



our *state* *our future* 

## Applicant Guide

2026 Tasmanian State  
Service Graduate  
Development Program

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# Our program

Do you want to launch your career and shape Tasmania's future? Want to do meaningful work that actually makes a difference? As part of the Tasmanian State Service Graduate Development Program, you'll help shape policies, programs, and services that impact real people across the state.

No matter what you studied, there's a place for you. We've got roles across a broad range of disciplines that will challenge you, support you, and help you grow your career.

## What we offer

- A structured learning and development program that will provide a strong foundation for your career.
- Supportive culture where you will network with a diverse range of people.
- Flexible working arrangements to help you to find the right work-life balance.
- Competitive salary and leave package.
- Two-year contract plus access to ongoing employment opportunities.

Hear more about what some of our past graduates have to say about their experience in these short [videos](#).

## What we're looking for

- A minimum of a three-year undergraduate degree or completed your postgraduate degree (or the same as level 7 and above of the [Australian Qualifications Framework](#)) between 1 January 2024 and 31 January 2026. Postgraduate degrees will only be accepted provided that a three-year undergraduate degree has also been obtained.
- We welcome graduates from any academic discipline, including IT, Cyber Security, Data Science, Business, Finance, Economics, Law, Public Policy, Human Resources, Engineering, Natural Environments and Conservation, and Climate Change and Renewables.
- To be eligible for the Tasmanian State Service Graduate Development program you must be an Australian citizen or permanent resident, a New Zealand citizen, currently hold a valid visa that allows you to work full-time in Australia until February 2028, or be eligible to apply for the Temporary Graduate visa. Note: If you require a visa, you must have obtained the visa by 31 January 2026.
- Be available to start work in Tasmania by February 2026.

## Diversity and inclusion

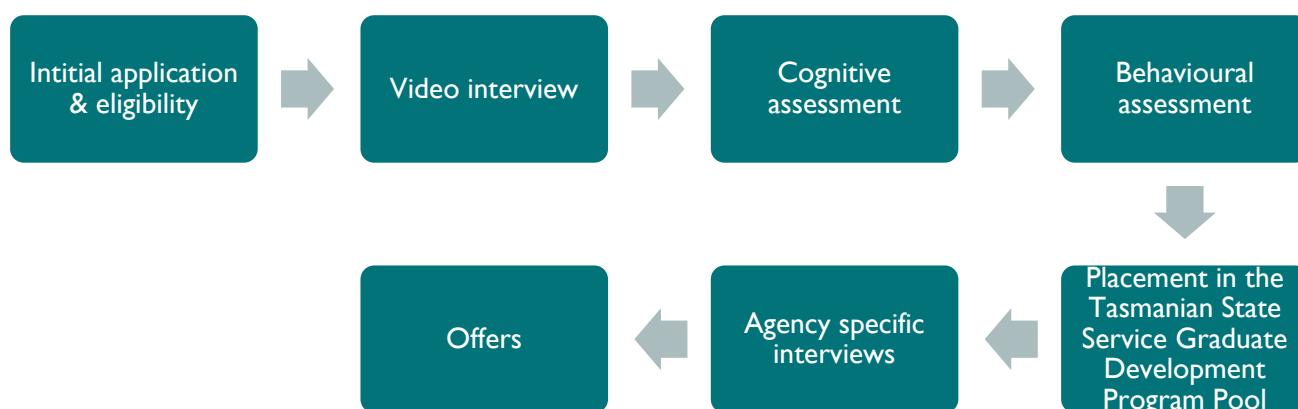
- We are a strong advocate of diversity and inclusion and are committed to fostering a gender equitable workforce with diverse skills, experiences and abilities, where everyone is welcome.



- We welcome applications from Aboriginal and Torres Strait Islander people, people with disability, LGBTIQA+ people, culturally diverse people, and people at any stage of life.

## Recruitment process

There are several steps to applying to the Tasmanian State Service Graduate Development Program which help us learn more about your motivations, general abilities and values. It's our aim to find candidates who will thrive in our program. The recruitment process steps are as follows:



## Support

We're committed to offering support through the whole application process. Hill Consulting HRS will be running the recruitment campaign on behalf of the Tasmanian Government until early September 2026. If you need assistance after you submit your application email [admin@hillconsultinghrs.com.au](mailto:admin@hillconsultinghrs.com.au). During the interview and offer stage, you can direct any queries to the relevant agency or [graduate.recruitment@dpac.tas.gov.au](mailto:graduate.recruitment@dpac.tas.gov.au).

Your university will also be able to assist you with your application. University of Tasmania students can contact Career Connect at [student.jobs@utas.edu.au](mailto:student.jobs@utas.edu.au). If you studied interstate or overseas, your university's career counselling service will be able to assist.

## Stage 1: Initial application & written responses

The application form collects a broad range of information, and helps us determine if you're eligible for the program. Give yourself plenty of time to complete the application, because you won't be able to edit or adjust your responses after submitting.

You'll be asked to provide information including personal details, tertiary education (including what field of education your degree is under and your grade); your top areas of interest; a response to two individual questions (150 to 200 words per question), upload a resume and your academic transcript.

