



Post-Interview: Screening and Feedback

Screening and Checks

Following the interview, the panel have a lot of work to do. Your Referees may be contacted for reference checks and external services may be used to arrange additional screening steps before recruitment reports are finalised.

Depending on the job, external services may be involved in Medicals, Psychological and Fitness assessments. You will be contacted via phone or email to coordinate attendance to testing or to request further information.

All Department of Justice employees are subject to a Criminal History and Integrity Screening. The screening process may include both state and federal Government databases to identify any convictions or associations you may have that could compromise your employment within the Department.

Helpful Tip: We suggest you provide as much information as possible when completing screening. The circumstances for all applicants are assessed on a case-by-case basis, and a previous criminal conviction or pending charge may not necessarily stop you from being employed with the Department.

Screenings and clearance checks tend to come in 2 parts via email:

- **DocuSign:** Electronic forms sent to you that need to be completed online. These forms take time to complete and require signing at the end.
- **InterCheck or Fit2Work:** Criminal checks can also include investigations into suspension from employment, past employment performance and disciplinary records, spent convictions and pending charges.

Both types of clearances take time to complete. Carefully read through each question and do not rush - not providing full and accurate details can impact clearances being issued. Clearances require you to upload copies of ID, so have these ready before starting.

No Screening, No Start

The Department have a strict 'no screening, no start' policy, meaning that if your clearances are delayed it may delay your start date. Clearances can be delayed for a number of reasons, though most delays are due to a late submission of identification paperwork or a request for further information that hasn't been actioned yet.

Screening emails can sometimes go to your junk inbox rather than your main inbox. With that in mind, we suggest you regularly check both so you don't miss anything.

If you find any part of the process confusing or struggle to accommodate the requests of the service, contact the service or the recruitment contact directly via phone to resolve the issue – as emails may take a number of days.

Application Outcome & Seeking Feedback

Once the recruitment process is completed, applicants are provided a final update. We suggest regularly checking your email, including junk mail, for progress updates on your application, as you will be sent a formal outcome email.

Successful Outcome

If you are successful in getting the job, a member of the panel will contact you. This discussion will then trigger a set of emails as documentation and contracts are arranged.

If you are successful in a 'pool' recruitment, you will be sent an email advising of this and will typically be contacted as jobs become available. It is important that you advise the Department of any updates to your circumstances or contact information so Hiring Managers can contact you.

Unsuccessful Outcome

If you are unsuccessful in getting the job, you will be advised of this via email. Don't let this stop you from applying for roles with the Department! We strongly encourage you to **seek feedback** from the panel member listed within this email to understand why you were unsuccessful.

Helpful Tip: Being given feedback can be nerve wracking; however, it is valuable.

If not feeling confident to tackle it over the phone with the panel, we suggest you request written feedback by emailing the panel member listed. Written feedback allows you time to work out how you want to ask for it, and gives you something to refer back to once the panel member replies!

Hearing feedback can be hard - but you won't know what to work on if you never ask! The panel will provide constructive feedback to help you improve your resume, criteria writing or interview preparation. Sometimes the feedback can be that you did really well and it was just really competitive. Other times the feedback might be that you missed answering parts of questions.

Post-Feedback

Gotten feedback and now don't really know what to do with it? Talking it through with someone can be helpful - we suggest linking with Jobs and Skills Centres to do this. Anything you need to fix in your resume, written application, or in your interview style can be sorted with help from Jobs and Skills.

Jobs and Skills Centres are Western Australia's fee-free, one-stop shop for careers, training and employment advice, information and assistance. Jobs and Skills Centres are located in metropolitan and regional areas. Check out your local Centre by visiting their [website](#).

If you require any further information or assistance, please contact Aboriginal Workforce Development.

Phone: (08) 9264 1700 or email: AboriginalWorkforceDevelopment@justice.wa.gov.au.