

Tips for Applicants

2025 NSW Government Graduate Program



One choice,
endless opportunities

Contents

Introduction	3
Support	4
People living with disability or neurodiversity	4
Aboriginal or Torres Strait Islander peoples	4
General enquiries	4
Technical support	4
Stage 1: Application	5
Application form	5
Ability assessment	6
Progression to next stage	7
A one-page guide to the application form	8
Stage 2: Pre-Assessment Centre	9
Individual task	9
Personality assessment	9
Progression to next stage	9
Assessment centre dates	9
Stage 3: Assessment Centre	10
What to expect	10
Technology requirements	10
Assessments	11
Behavioural interview	11
Group activity	11
Stage 4: Successful pool	12
Stage 5: Offer of employment	13

Introduction

You've decided you would like to apply for 2025 NSW Government Graduate Program. That's great!

This information will help you prepare your application and be ready for the assessment process.

The recruitment process has five stages:

1. Application
2. Pre-assessment centre
3. Assessment centre
4. Successful pool
5. Offer of employment

In Stages 1-3 you submit your application and complete capability-based assessments. These assess your suitability for a graduate role and your alignment with working in the NSW public sector. They help us learn more about your motivations, general abilities, and values.

Stage 4 is the successful pool, which means NSW Government agencies can consider you for a role in the program. If you progress to this stage, you will be subject to employment checks (eligibility to work in Australia, qualification verification and criminal history). You can let us know if you are due to complete your qualification after the assessment centre and before 31 December 2024.

Stage 5 is time for referee checks and offers.

All stages of the process are conducted online. We will contact you at the end of each stage to let you know if you have progressed and give you instructions on next steps.

Read more about each stage below.

Support

People living with disability or neurodiversity

If you are a person living with disability or are a person with neurodiversity, talk to us about adjustments.

We can provide options for modifications or alternative assessments to help you get through the recruitment process. Some examples include:

- providing alternative formats to apply. For example: application submission other than online.
- making adjustments to the recruitment process. For example: phone assessments, online and paper-based tasks, alternative assessments.
- offering support during assessment centres. For example: extra reading time, longer breaks, interview questions in advance.

We'll work with you to fit your individual needs.

Please contact Akanksha Joshi at Peter Berry Consultancy. Phone: 02 8918 0835 or email: adjustments@peterberry.com.au.

Aboriginal or Torres Strait Islander peoples

If you are an Aboriginal person or Torres Strait Islander, you can contact Will Middleton, Aboriginal Workforce Manager at Indigeco, for support at any time during the process. Phone: 0408 852 268 or email: will@indigeco.com.au.

General enquiries

For general enquiries please email nswgraduateprogram@psc.nsw.gov.au.

For more information about the Program, including accessing role descriptions and eligibility criteria for each stream, visit <https://iworkfor.nsw.gov.au/graduate-program>.

Technical support

For concerns about your device or internet connectivity, contact Peter Berry Consultancy. Email: assessments@peterberry.com.au.

For technical support when completing your application or booking into an assessment centre, contact I Work for NSW Support. Email: support@iworkfor.nsw.gov.au or phone: 1800 562 679.

Stage 1: Application

There are different application forms for each stream.

The application stage has two parts:

1. Enter the following information into the online form:
 - Personal details, including your education and relevant experience
 - A brief response to a motivational question
 - Responses to situational questions.
2. Complete the Ravens Advanced Progressive Matrices ability assessment.

Application form

Motivational question

You need to respond to the following question. It's not an assessment and it won't impact your application. It will only be used for matching you with potential hiring managers and teams if you are successful in making it to the end of the recruitment process. Your response should be between 150 and 300 words long.

- Tell us more about yourself, including your motivations, interests, and values, and any other information that may be useful for a potential hiring manager.

How do I prepare?

- Think about what interests you about the NSW Government Graduate Program and what motivates you to work in NSW Government.
- Reflect on what drives you in your decision-making experiences. Feel free to explain an example of how you apply your values in your life in your response.

