

# Graduate Program 2019 FAQ's



## APPLICATIONS

When do you accept applications?	Applications open Monday 19 February. You can apply by going to our website <a href="http://www.auspost.com.au/graduateprogram">www.auspost.com.au/graduateprogram</a>
How do I apply or submit my application?	You can apply online through our website by clicking the APPLY NOW button at the bottom of the page on <a href="http://www.auspost.com.au/graduateprogram">www.auspost.com.au/graduateprogram</a> . Applications and CVs submitted via e-mail to <a href="mailto:graduatehelp@auspost.com.au">graduatehelp@auspost.com.au</a> will not be considered.
When do applications close?	Applications close on Sunday, March 18 2018 at midnight AEST.
What graduate roles can I apply for?	The graduate roles we have in Melbourne (CBD) are the following: Business Generalist, Digital, IT, Finance, HR, and Marketing & Communications.
Can I email or fax my application?	Applications submitted via e-mail to <a href="mailto:graduatehelp@auspost.com.au">graduatehelp@auspost.com.au</a> or faxed to us will not be considered. Submit your application through our online form available via the 'Apply Now' links on our website <a href="http://www.auspost.com.au/graduateprogram">www.auspost.com.au/graduateprogram</a>
Do you accept late applications?	No, we only consider any completed applications received by closing date midnight AEST, March 18, 2018.

## ELIGIBILITY

Can I apply if I am not an Australian citizen or a permanent resident?	No you must be an Australian citizen or an Australian permanent resident at the time of application.
I am in the process of applying for permanent residency status. Can I still apply?	No you must hold current permanent residency status upon the time of application and you are required to submit a copy of this as part of our selection process.
Can I apply if I live outside Australia?	Yes if you are an Australian citizen or hold permanent Australian residency status, and you are willing to relocate to Australia at your own expense to commence your role, then you can apply. Note Australia Post will provide a relocation allowance to be specified at offer stage. Please also note that if you progress through the selection process, you will need to attend our assessment processes in person at your own expense.
I have already graduated. Can I apply?	We accept applications for candidates who have finished their degree in the last 3 years.

	For example, to qualify for the 2019 program, you would need to have completed your undergraduate degree or post graduate in 2018, 2017, or 2016.
I only have 1 or 2 subjects left and won't finish them until mid-2019. Can I still apply?	No, you must have completed your degree by the end of 2018 to be eligible for the graduate program.
I have finished a TAFE course. Can I apply for the Graduate Program?	No. We only accept applications from candidates who have an undergraduate degree or a 'bachelor in...".

### THE SELECTION PROCESS

How many graduates are you taking?	We are recruiting around 20-30 graduates.
What is your selection process?	<ol style="list-style-type: none"> <li>1. Apply online</li> <li>2. Psychometric testing- verbal, numerical, cognitive</li> <li>3. Video Interviews</li> <li>4. Assessment centres- group activities etc</li> <li>5. Final behavioural interview</li> <li>6. Reference checks</li> <li>7. Medical and criminal history checks</li> <li>8. Offer- early May 2018</li> </ol>
I do not live in Melbourne. Do you reimburse or pay candidates their travel expenses to attend the assessments?	If you progress through the selection process, you will need to attend the assessment processes in person at your own expense.
What type of person are you looking for?	<p>We are looking for graduates who show a genuine interest in our business and are able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Self-direction and motivation</li> <li>• A love of learning and openness to new experiences</li> <li>• An ability to contribute to and value teamwork</li> <li>• Good customer service</li> <li>• An ability to solve problems and challenges</li> <li>• Good communication skills</li> </ul> <p>We're interested in who you are and how you behave and fit our Australia Post family - what you stand for and where you're going - what you've done out there</p>

	in the world and what you'd love to do from here.
<b>What documents do I bring to the assessment centre?</b>	Bring copies of the following documents for us to keep: <ul style="list-style-type: none"> <li>• your academic results</li> <li>• proof of Australian citizenship such as your birth certificate or passport</li> <li>• or proof of your permanent residency (passport)</li> </ul>
<b>What happens if I am successful?</b>	Successful candidates are sent a contract by end of May 2018 offering permanent employment. It also indicates your start date which is in early Feb 2019.
<b>If I am not successful as a graduate, can I apply for other roles in Australia Post?</b>	Yes, positions are advertised on our website. <a href="http://www.auspost.com.au">www.auspost.com.au</a> under 'jobs'