## How do I apply?

Submit your application through the Tasmanian Government Jobs Website at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). Make sure you have your resume and most recent academic transcript as you'll need to upload these at the same time.

## Application Acknowledgement

You'll receive a confirmation email once you've successfully submitted your application. If you don't receive this, please check your junk/spam folder.

## Academic Transcript

We'll need your academic transcript to confirm your eligibility for the program. Your transcript must contain:

- Your name
- Qualification name
- University logo or name
- Majoring subjects

An online course record that includes university insignia is acceptable. If you haven't completed your degree yet, you can submit your most recent transcript, containing your name, qualification name, university logo, expected date of graduation (which must be between 1st January 2024 and 31st January 2026).

## Overseas Qualifications

If your qualification is from another country, you'll need to provide Overseas Qualification Recognition at the application stage. If you don't have this ready, you can submit proof that you're undergoing the process by attaching a receipt of submission. It can take up to three months to receive your Overseas Qualification Recognition, so it's best to start this process as soon as you can. If you have, or are currently studying, a post graduate degree in Australia, you don't need to provide Overseas Degree Recognition for your undergraduate qualification.

## Note for Interstate Applicants

We welcome interstate applicants to apply for our program. Our recruitment process is mostly online, and online interviews are also available. You'll need to be ready to commence work in Tasmania by February 2026.

### *Initial application tips*

Give yourself plenty of time to complete your application. You can save a draft and return at any point, but **it won't be possible to submit after the closing date.**

We recommend you prepare your written responses in a word document and copy and paste it into your application form, to avoid losing any information if you experience technical issues.

Take time to proofread your application, as we'll assess your writing skills as well as the content of your responses.

Your grade can be found on your academic transcript. If you're yet to graduate you will be able to select this option when requesting the transcript.

## **Resume**

Remember the following elements when preparing your resume:

<b>Contact Details</b>	Include your name, email address, and phone number.
<b>Education</b>	Provide details of your undergraduate degree or postgraduate studies that you have completed or are completing.
<b>Work Experience</b>	Include all work experience and outline the main responsibilities and achievements that are relevant. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any significant gaps in employment.
<b>Other experience</b>	If relevant, briefly mention extra-curricular activities, interests, or volunteer community work you have participated in and highlight what you gained from the experience.
<b>Referees</b>	Include the name and contact details of two referees who can validate and support your application.
<b>Layout</b>	The standard resume is between two and three pages. Use an easy-to-read font and a simple, consistent format. Use bullet points to break up the text. Place key information on the front page where it can be noticed. Highlight important facts and ensure that you can back them up with examples if asked at interview.

## **Written Responses**

In the application form you will be asked to answer the following questions. We ask that your responses be 150-200 words per question.

1. Please describe your motivation for applying for the Tasmanian State Service Graduate Development Program. What do you hope to gain and what do you think you can contribute?
2. Tasmanian State Service employees serve the Tasmanian Community. With this in mind, describe a time that you provided good customer service or supported others in a work or study environment.

Take time to consider your responses carefully, as your writing ability will be considered along with the content. We suggest you draft your responses in a word document then paste them into the application form to avoid losing your work if there are any technical difficulties.

### Tips for writing your answers

We're looking for people from a variety of backgrounds and academic disciplines and welcome responses that show your personality and interests.

We understand that as a graduate you may not have work experience to draw on for examples and this is not an issue. We encourage you to use examples from any area of your life and experiences. Your responses do not have to directly relate to work or university.

## Stage 2: Online assessments

We'll invite all candidates who have progressed to stage 2 to participate in an online video interview and a cognitive assessment. These tools will help us get to know you as a candidate and complement your resume and written application.

For any technical issues you can reach out via the details provided in your invite.

### Online Video Interview

The online video interview will be conducted by [myInterview](#). You'll receive an email inviting you to participate, along with detailed instructions, and you can complete it at a time that works for you, within the set timeframe. We recommend a quiet place where you will not be disturbed.

This short video interview will utilise technology to reduce common human biases. It's designed to give all candidates a fair opportunity and assesses key behavioural traits. This means that only what you say is considered, rather than other factors such as accent, pitch and tone of voice, gender, age and name.

myInterview uses a modern scientific and data-driven approach to reading the content of spoken responses. The technology 'reads' responses and evaluates them using the well-known and validated Big 5/Five Factor Model of Personality Traits.

The interview can be completed at a time that suits you as it's available 24/7 within the 5 days that are allotted and you can use your own device (PC, laptop, or phone if it has a camera).

### Video interview questions

Once you start your interview, questions will appear on screen. You'll be given 2 minutes to answer each question. If you run out of time, don't worry, concentrate on answering the next question, rather than elaborating on your previous answer.

If you're unable to complete a video-based interview, for example if you have a speech or visual impairment, we'll offer support or an alternative method.

For any technical issues you can reach out via the details provided in your invite.

### **Cognitive Ability – Online Assessment**

The next step in the application process is the online cognitive assessment, which will help us to measure your verbal, numerical and deductive reasoning. You'll receive an email invitation from our partner TestGrid, which will contain your login and the instructions.