Situational questions

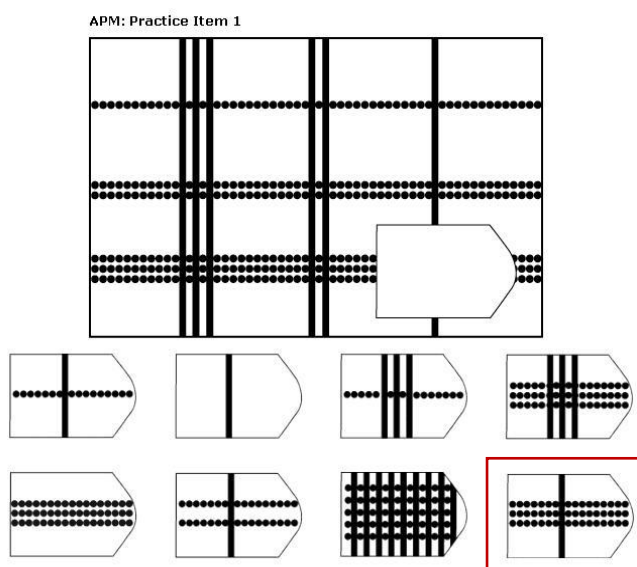
You will be asked to respond to a series of situations that you may encounter in a NSW Government graduate role. These questions assess your problem-solving and judgement. You need to select the most effective and appropriate response from the options provided.

How do I prepare?

- Review the requirements in the role description to understand more about the capabilities needed for a graduate and how you apply these in different situations.

Ability assessment

The Raven's Advanced Progressive Matrices is a timed non-verbal assessment. It involves the presentation of visual matrices consisting of different geometric patterns. For each item, you need to figure out the underlying logic and rule behind the patterns and select the option that completes the pattern. Here is a sample:



The correct response for this sample item is the one outlined in the bottom-right corner. The logic behind this pattern is the decreasing number of vertical lines from 3 to 2 to 1. The three horizontal lines remain unchanged in the pattern.

You will need to complete the Ability Assessment within **72 hours of the date and time** of receiving the invitation to complete via email.

How do I prepare?

- Make sure you have the latest version of one of the supported browsers: Chrome, Firefox or Safari.
- Do not use mobile devices such as phones, tablets or notebooks/laptops with track pads only.
- Set aside time so that you are not rushed, are thinking clearly and are in a quiet location where you will not be disturbed.
- Familiarise yourself with the assessment requirements (e.g., time permitted) before you commence.

Progression to next stage

At the end of Stage 1 you will be advised whether you are successful in progressing to Stage 2. If you are successful, we will email you with information on what's next.

Add donotreply@jobs.nsw.gov.au to your safe senders list in your mail server so you don't miss out if we contact you! Ensure you check your spam/junk folder regularly during this period.

Navigating the application form is easy

A one-page guide to the application form

This 1-page guide will help you navigate the application form. Have it open next to your browser to help you answer each question.

Personal details	<ul style="list-style-type: none">• Ensure you correctly fill out all your personal details.• Use your personal email address for the email field.
Eligibility	<ul style="list-style-type: none">• You need to have completed a bachelor's degree (or above) between 1 June 2022 and 31 December 2024. This is the degree that makes you eligible for the program, even if it is not your first degree.
Working rights	<ul style="list-style-type: none">• If you are in Australia on a visa, you must have fulltime working rights for the duration of the program (until 9 August 2026).• Answer this question honestly with regards to your visa status at the time of application.
Education	<ul style="list-style-type: none">• Start this section with the degree that makes you eligible for the program. This will be the same as the degree from the previous section.• You can add additional education experiences to include previous relevant studies as required.
Relevant experience	<ul style="list-style-type: none">• This section will not be assessed as part of the application process. It will be provided to hiring managers to add context to your application.• We want to understand your experience that is relevant to the program but not captured by other questions in this form. Some examples may include recent work experiences, volunteer experiences, or experience you have at home like caring for a relative or managing finances. Work experience is not a prerequisite for this program.• An example response might look like this: Title: <i>Caregiver for my younger brother</i> Description: <i>I have been a caregiver for my younger brother for the last 6 years. Some of my responsibilities include ensuring he gets to and from school safely and on time, scheduling and taking him to medical/other appointments, and tending to other daily routine tasks like cooking, shopping, and emotional support. As a carer, I have to be conscious of household finances, communicate well with other people in my brother's life, solve problems frequently, and display a lot of resilience.</i>
Diversity information	<ul style="list-style-type: none">• Diversity information collected here is used for reporting purposes only. It has no impact on your application.
Location	<ul style="list-style-type: none">• You only need to select one location from the list. Selecting a second location preference is optional.• Only select a second location preference if you have a genuine interest in working in that location.
Motivational question	<ul style="list-style-type: none">• This question is designed for you to tell potential hiring managers more about yourself and your interests. Use this as an opportunity to tell them something that hasn't been captured elsewhere in the application.• Your response is not assessed and is only used for matching you to a role if you are successful in making it to the end of the recruitment process.

