



Graduate Program 2020 FAQs

APPLICATIONS

When do you accept applications?	Applications open on Monday 24 th of June 2019. You can apply by going to our website.
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. Please note, applications and CVs submitted via e-mail to graduatehelp@auspost.com.au <u>will not be considered</u> .
When do applications close?	By midnight, 7 th of July 2019 (AEST)
What graduate roles can I apply for?	The graduate roles are available in Melbourne, Victoria (CBD). You can choose between the following streams: Operations, Business and Government, Consumer and Community, Technology and Digital, Product and Innovation, Finance and Commercial Services, People and Culture, Corporate Services, Legal and International.
Can I email or fax my application?	Applications submitted via e-mail or faxed to us will not be considered. Submit your application through our online form available via the 'Apply Now' links on our website.
Do you accept late applications?	No, we only consider any completed applications received by closing date.

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 we welcome your application.

	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 2020 program, you would need to have completed your undergraduate degree or post graduate in 2019, 2018, or 2017.
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 20 graduates.
What is your selection process?	<ol style="list-style-type: none"> 1. Apply online 2. Psychometric testing: verbal, numerical, cognitive 3. Video Interviews 4. Online Assessment – Emotional Intelligence 5. Assessment centres – Group activities etc. 6. Final behavioural interview 7. Pre-employment Checks (including: references, character* and medical** checks) 8. Offer <p><i>* Character check request will be issued at the time of final interviews</i></p> <p><i>** Medical check will be issued with a preliminary offer</i></p>
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"> • Self-direction and motivation • A love of learning and openness to new experiences

	<ul style="list-style-type: none"> • An ability to contribute to and value teamwork • Good customer service • An ability to solve problems and challenges • Good communication skills <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 in the world and what you'd love to do from here.</p>
What documents do I bring to the assessment centre	<p>Bring copies of the following documents for us to keep:</p> <ul style="list-style-type: none"> • your academic results • proof of Australian citizenship such as your birth certificate or passport • or proof of your permanent residency (passport)
What happens if I am successful?	Successful candidates are sent a contract offering 2 year fixed term employment. It also indicates your start date which is in early Feb 2020.
If I am not successful as a graduate, can I apply for other roles in Australia Post?	Yes, you can apply for open positions that are advertised on our website: www.auspost.com.au/jobs

STARTING YOUR CAREER WITH US

When do I start?	Your start date will be in early Feb 2020.
Can I start my employment at mid-year?	We have only one start date – early Feb 2020.
Where would I be based?	Australia Post Graduates will most likely be located in our head office in the Melbourne CBD. We are near the corner of Exhibition and Bourke Street.
What type of employment do you offer?	Successful candidates are offered 2 year fixed-term employment.
Will I get promoted?	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.

TRAINING AND DEVELOPMENT

What training and development do you offer?	Regardless of the business unit that you will be placed in, you will be part of the graduate program for 2 years. During the 2 years, your
---	--

	development is around developing soft skills including communication, personal effectiveness and contributing to a graduate project. You will also get exposure to our various senior leaders. 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. More information and videos are on our website on <grad ULR>
How much time do I spend on training?	We apply a 70/20/10 rule: <ul style="list-style-type: none"> • 70% of your time will be on-the-job learning through projects and meaningful day-to-day work • 20% of your time will be exposure to various senior leaders in our organisation • 10% of your time will be spent on formal training
How long does the program run?	You are a 'graduate' for 2 years. You are considered an Australia Post staff member, or an employee, from day one though.
Do you have rotations?	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 4 x 6 month rotations during their two year graduate program.

WORK EXPERIENCE

Do you offer vacation or work experience?	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.
Can international students apply for Vacation Work, Work Experience, IBL or Coop?	You must be an Australian citizen or an Australian permanent resident to apply.

IMPORTANT DATES

Activity	Date
Applications Open	Monday 24 th of June 2019
Applications Close	Sunday 7 th of July 2019

Experience Event	August 2019
Offers	September 2019
Start work with Australia Post first week of February 2020.	