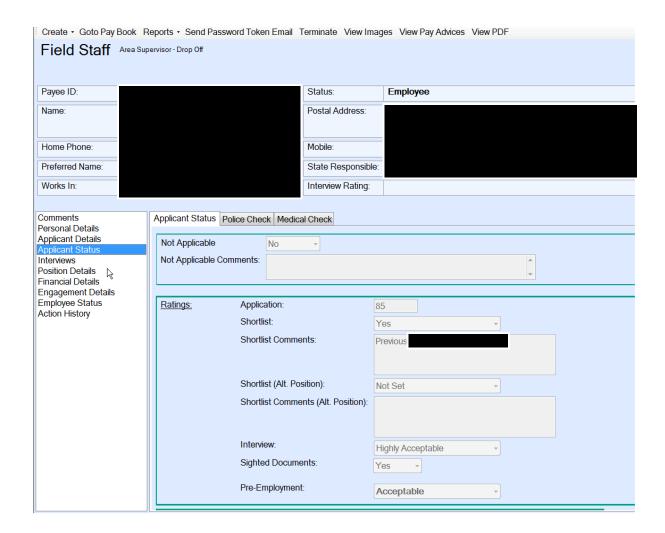


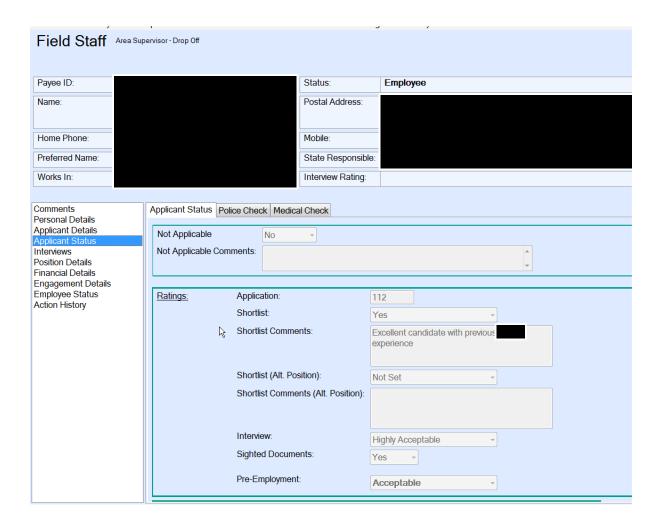














# KNOWLEDGE BASE

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Home > Managing the Order of Merit

## **Managing the Order of Merit**

#### Managing the Order of Merit

It is important that recruitment processes are fair and transparent. Employers are prohibited from discriminating against job applicants on the basis of an attribute (including sex, race, pregnancy, age, impairment, political belief or activity) determining who should be offered employment. When short listing or selecting candidates, employers should ensure that any decision is based on consistent selection criteria, which are not discriminatory.

Employers also must not discriminate against a person in the terms upon which employment is offered to them or by refusing or deliberately omitting to offer employment to a person.

The number of Census field staff required to enumerate each area will vary, as will the number of applications received for available positions and the number of people suitable. There may also be some areas with staff turnover which require replacement staff during the period.

### Do I need to review all applications received for an AS/FO position? Answer: No

A significant part of the selection processes is automated. All applicants are automatically rated and scored on their eligibility and availability. Those undertaking the recruitment should short list from the applications received, using the score the applications have received as the first method of short listing.

Using this score is sufficient as a method to short list. Each AS can select an appropriate point in the score spectrum to stop short listing - they do not need to use the same score.

Generally, we would expect an Area Supervisor to consider twice the number of positions they are aiming to fill. Area Supervisors are paid based on the number of Field Officer positions they need to fill, which should provide sufficient time to consider the number of applicants and reserves, including interviews and other paperwork.

#### What if I have a huge number of applicants all at the highest score?

It is appropriate for a recruiter to stop recruitment when they have filled their positions. They do not need to review each applicant at the same score level. For example, if they have 100 people at the highest score, but only need to recruit 10, we'd expect them to consider 20 people from this order of merit.

If they are in this situation, it is appropriate to consider when the application was received. In effect it is a first come first served situation where we have more applications than we'd expect to be able to review.

#### What do I tell people who haven't made it onto the short-list?

Due to the quality and number of the applications your application has currently not made it onto the short-list at this time. However, your application will remain in consideration for positions throughout the entire enumeration period and may be considered if a vacancy arises.

Last updated: 29/04/2016 - 3:38pm

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# KNOWLEDGE BASE

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<u>Home</u> > Shortlisting applicants

## **Shortlisting applicants**

#### **Shortlisting applicants**

Shortlisting applicants is a necessary part of the selection process, especially where there is a large pool of applicants. Shortlisting is the process of deciding which applicants should be invited to attend an interview and which applicants will not progress in the selection process at this stage.