### STARTING YOUR CAREER WITH US

<b>When do I start?</b>	Your start date will be in early Feb 2019.
<b>Can I start my employment at mid-year?</b>	We have only one start date- early Feb 2019.
<b>Where would I be based?</b>	Melbourne graduates will most likely be located in our head office in the CBD. We are near the corner of Exhibition and Bourke Street.
<b>What type of employment do you offer?</b>	Successful candidates are offered permanent employment.
<b>Will I get promoted?</b>	Promotion is based on individual merit and the availability of a role at a higher level. Promotions will occur if an individual applies for a higher level role that is advertised, has gone through a fair and equitable selection process, and is selected based on merit. Graduates can expect to receive a significant promotion upon completion of the graduate program when they obtain a permanent role.

## TRAINING AND DEVELOPMENT

<p><b>What training and development do you offer?</b></p>	<p>Regardless of the business unit that you will be placed in, you will be part of the graduate program for 2 years.</p> <p>During the 2 years, your development is around developing soft skills including communication, personal effectiveness and contributing to a graduate project.</p> <p>You will also get exposure to our various senior leaders.</p> <p>In addition, each business area may have specific training tailored to the project or role you will be doing. This specific training is designed to make sure you are well equipped to succeed in the business unit you work.</p> <p>More information and videos are on our website on <a href="http://www.auspost.com.au/graduateprogram">www.auspost.com.au/graduateprogram</a></p>
<p><b>How much time do I spend on training?</b></p>	<p>We apply a 70/20/10 rule:</p> <ul style="list-style-type: none"> <li>• 70% of your time will be on-the-job learning through projects and meaningful day-to-day work</li> <li>• 20% of your time will be exposure to various senior leaders in our organisation</li> <li>• 10% of your time will be spent on formal training</li> </ul>
<p><b>How long does the program run?</b></p>	<p>You are considered a 'graduate' for 2 years. You are a permanent ongoing employee from day one though.</p>
<p><b>Do you have rotations?</b></p>	<p>Yes, we do. Our graduates have the opportunity for diversity in work experience through rotation and development opportunities across the business. Rotations vary per stream. Graduates will undergo 3 x 8 month rotations during their two year graduate program.</p>

## WORK EXPERIENCE

<p><b>Do you offer vacation or work experience?</b></p>	<p>We do not run an organisation-wide work experience or vacation work program. However, some of our individual businesses do offer programs such as Industry Based Learning (IBL) or Coop for current students. These roles are advertised via university careers services.</p>												
<p><b>Can international students apply for Vacation Work, Work Experience, IBL or Coop?</b></p>	<p>You must be an Australian citizen or an Australian permanent resident to apply.</p>												
<p><b>Important Dates</b></p>	<table border="1"> <thead> <tr> <th data-bbox="807 636 1098 658"><b>Activity</b></th> <th data-bbox="1104 636 1353 658"><b>Date</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="807 680 1098 703">Applications Open</td> <td data-bbox="1104 680 1353 703">19 Feb 2018</td> </tr> <tr> <td data-bbox="807 725 1098 748">Applications Close</td> <td data-bbox="1104 725 1353 748">18 March 2018</td> </tr> <tr> <td data-bbox="807 770 1098 792">Assessment Centre</td> <td data-bbox="1104 770 1353 792">Mid April 2018</td> </tr> <tr> <td data-bbox="807 815 1098 837">Offers</td> <td data-bbox="1104 815 1353 837">Early May 2018</td> </tr> <tr> <td colspan="2" data-bbox="807 860 1353 974">Start work with Australia Post first week of Feb 2019</td> </tr> </tbody> </table>	<b>Activity</b>	<b>Date</b>	Applications Open	19 Feb 2018	Applications Close	18 March 2018	Assessment Centre	Mid April 2018	Offers	Early May 2018	Start work with Australia Post first week of Feb 2019	
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