

PROFESSIONAL DEVELOPMENT PROGRAM

MACQUARIE UNIVERSITY – S2 2021

29 September 2021



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ZOOM PROTOCOL

1. **Mute Audio** – press space bar to unmute and ask a question
2. **Video Feed**
We may need to turn Video feed off if we are having technical issues
3. **Today's Session**
Combination of Screen Share, Polls, Breakout activities, Questions.
4. **Questions/Comments**
There will be allocated times for questions
5. **Be respectful of all participants**
Please only use the Chat function at the facilitator's direction such as for questions.
Make your chat visible to everyone – no private messaging please.
6. **Private questions**
There will be a short time set aside to answer these at the end

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TODAY'S OVERVIEW

12:00-12:10	Welcome + Recap
12:10-12:15	Psychometric testing and Gamification
12:20-1:40	Assessment Centres Introduction
12:40-1:45	NSW Government Graduate Program information and Mock Assessment Centre
1:45- 2:00	Debrief and feedback

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HOUSEKEEPING

- Attendance – is compulsory / **evidence necessary** for any absence (e.g. medical cert for illness)
- If for any unforeseen reason you are going to be delayed, or not able to attend a workshop, notify us as soon as possible **prior** to that session.
- Your attendance at each workshop will automatically be recorded on Zoom.
- Evidence for absence should be submitted as soon as possible, and before the next workshop.
- For all emails, please be sure to **send to both Vicki and Jen**
- Confidentiality
- Respecting and listening to each other's opinions / letting each other talk
- Being focused while present
- Your input forms part of what others take away from these sessions. Ownership. Give as well as receive!
- Participate in interactive activities to the best of your ability – we are here to learn from each other
- A form to record your 20 additional hours has been added to the webpage – please submit these by Monday 18th October.

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WHAT TO EXPECT



Session 1

- The changing world of work
- What do employers want
- VIPS and building your skills
- Building experience and improving your skills
- Planning your career



Session 2

- Recap-Planning your career
- Informational interviews
- Job Search
- Applications: Resumes & Cover letters
- Be the Recruiter exercise



Session 3

- Recap
- Video skills introduction
- Phone interviews
- Video interviews
- Interview Skills
- Diana Linde – Beaumont People



Session 4

- Recap
- Psychometric testing and Gamification
- Assessment Centres
- Mock Assessment Centre - NSW Government



Session 5

- Recap
- LinkedIn
- Professional Branding
- Classroom to Boardroom
- Workplace Etiquette
- Compass Exercise
- Career action plan

Recap – Interview Skills

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INTERVIEW SKILLS - HOMEWORK

Pick one of the following key skills and write your STAR example. Make sure to keep this, as you will need these examples for future interviews.

	Situation & Task	Action	Result
Interpersonal Communication Teamwork			
Initiative Problem solving Analytical thinking			
Customer service Self management (time, expectation, stress, plan, etc.)			

Top Tip: To prepare for future interviews, come up with 5 situations/stories where you encountered a difficulty, e.g. a difficult team member, a difficult customer, a time when you had competing deadlines, a time when you had to think on your feet and convince somebody of your ideas or innovative solution, a time when you were struggling to reach your goals.

Write down these 5 stories and adapt them to different interview questions when asked. You might want to note these down in a separate Word document.

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INTERVIEW SKILLS - KEY POINTS TO REMEMBER

- Do research on **yourself** – your story, your study, your relevant skills, your goals...
- **Research the organisation**, the role, the interviewer.
- **Prepare answers** to common questions.
- Prepare **STAR examples** for behavioural questions.
- **2 minute** answers per question.
- ***Practice practice practice!***
- Aim to be **genuine and authentic** – avoid giving overly rehearsed answers.
- **Being prepared** enables you to **be yourself**.
- **Engage** with the interviewer(s).
- **Show the connection!**
- If unsuccessful, ask for **feedback**.



QUESTIONS?



