



**CANDIDATE  
GUIDE TO  
RECRUITMENT  
AND SELECTION  
AT APRA AMCOS**

**1. Overview**

**2. Tips to help you  
succeed**

**3. Have any questions?**



We're really looking forward to meeting you at your interview and want to give you some extra information to help you feel prepared and confident.

At APRA AMCOS we are looking for new team members who have the right skills and experience for the role but also are a good fit. When we say fit we mean people who are aligned with our values of collaboration, respect, skill, imagination and accountability.

We are committed to being a culturally safe and responsive workplace that values diversity and promotes equity and inclusion, where staff from all backgrounds feel welcome, respected, and supported. If you have accessibility or other support needs during the recruitment process or employment, please reach out to discuss how we can best support you.

If you have any questions about the recruitment process or working at APRA AMCOS, feel free to reach out to us. You can get in touch with the person who sent you this invite, or email [hr@apra.com.au](mailto:hr@apra.com.au)

# The panel interview

The interview is an opportunity to discuss your skills, experience and for you to learn more about the role and what it is like to work at APRA AMCOS.

Your invitation to the interview will have the details of who is on the interview panel and a copy of the job description. Interviews can happen face to face or virtually. The typical set-up is 3-4 people on a panel: there will usually be the line manager of the position being advertised, and a person nominated by the line manager along with a member of the People and Culture team.

During an interview, we will start by sharing information about working at APRA AMCOS and about the team and the role. We will then ask you to answer questions and respond to prompts and scenarios set by the hiring manager and other attendees.

Depending on the role there may be more than one interview.

## Online assessments

If your application progresses after the interview stage, you will be invited to complete a series of online assessments which help us better understand your strengths and potential. These assessments include two online SHL assessments (an Occupational Personality Questionnaire (OPQ) and Verify G+) and may also include an additional assessment depending on the role.

Alongside your interviews and demonstrated experience, your results will form part of the selection and decision-making process.

## Offer and pre-employment checks

Before an offer is made, we will conduct reference checks and working rights checks. For some roles, we may require a criminal check.



**TIPS TO HELP  
YOU PREPARE  
FOR AND  
SUCCEED IN AN  
INTERVIEW**

## Research about APRA AMCOS

Understanding our mission, values, products, and recent news. This shows your interest and helps tailor your responses. You can learn a lot about us on our websites.

Check out: [www.apraamcos.com.au](http://www.apraamcos.com.au) and [onemusic.com.au](http://onemusic.com.au)

## Understand about APRA AMCOS

Know the key responsibilities and required skills for the position.

Be ready to discuss how your experience aligns with these requirements.

## Practice Common Interview Questions

Prepare answers for common questions like "Tell me about yourself," "What are your strengths and weaknesses?" and "why would you be a good fit for the role?".

Consider the job description and your experience to prepare responses that are likely to be useful. Structure your responses using the STAR method (Situation, Task, Action, Result) to provide clear, concise and relevant answers. There are great resources available online to help you prepare!

## Not sure what to wear?

At APRA AMCOS we ask that staff dress in a way that makes them feel great, is respectful to clients and colleagues and safe and appropriate for the environment they are in. Business casual is appropriate for most roles.

## Prone to nerves?

When you're nervous, it can be challenging for your true personality to shine through. We strive to make everyone feel comfortable and understand that nerves are natural. However, by practicing techniques to manage your nerves, you'll be able to convey your positivity more effectively in your own unique way.

**If you have any accessibility requirements that would help support your experience during the interview or in our work environment, please let us know.**

**We're committed to doing everything we can to foster an inclusive and welcoming environment for everyone.**



**TIPS TO HELP YOU SUCCEED**

# Have any questions?

If you would like to learn more about working with us, please reach out via email [hr@apra.com.au](mailto:hr@apra.com.au). Our People & Culture team is always happy to have a chat!