

# Unpacking the role

Jobs can be complicated when they are broken down from their title into individual roles and responsibilities.

This makes it challenging when applying for a job and at times, challenging when starting a new job. This Guide has been developed to enable you to more thoroughly understand the elements of advertised roles so that you can greater speak to the requirements and criteria.

## Stage 1: Filter out roles you don't want to apply for

An important first step is to filter out opportunities that are not of interest or do not align with your career goals. By narrowing down your job search, ensures that you have more time to spend on applications that you are serious about. When filtering out roles that are not of interest, some things you may want to consider may include:

- Does this role look like something I am interested in, could do or could learn to do? You can assess this by reading the position description, duties and selection criteria and taking note of the key words that are used.
- Does this role align with my goals for my career and life?
- Location of the role
- Role type (e.g. full-time, part-time, casual)
- Salary expectations
- Length of the contract (e.g. 12 months, permanent)
- Hours of work (e.g. weekend, weekday, nights)
- Role start date (e.g. as soon as possible, next month)
- Any other "must-haves" for a job you are interested in?

If you like the role, but there are some things that you are not sure about (for example the role commencement date), you may want to consider keeping the job in your list and doing more research in Stage 2 or discuss further with the hiring manager. It is possible that some aspects of the role may be negotiated with the hiring manager depending upon the organisation's requirements.

## Stage 2: Researching the role and organisation

Now that you know the job meets your general interest and requirements, it is important to undertake some deeper research into the role and organisation to ensure that you want to apply for the role.

### Researching the organisation

It is important to ensure that the organisation you are applying to resonates with you and that you would feel proud to be part of it. You can get a good sense of the organisation by going to their website and reading about their mission and core values. This information is usually readily available.

You should also look on job search engines as they will often host reviews from former employees. Getting to know a company before an application sends a positive message that you have invested time into the relationship and are committed to contributing to the success of the organisation. It may also help you to answer a very popular interview question "Why would you like to come and work with us here at...?"

Things you might want to research:

- What are the core values/mission of the organisation?
- What are the current projects/initiatives/programs?

- Where are they located; do they have other offices/branches?
- Do they have any recent reports/articles/posts that you want to read more about?

### Researching the role

As well as unpacking the role and being clear about the responsibilities and how you may successfully fulfil them, do some research about the broader aspects to the role. This may include:

- Where would this role fit in the organisation? Is it part of a specific team/division/project?
- Are there other people in a similar role in the organisation?

Consider also reaching out to the hiring manager to find out more or gain clarity on the position description. For example, what are the priorities for the role over the next six months, as an interstate applicant is there flexibility in the starting date.

## Stage 3: Identify key words and ideas for your application

Selection criteria can be quite challenging to respond to. For this reason, it is recommended to break the selection criteria statements down into smaller chunks and reflect on key examples in which you have demonstrated that capability. An example criterion is provided below, along with some ways in which it could be addressed.

### Example Selection Criteria

*Demonstrated* commitment to *responding to client needs*, with the ability to work effectively with a range of *stakeholders and colleagues* in the *development of learning content*.

Key words	Application
<ul style="list-style-type: none"> <li>• Demonstrated = example</li> <li>• Respond to client needs = someone has asked for learning content (a workshop, resource, lesson plan)</li> <li>• Work with stakeholders and colleagues = needs to be a collaborative project</li> <li>• Developing learning content</li> </ul>	<p><b>In resume</b> Highlight development of learning content (Action verbs: Developed, Collaborated, Responded)</p> <p><b>In cover letter</b> Provide an explicit STAR example where I have developed content with others and for a client.</p> <p><b>Ideas</b> Last semester developing workshop for occupational therapy in collaboration with Health and Behavioural Sciences Faculty Employability Team. Stakeholders = occupational therapy students, my manager</p>

Now it's your turn! Identify some of the key words within a position description and start brainstorming some examples to respond to these criteria in the below tables.

### Criteria/Requirement

Key words	Application

Criteria/Requirement

Key words	Application

Criteria/Requirement

Key words	Application

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