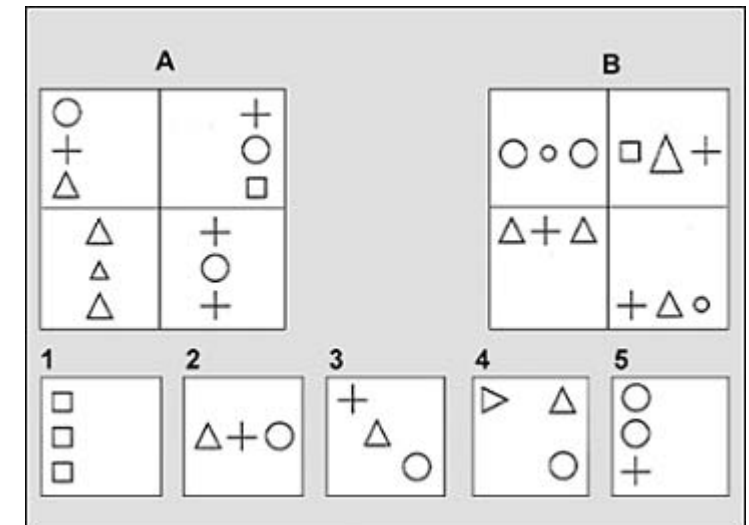
Psychometric Testing and Gamification

Poll

PSYCHOMETRIC ASSESSMENTS

What they measure:

- Ability
- Aptitude – potential to learn
- Personality - behaviour in different situations, workstyle
- Motivation
- Approaches to work



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PSYCHOMETRIC ASSESSMENTS

Ability tests:

Numerical – basic mathematical ability and/or numerical problem-solving, ability to interpret data (eg graphs)

Verbal reasoning - assess how well you understand written information and evaluate arguments and statements.

Non-verbal reasoning - assess how well you follow diagrammatic information or spot patterns. Can check spatial awareness. Also referred to as 'inductive reasoning' tests.

Logical reasoning - assess how well you follow through to a conclusion given basic information, or using your current knowledge or experience. These include deductive reasoning tests, in which you are given information or rules to apply in order to arrive at an answer.



PSYCHOMETRIC ASSESSMENTS

Tips for performing well:

- Get a good night's sleep
- Practice ahead of time
- Refresh your addition/subtraction skills and multiplication tables

On the day:

- Wear a watch
- Follow instructions carefully
- Make the most of practice items
- Know number of questions and time allowed
- Use any remaining time wisely
- Answer questions honestly



PSYCHOMETRIC TESTING

Logical Reasoning Example

To every question there is an answer.

From this statement, which of the following is not possible?

- A. There is an answer that does not address any question.
- B. If there is a question, then it has an answer.
- C. Sam answered me, though I didn't ask a question.
- D. The professor discussed questions that have no answer.

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PSYCHOMETRIC ASSESSMENTS

Go to MyMQ Career Zone to practice [Aptitude tests](#) and [Career Assessments](#)

Practice test websites:

- <https://www.revelian.com/jobseeker/>
- <https://www.practiceaptitudetests.com>
- <https://assessment.aon.com/en-us/prepare-your-assessment>
- www.shldirect.com/en/practice-tests/
- www.psychometric-success.com/
- www.psychometricinstitute.com.au/
- <http://www.careergym.com>
- <https://practicereasoningtests.com/practice-aptitude-tests>

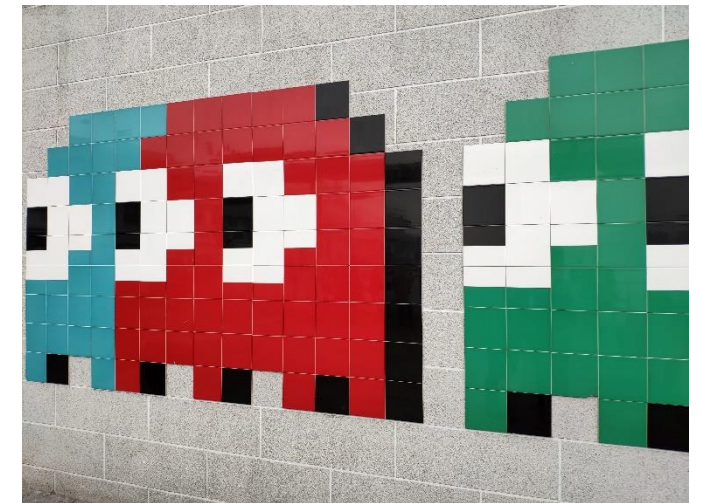


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GAMIFICATION

Why are recruiters using them?