It will take approximately 20 minutes, and as with the video interview, you can complete it on your smart phone, PC or laptop at any time during the allotted 5 days. We recommend finding somewhere quiet, where you won't be disturbed, and with a good internet connection.

There's nothing you need to do to prepare, so don't worry; the assessment is designed to measure your current verbal, numerical and deductive reasoning abilities. You'll have a chance to try some practice questions when you start the assessment.

## **Stage 3: Behavioural assessment**

We'll invite all candidates who have progressed to stage 3 to complete two separate online behavioural assessments. First, a behavioural profile which will help us understand the types of tasks you enjoy and the kind of work environment you are most likely to thrive in. Second, an assessment of emotional intelligence will help us understand how you perceive, understand and manage emotions in yourself and in others.

Both assessments are provided by TestGrid. You'll receive two separate emails and you can use the same login details as from the cognitive assessment.

As with the previous online assessments, you can complete it at any time during the allotted five days, and you can use your smart phone, PC or laptop. We recommend you find a quiet place, free of distractions, and ensure you have a good internet connection before commencing. This assessment is behavioural based so there's no right or wrong answer.

#### **Behavioural assessment tips**

Be as honest as you can and try to answer from a work perspective if possible.

There is no right or wrong answer, so try not to overthink your answers and go with your first instinct.

## **Stage 4: Tasmanian State Service Graduate Development Program Pool**

If you progress to stage 4, congratulations, you'll be placed in the Tasmanian State Service Graduate Development Program Pool. From here, your details will be provided to agencies so they can arrange interviews with candidates who they think will be a good fit for their roles. Unfortunately, not all candidates in the pool will be selected for an interview.

If not offered for an interview, you'll remain in the pool throughout 2026, and will be considered for other graduate opportunities that may arise. We'll send regular



communications to see if you still wish to be part of the pool. If you no longer wish to be considered for the Program, please email [graduate.recruitment@dpac.tas.gov.au](mailto:graduate.recruitment@dpac.tas.gov.au) and we will remove you from the pool.

### Referee checks

We'll contact your two nominated referees at this time via an online request sent to their emails. If you need to update their details, please email [graduate.recruitment@dpac.tas.gov.au](mailto:graduate.recruitment@dpac.tas.gov.au). Be sure to advise your referees that we'll be making contact and request that they check their junk/spam folders.

## Stage 5: Agency interviews

The final step in the process is agency interviews. This is the point at which agencies will be provided with the details of everyone in the pool and will reach out to organise interviews with their chosen candidates.

There's several different factors agencies consider when selecting candidates from the pool to offer an interview. Your application pack will be considered carefully by agency representatives. The duration and format of the interviews will vary depending on the agency. If you're unable to attend in person, there'll be the option of an online interview.

### Interview tips

Be presentable and arrive in time. If you're nervous, allow a little extra time to settle yourself and review any notes before your interview. You can make notes to refresh your memory about your achievements, examples, knowledge of the agency or the State Service.

You may want to read about the agency beforehand, and see what services they provide to the Tasmanian community.

Use the **STAR** technique to assist you in answering questions (**S**ituation, **T**ask, **A**ction, and **R**esult).

Consider the selection criteria and the broader Statement of Duties in your responses; it can help to re-read your answers from the written component prior to your interview.

Use your experiences to your advantage when answering. Draw on your life experiences including, study, work, volunteering, sport, community events, or any other activities you have undertaken. You may be surprised to see that you have demonstrated the selection criteria in a non-traditional work setting, if you haven't you can tell the interviewer what you *would* do in the situation if given a chance.

## Stage 6: Offer of employment

If you're the one of the successful candidates, congratulations, the agency will reach out to inform you. It's possible you may be offered more than one role at separate agencies, in which case you'll receive a call from a Recruitment Coordinator to go through the offers.

All offers are subject to satisfying any pre-employment checks or essential requirements outlined in the section below.

If successful, you'll be employed by what's called your home agency. Rotations within divisions or within different agencies may be negotiated.

If you don't receive an offer of employment from the program, we'll notify you via email. You'll remain in the pool and will be considered for any other graduate opportunities that arise through 2026.

### **Pre-employment checks and essential requirements**

Depending on the agency you're appointed with, you might be required to meet one or more essential requirements or pre-employment checks, such as:

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Checks (e.g. conviction, identification and disciplinary action in previous employment)

You can find the essential requirements and pre-employment checks in the Statement of Duties in the job advert on the jobs website. You can reach out to the agency at the interview stage with any questions.

### **Feedback**

If you don't receive an offer of employment through the program, we're happy to provide you with feedback. Applicants will be notified at each stage if they are successful/unsuccessful.



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Tasmanian  
Government

**Email during application and assessment:**

[admin@hillconsultinghrs.com.au](mailto:admin@hillconsultinghrs.com.au)

**Email after interviews and first round**

**offers:** contact hiring Agency.

**For all other queries:**

[graduate.recruitment@dpac.tas.gov.au](mailto:graduate.recruitment@dpac.tas.gov.au)