

The Main Roads recruitment process:

What to expect.

Main Roads endeavours to present a hassle free and efficient recruitment process. This fact sheet discusses the steps from application to job offer at our Main Road's Career Centre.

1. Register a profile online:

You can do this on www.thinkdifferent.qld.gov.au: You will need a profile in order to apply for those roles to which you are best suited.

2. Submit your application:

Once you have located a vacancy that interests you, and which matches your skills and experience, you must then complete an online application form, and attach a current resume and cover letter. **Please note that you do not need to submit any selection criteria, unless otherwise stated.**

3. Initial telephone interview:

Once your application has been logged, you will be contacted by the Main Roads Career Centre and asked to take part in a brief telephone interview to help determine your suitability to the role. The initial interview generally takes around 15 minutes.

4. Short-list:

Once the phone interviews are completed, our recruiters will compile a short-list to present to the selection panel. Candidates are assessed on their experience, their responses from the telephone interview and their overall fit to the role. Those who meet these criteria will be included in the short-list.

You will be informed if you have been short-listed. The short-listing meeting will not take place until the advertising for the position has closed. It is from the short-list that we determine who will participate in a panel interview.

5. The panel interview:

If you are successful in the short-listing phase, you will then be invited to a panel interview in person.

The panel interview involves behavioural interviewing questions. You may find more information on these questions in the document: 'Preparing for your interview with Main Roads'.

Your performance here will then be scored, and your application ranked against other candidates.

6. The offer:

After your reference and qualification checks have been carried out, an offer will be made to you if you are deemed to be the most suitable applicant for the role, though you will be contacted and advised even if you have been unsuccessful in securing the position.

Continuous Applicant Pool (CAP) positions.

Continuous applicant pools allow you to register your interest in a role before it is advertised. When a vacancy arises relating to that role, the applicants in the pool are contacted and their interest in the position is confirmed. If there is sufficient interest from the continuous applicant pool, there may be no need to advertise the vacancy.

To apply for a CAP position:

1. Register your profile
2. Submit your application
3. Undergo an initial telephone interview
4. When a vacancy for a relevant position arises:

You will be contacted by email and invited to apply for the specific role. If you choose to proceed with an application for the discussed vacancy, the standard application process, described in the previous document, will then commence as normal.

There will be no need to apply online again, nor commence an initial interview.

Should you require any further support, you may contact the Main Roads Career Centre directly for assistance. Alternatively, you can visit the Main Roads careers website, www.thinkdifferent.qld.gov.au for any information you require.

Good luck!