- To get a better, more tangible idea of a candidate's skills than the traditional route of CVs and interviews may be able to provide. Especially in the case of graduates, who generally have much less work experience to assess them on, games can help to get that crucial insight into the types of skills they have.
- To understand the candidate's ability to solve problems in a dynamic way.
- Games can help make the recruitment process fairer as there is considerably less space for unconscious bias.
- Games can make the recruitment process more fun and engaging, giving candidates a real feel for the company culture.
- Games can be designed to assess applicants' social, cognitive and behavioural features including memory, attention and altruism. Candidates' attributes are then measured against those of successful existing employees to identify the ones with the most potential.



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GAMIFICATION

How to prepare?

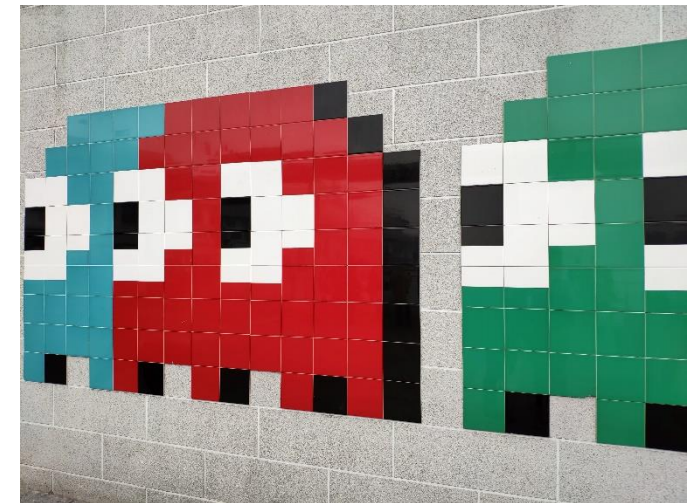
Gamified assessments are difficult to practice for as they are all different and they constantly change. Remember that they test for a range of attributes, refer to the initial job advertisement to understand more about what the recruiter will be looking for.

Here are some links with information on how to be successful:

<https://targetjobs.co.uk/careers-advice/psychometric-tests/453607-the-graduate-job-hunters-guide-to-gamification>

<https://www.revelian.com/jobseeker/>

<https://www.pymetrics.ai/>



QUESTIONS?

Assessment Centres

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ASSESSMENT CENTRES

What are they?

- Half or full day session
- Assessment based candidate evaluation method
- Tests groups of candidates
- Tests how candidates perform in activities
- Give candidates a better idea of the company
- Advanced round of the selection process



How assessed?

- Group members observed by independent assessors across a range of skills
- Results cross-tabulated to overcome possible bias



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ASSESSMENT CENTRES – WHAT IS BEING ASSESSED?

- Aptitude, organizational fit
- Aspirations + Motivations
- Communication skills
- Team skills
- Problem Solving
- Leadership
- Adaptability
- Initiative / Creativity
- Technical skills
- Preferred way of working
- Professionalism
- Time management



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ASSESSMENT CENTRES - POSSIBLE ACTIVITIES

A range of activities over the course of a half or full day:

- Information about the organization presented
- Ice-breakers/introductions
- **Group / team based exercises**
- Role plays
- Written assessments
- In box exercises
- Psychometric tests
- Interviews
- Verbal presentations
- Networking event
- Sometimes includes a one on one interview



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ASSESSMENT CENTRES - HOW TO PREPARE

- **Read the instructions** in your invitation carefully
- Complete any **pre work** requested
- **Research** the company
- Practice **mock interviews**
- Practice **public speaking**
- Read the job description, noting **required skills**
- **Arrive early** and know where you are going before the day
- Ensure you have a **professional outfit** to wear on the day



OTHER RESOURCES – ASSESSMENT CENTRES

[MyMQ Career Zone Assessment centre tool](#)

