



# Careers @ Forestry Corporation of NSW (FCNSW)

## Job Application Guide

### **Congratulations on taking the next steps to progress with a Career here at FCNSW**

We are excited to provide you with this guide to help you throughout the recruitment process.

#### **Step 1: Applying for a role – Your Cover Letter and Resume**

It is important to have an updated clear, concise Cover Letter and Resume which is Fit-for-Purpose and designed for the role you are applying for.

The best way to do this is to update your Resume (also known as a Curriculum Vitae or CV) consistently throughout your career and make sure that you read the job advertisement to tailor your Cover Letter and Resume accordingly.

There are plenty of templates on the internet but here is some helpful information to consider:

##### *Why a Cover Letter?*

A Cover Letter is your first opportunity to express your interest, highlight your strengths and really sell yourself to the recruitment team/hiring manager for the role that you have applied for.

A tailored, detailed and personalised Cover Letter shows the recruitment team/hiring manager that you have gone to the effort of applying for their role and expresses your genuine interest in the position.

In your Resume it is best to make it short (no more than 4 pages) and to use dot points to highlight the skills and experience that you have gained in each role.

The order of experience should be from most recent (at the top) to least and customised for the role that you are applying for.

##### **Tips:**

- Take note of all details on the job advertisement. Especially the closing date.  
We encourage you to apply well before the closing date and time to avoid technical, last-minute issues. Remember to take note of all the job details that you are applying for and to get someone to proof-read your Cover Letter and Resume for any errors.
- Don't forget to add your personal details on your Resume such as Full Legal Name (and preferred name), best contact mobile and email along with location.  
It is also important to apply with your full legal name on the application.
- It is a good idea to have a chat to the hiring manager before you apply for the role.  
You can also ask the recruitment team for a copy of the Position Description to read over the role requirements.
- In recruitment, when we look at the ideal applicant for a role, we look for 3 things: Skills, Experience and Attitude, so highlight all three areas in each application of the process.



## Step 2: The Interview

Great, you've made it to the next stage and now have the opportunity to sell yourself face to face or virtually via Microsoft Teams.

Like most things, preparation is key to success.

We always recommend reviewing the Position Description (PD) for any questions relating to the role which may pop up in the interview.

In addition, it's great to be able to look at your previous experience and how you can clearly explain your competency as part of the job requirements.

*Don't have experience?*

Sure you do! You may have transferable skills or soft skills which would apply to the role.

Again, explain how these skills can help you and assist you in the role that you are applying for.

It is also a great idea to have 2-3 questions prepared for the hiring manager and panel and to also ask what success in the role looks like to them.

Note: Sometimes, depending on the role and number of candidates who have applied, a second interview or 'Meet and Greet' may be required.

### Tips:

- The recruitment team are your cheerleaders, so please reach out if you have any questions or require advice before the interview, or if you have any questions regarding the recruitment process.
- It is always a good idea to thank the panel and hiring manager for taking the time to interview you. A great way of doing this is by sending a polite email or Teams message to the hiring manager and panel.

## Step 3: Pre-Employment Checks

You may need to complete a pre-employment medical if your medical is not up to date, or if you have applied for a role which requires a specialised medical.

This also applies to background/police checks as some roles require background checks and some do not.

Our recruitment team will be in touch with you to obtain contact details of 1-2 **working references** of previous or current supervisors/managers.



**Tips:**

- Don't feel shy to directly ask the recruitment team/hiring manager for an update on the process. We do endeavour to get back to you as soon as we can along with the hiring manager with an outcome of your application either being feedback or next steps.

## **Step 4: Accepting an Offer**

Congratulations – You got the job!

As you have been successful in applying for the role internally, you will need to discuss a start date suitable for your current manager and new manager in your new role.

## **Step 4: What to do if you don't get the role**

Sometimes we don't get the job, however, it's important to see this as an opportunity for next time around. Being unsuccessful just means you were unsuccessful at this time, not forever.

You now have an advantage to know what is required in the role, gained valuable knowledge and experience in the application process and built great networking relationships with current FCNSW employees and hiring managers.

You may also be talent pooled for other roles if you are not successful for this one.

**Tips:**

- Reach out to the hiring manager for feedback as to why you were not successful. This is valuable information which you can work on to develop in the meantime.
- Thank the hiring manager again on taking the time to consider you for the role.

We are here to help guide you throughout the application process here at FCNSW. Please reach out to Recruitment and HR team here: [hr@fcnsw.com.au](mailto:hr@fcnsw.com.au) if you have any questions or require support at any stages of the process.

**We wish you all the best in your application as part of the Recruitment process here at FCNSW**