Applicants who apply via the Area Supervisor, Field Officer and Remote Mobile Team applications will receive an initial assessment score based on responses to the various questions in the application. This score forms part of the initial stage of shortlisting. The score is based on 'eligibility' and 'availability'.

- **Eligibility** the maximum an applicant can score for 'Eligibility' is 21. Factors including owning a mobile device, access to internet, proficient with technology, and possession of a drivers licence contribute to the Eligibility score.
- Availability the maximum an applicant can score for 'Availability' is 91. An applicant scores half a point for every one hour of availability. A score of 91 indicates the applicant has full availability for the full contract period. If they were only available for one full day the applicant would score a total of 13 points.

The interviewer views all applications allocated to their work area in the Collect Staff Workspace. The applications can be sorted based on applicant scores, and sorted by availability, eligibility or total. This will allow the interviewer to shortlist the highest scoring applicants first.

The scoring is used to assist the interviewer in the first stages of shortlisting and will be of particular assistance when there are an excessive number of applicants for positions available in the same area.

Whilst the score provides an overall status of the application, shortlisting also involves reviewing the application and assessing any written responses to relevant selection criteria.

Availability is a key criteria and when shortlisting applicants the interviewer will need to consider the work area requirements ensuring the applicant has suitable availability for the whole contract period. Please note that the applicant's indicated availability may be misleading, so if the number of applications in your area is low, you may need to check availability with the applicant prior to short listing as they may be able to consider a revised availability. Further details during shortlisting can be requested from the applicant.

It is important for the interviewer to set the right expectations of potential staff from the outset of the recruitment process and provide the necessary information.

It is necessary for the majority of field positions to have access to their workload online, therefore access to the internet should also be a key consideration.

In relation to your selection process if you require a language other then English refer to Equity and Diversity.

**Note**: Remote mobile teams will not use internet other then for onboarding forms and even then this can be conducted using paper forms. In some areas other positions may also be able to conduct their work using paper. Applicants that have indicated they do not have access to the internet should still be considered if there is an alternate to working online.

The Field Officer campaign commences 2 May 2016 and runs for approximately 6 weeks. The scheduled

close for Field Officer positions is 29 May 2016. However, it is known that some areas will not have sufficient applications and will required an extension. Areas identified requiring an extension will be coordinated by the Regional Management Unit and advertised longer on the ABS webpage and external advertising as required. Applications may continue to be submitted even past the initial or extended closing dates. These applications can be referred to in the event you need to top up following turnover of staff.

Field Officer applications will be released to the Area Supervisor from the 20 May 2016. The time in-between 20 May - 29 May is an opportunity for the AS to progressively familiarise themselves with applications, read them and begin shortlisting once applications close (30 May).

Managing the large number of Field Officer applications and <u>order of merit</u> can be time consuming and based on eligibility and availability score, not all applicants will be reviewed.

**Note:** Australian citizens should be considered for recommendation in the first instance and non-Australian citizens should only be considered where they possess the most relevant skills to perform the role. For example this may include specific language or cultural awareness skills which reflect the demographics of the particular area in which they are to be employed. Refer to Establishing eligibility.

Following review of an application, the applicant will be rated as:

Rating	Action	Subsequent action 1
Not yet assessed	No selection required defaults to this option	
Yes	<ul> <li>Selecting ?Yes? indicates the applicant is to progress for interview</li> <li>Comments are optional in relation to why you have selected ?Yes?</li> </ul>	
No	<ul> <li>Selecting ?No? indicates that at this time in the selection process you consider that you have sufficient applicants to progress and that this applicant will not progress in the selection process at this stage</li> <li>Comments are required in relation to why you have selected ?No?</li> </ul>	?No? can be changed to ?Yes? in the event that further applicants are required to progress in the selection process and you reassess your applicant pool
Unsuitable	<ul> <li>By selecting ?Unsuitable? you are indicating that you do not believe this applicant would progress in the selection process. Consider your reasons as the rating may be better suited to a rating of 'No'</li> <li>Comments are required in relation to why you have selected ?Unsuitable?</li> </ul>	Note that ?Unsuitable? can be changed in the event that you reassess your applicant pool however consider use of this rating <b>ONLY</b> when considered unsuitable and <b>NOT</b> likely to progress even following a review of your applicant pool.

Following short listing applicants, you will need to schedule interviews.

Other role information

For the Area Supervisor position, relevant supervisor and managing staff experience is asked for in the application and needs to be considered when undertaking shortlisting. Further questions related to staff management experience will be asked at interview.

The main difference between an application for an Area Supervisor and a Field Officer position is the additional selection criteria. The Area Supervisor is required to answer additional criteria. These criteria allow the applicant to detail any previous recruitment experience, training and their interpersonal and management skills. Area Supervisor applicants are also asked if they would like to be considered for a Field Officer position if unsuccessful in obtaining an Area Supervisor role. If the applicant answers YES, their application will be made available for the Field Officer recruitment process and they do not need to reapply for that position. No previous interview history is available to the new selection process.

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