<https://www.youtube.com/watch?v=DnD6zGK2ZVw>

<https://www.kent.ac.uk/ces/student/assessmentaptitude.html>

<https://www.prospects.ac.uk/careers-advice/interview-tips/assessment-centres>



Mock Assessment Centre



MACQUARIE
University

NSW Government Graduate Program

Anita Hawtin

Donna Bristow

Rachel El-Hage




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ENDLESS
OPPORTUNITIES**

Macquarie University

29 September 2021



Workshop structure

-  **NSW Government Graduate Program Overview**
-  **Assessment Centre Activity – Group Task**
-  **Group Presentations**
-  **Feedback**

Program streams



Primary stream

- Open to all disciplines



Legal stream

- Requires a law degree



Digital stream

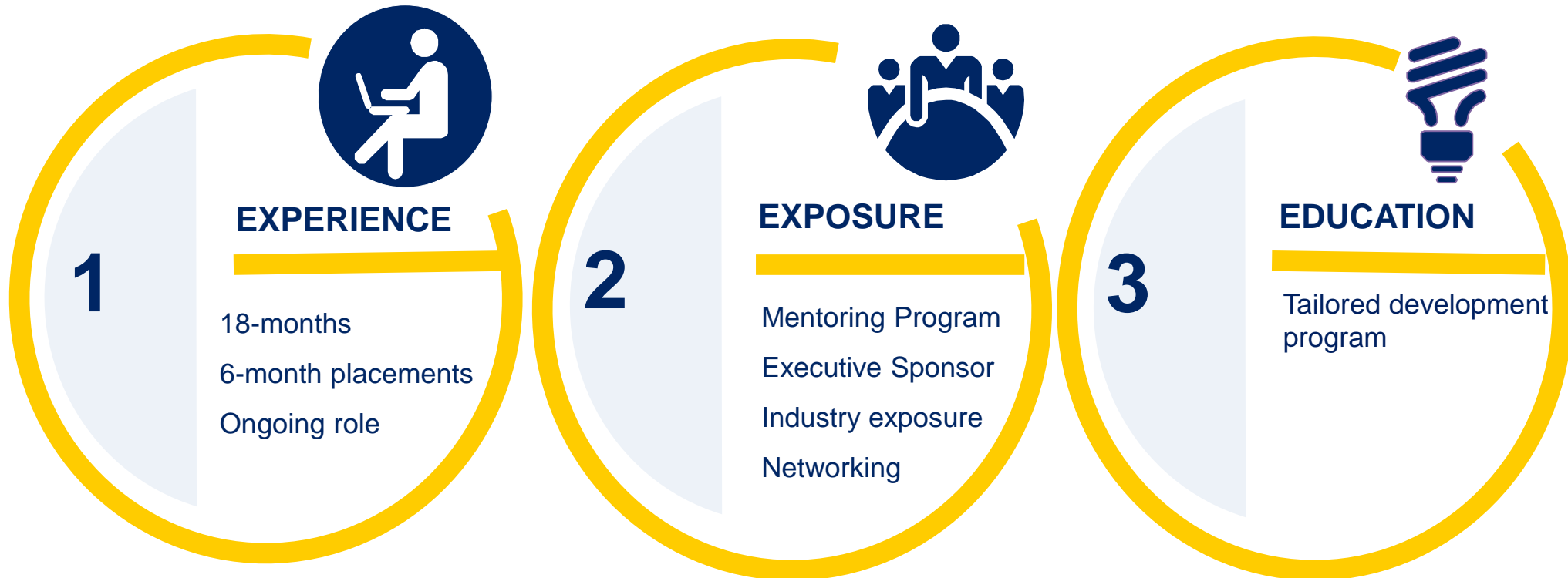
- Requires an information technology degree