Stage 2: Pre-Assessment Centre

This stage involves two different online assessments tailored to the stream. You will need to complete both tasks within **5 days** of receiving your invitation.

Individual task

You will need to review scenarios and respond to different types of questions, for example, multiple choice and ranked items.

How do I prepare?

- Review the graduate role description to understand how the required capabilities might be demonstrated in the context of an individual task.
- Practise reviewing, analysing, and summarising a NSW Government project. Set yourself a time limit for maximum benefits.

Personality assessment

This assessment is called the Hogan Personality Inventory. It is untimed. The typical completion time is around 15-20 minutes. You will be asked to indicate your agreement to statements on a four-point scale (from strongly disagree to strongly agree).

A sample item is: *"I like a lot of variety in my life."*

How do I prepare?

- The Hogan Personality Inventory is a personality assessment – there are no right or wrong answers. Try to answer naturally and avoid over-thinking or over-analysing the items.
- Set aside time so that you are not rushed, are thinking clearly and are in a quiet location where you will not be disturbed.

Progression to next stage

At the end of Stage 2 you will be advised whether you are successful in progressing to Stage 3. If you are successful, you will be asked to book into an assessment centre.

Assessment centre dates

You will choose from a list of dates and times in September 2024.

Stage 3: Assessment Centre

What to expect

At the Assessment Centre you will be asked to complete two activities through the TopScore virtual assessment centre platform:

1. Behavioural interview
2. Group activity

Each activity will run for approximately 50 minutes with a short break in between. On the day, you will receive a briefing and can ask questions to ensure you understand the requirements for each activity. There will be a welcome address at the start of the session and an opportunity for questions at the end.

To prepare for the virtual assessment centre make sure you:

- Present as you would in a face-to-face assessment centre
- Are in an environment where you can concentrate and will not be interrupted for the duration of the assessment centre
- Have tested your system beforehand. You will receive a test link when you progress to the Assessment Centre stage.

Technology requirements

You need to have:

- Reliable internet access that can support video conferencing
- A laptop/PC

If you have any concerns about your device or internet connectivity, please contact Peter Berry Consultancy on assessments@peterberry.com.au.

You can find information about the TopScore platform, including hardware and browser requirements in the [TopScore FAQs](#). TopScore has a range of accessibility options which we can talk to you about. Please contact Akanksha Joshi at Peter Berry Consultancy. Phone: 02 8918 0835 or email: adjustments@peterberry.com.au.

Assessments

Behavioural interview

The structured behavioural interview involves two assessors. It includes a structured set of questions designed to gather evidence about how you have demonstrated your capabilities in the past. The questions will be related to the capabilities that are set out in the role description.

How do I prepare?

- Review the requirements in the role description to refresh yourself on the capabilities for the role and think about how you apply these in different situations.
- Prepare some examples of when you have demonstrated the capabilities. You may consider your study, volunteer, work, and other relevant experiences.
- Practise your interview skills with a friend, family member or colleague – focus on providing specific and clear responses that explain the situation, task, actions, and result.

Group activity

In this activity you will work as part of a group to address a case study scenario. You will be given time to review information about the scenario before working as a group to formulate and discuss your approach to addressing the scenario.

Working virtually with a team can be challenging and this assessment is designed to look at not only how you develop solutions but also interact with your peers.

How do I prepare?

- Look into some of the projects and work that NSW Government agencies are involved with so that you can be better prepared to respond to a range of different case studies and scenarios.
- Practise being part of a group scenario – ask family members, friends, or colleagues to join in. Have instructions and set time limit. At the end ask them for constructive feedback.
- Review the role description and think about how you can show the capabilities in a group setting.

Stage 4: Successful pool

We will contact you to let you know if you are successful in gaining a place in the Graduate pool.

If you progress to the successful pool, you will be subject to employment checks (eligibility to work in Australia, qualification verification and criminal history) .

If you are unsuccessful, you will have the opportunity to ask for feedback.

If you are successful, your application will be considered for a role in the 2025 graduate intake. One or more agencies may then approach you to determine your suitability for a role with them.

How do I prepare?

- Think of any questions you might like to ask if an agency contacts you about a role with them.
- Be aware that calls from agencies may come from unfamiliar or private numbers during this time.

Stage 5: Offer of employment

In this final stage, you may receive an email from Xref asking for confirmation of your referees' details.

If your referee reports are satisfactory, you may receive an offer.

Your assessment results will be provided to your employer to support your development.

Now for the exciting part – the start of your new career in NSW Government!

Enabling a world class
public service

Tips for Applicants

2025 NSW Government Graduate Program