Social work stream

- Requires a social work degree

Program Structure



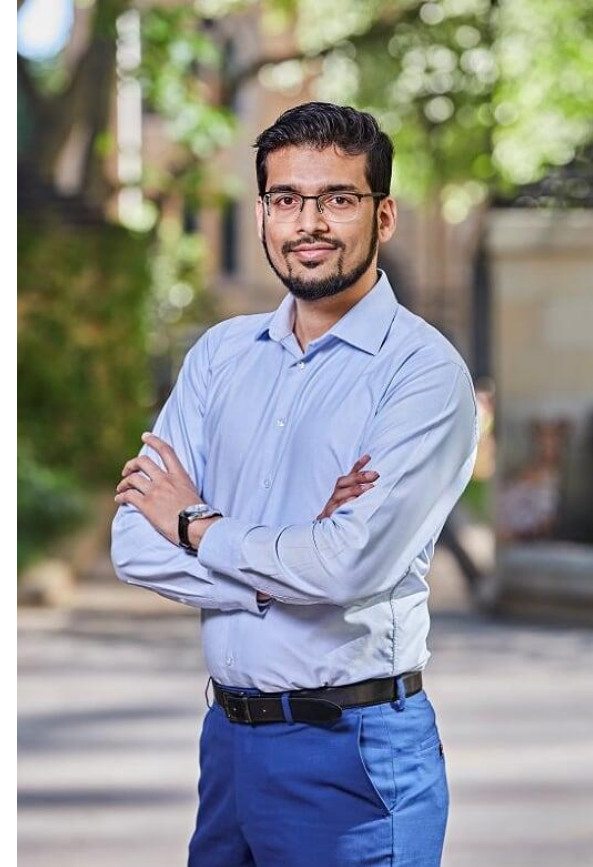


Holistic experience to fast-track your career development and provide endless opportunities

- 18-month program
- 6-month placements (apart from social work stream)
- Ongoing (permanent) role on successful completion of program

Develop your professional networks and receive career and development advice through:

- Mentoring
- An executive sponsor
- Networking events
- Industry exposure





- Learn about Government and develop on the job
- Complete tailored development based on your chosen stream

Application process



1. Online application

- Online assessment

2. Pre-assessment centre activities

- Individual task such as a written task

3. Assessment centre

- Behavioural interview & group activity/roleplay

4. Online video question

Note – all assessment centre activities will be completed online over videoconference.



Reasonable adjustments



- Students with a disability applying to the Graduate Program can request a reasonable adjustment at any stage of the recruitment process. Recruitment practices can be adjusted to provide all applicants a fair opportunity.
- The Australian Network on Disability has nationally recognised and accredited our Graduate Program's recruitment practices.

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Mock Assessment Centre

All participants



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MOCK ASSESSMENT CENTRE TASK - INSTRUCTIONS

1. An email has been sent to your inbox. When instructed please open it and read carefully (10 minutes)
2. You will then be moved into break out rooms in groups of 5 to work on the exercise as a group. **PLEASE MAKE A NOTE OF YOUR GROUP NUMBER.** You will need it at the end of the exercise.
3. Participants to join their groups when instructed and follow instructions on brief when advised to do so (20 minutes). Please ensure that you have **CAMERA AND AUDIO ON** for the duration as you are being assessed by an observer.
4. Return to main session and follow instructions to present your findings with your group (2 minutes per presentation only)
5. Debrief in large session

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Group presentations

All participants



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Model Answer

NSW GOVERNMENT





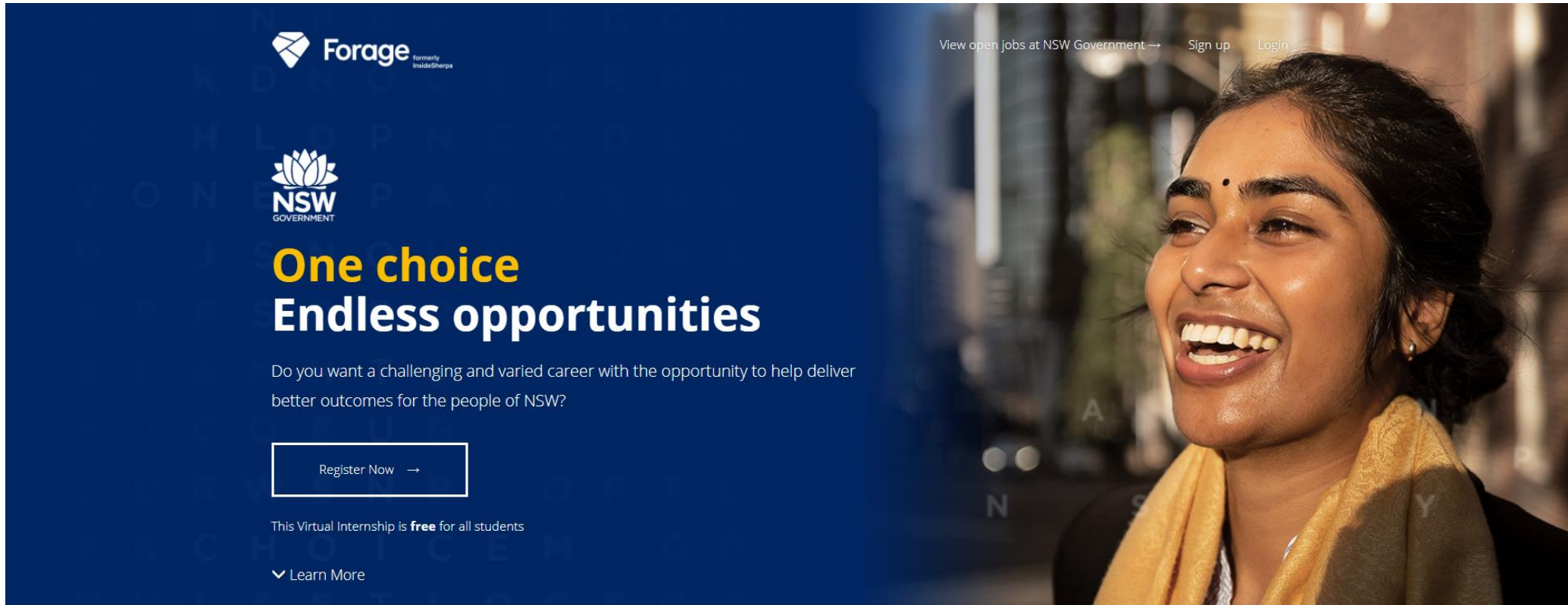
The application process

Information about each stage of the application process from online application to offer.



- For the **online assessments**, give yourself plenty of time. Set time aside in your day so you can think clearly and you are not rushed.
- Reading the Graduate Program webpage will help with the **pre-assessment activities**.
- The Graduate Role Descriptions will help guide your responses for the **assessment centre**. Make sure you familiarise yourself with it!
- Remember to check your junk/spam folders for any emails from us.

Virtual internship program



The screenshot shows the landing page for the Forage NSW Government Virtual Internship Program. The page has a dark blue background. In the top left, the Forage logo (a diamond shape) and the text 'Forage formerly InsideSherpa' are visible. In the top right, there are links: 'View open jobs at NSW Government →', 'Sign up', and 'Login'. Below the Forage logo is the NSW Government logo (a white lotus flower). The main heading is 'One choice Endless opportunities' in yellow and white text. Below this is a paragraph: 'Do you want a challenging and varied career with the opportunity to help deliver better outcomes for the people of NSW?'. A white button with the text 'Register Now →' is centered. Below the button, it says 'This Virtual Internship is **free** for all students'. At the bottom left, there is a link '✓ Learn More'. On the right side of the page, there is a large, high-quality photograph of a young woman with dark hair, wearing a yellow shawl, smiling and looking off to the side.

Enrol via au.gradconnection.com/employers/nsw-government/

JULY 2022 – Applications open!

JULY 2022 – Virtual information evening

AUGUST 2022 – Applications close

SEPTEMBER 2022 – Virtual assessment centres

NOVEMBER 2022 – Pre-employment checks & offer stage

FEBRUARY 2023 – First day!

Keep in mind you can also ...



Register your interest for the 2023 NSW Government Graduate Program on our website – www.psc.nsw.gov.au/graduates



Email us at nswgraduateprogram@psc.nsw.gov.au

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THANK YOU

psc.nsw.gov/graduates



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MOCK ASSESSMENT CENTRE FINAL FEEDBACK AND DEBRIEF





MACQUARIE
University

Thank you!

NSW Government Graduate Program

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QUESTIONS?

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HOMework

Workshop 4 Homework – Workbook Page 3 Question 16

Also continue to work through your MQ Career Ready Program.

Next and final session:

Workshop 5, Wednesday 6th October 12pm-2pm