



Defence Materiel Organisation (DMO) Talent Pool

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1. What is the DMO Talent Pool?

The aim of DMO Talent Pool is to establish a talent pool of pre assessed applicants who are immediately available to DMO managers for further assessment to fill a vacancy.

Managers will consider applicants on the register in the first instance prior to external advertising being approved.

As an applicant, you will be given the opportunity to select a mix of 2 classification levels, locations and role types you wish to be considered for.

Being included in the Talent Pool does not guarantee employment and applicants may be required to undergo further assessment (i.e. interview) for specific positions which have been discussed with them?

2. What is the difference in applying for the Talent Pool versus an advertised vacant role?

Once registered, applicants will be considered for a number of roles (within their profession) across the organisation, by completing only one online application.

Your application will be accessible by all Managers within DMO. This model ensures a quicker recruitment process for all.

Applying for a vacancy which is advertised individually (not for the Talent Pool) has a longer process time built in and requires more time and effort on behalf of applicants to produce new applications for each vacancy.

3. What information do I need in order to apply?

The information you will need to provide is as follows:

- Australian citizenship details;
- Submission of answers to assessment criteria;
- Confirmation of Qualification details (if applicable);
- Current Referees details;
- Current and correct contact details;
- Character check details (for security purposes); and
- An application (create a profile) on the DMO eRecruitment system.

4. What jobs are open in my state/area?

Not all professions may be filled immediately or be available in every state. When applying however you can select 2 of the locations listed.

5. What happens after I submit my application?

Each talent pool register advertised in the Gazette will remain open for 3 weeks and assessment of applications will commence immediately after the closing date.



Once submitted, your application will undergo an initial assessment based on your CV, 500 word response/s to the assessment criteria and, where applicable, qualifications.

On completion of the Initial assessment you will be notified of your eligibility (or not) at a level and profession for placement into the Talent Pool.

The Talent Pool is available to all the Division/s within DMO.

When a vacancy arises, DMO managers will be provided information on the most likely matched applicants (e.g. Mechanical Engineer + APS6 + ACT). Managers will contact these applicants to discuss their interest for a specific role. Further assessment such as an interview and referee check will be conducted by recruitment panel members.

Your application may be accessed several times by different DMO Divisions in order to find a role which suits both parties.

6. Do I require a security clearance to work in DMO?

Yes. If you are considering employment within the DMO, the following security issues need to be considered:

- If you are eligible for the DMO Talent Pool a Baseline security clearance will commence. You will be contacted by the DMO Recruitment team and the Australian Government Security Vetting Agency to progress this process.
- To obtain a Baseline level clearance, applicants must have a checkable background for the previous five years.
- Applicants may be required to undergo additional security clearances if selected for a position

7. For how long is my application valid?

Your application is valid until you elect to withdraw your application, you have been selected for a position, or 12 months from the APS Gazette notice (whichever activity occurs first).

8. How do I update/withdraw my application?

You will receive a friendly reminder from the DMO Recruitment team on a monthly basis to see if your details have changed and if you want your application to remain in the register.

Access to your application is through the e-Recruitment system portal on the DMO Jobs internet page. <https://defencecareers.nga.net.au/cp/?audiencetypecode=dmoext> or alternatively you can contact the DMO Recruitment team via e-mail dmo.strategicrecruitment@defence.gov.au



9. How will I know if I am currently in consideration for a DMO position?

A recruitment panel member will contact you directly to discuss your interest for a particular role and any further assessment requirements (i.e. interview).

10. Will I need to re-apply if the DMO Talent Pool is re-advertised?

If you have been assessed as eligible for placement in the talent pool you will not need to re-apply when the Talent Pool is readvertised, unless you wish to submit an application for a higher level, or your circumstances have changed.

11. How will my privacy be managed through this new process?

The Defence Materiel Organisation (DMO) complies with the information privacy principles of the [Privacy Act \(1988\)](#) in the collection, handling, use and disclosure of personal information. The information in this online form is collected to assist DMO to determine your suitability for selection for an advertised vacancy. Recruitment details, including resumes, can only be accessed by the candidate or by DMO staff with a 'need to know' about the relevant recruitment and selection activity (e.g. the Recruitment Officer, Professional Scribe, or Selection Committee Members who are conducting the selection process). Selection Committee Members can only access data relating to the recruitment action that they are currently working on. Applicants are advised that once applications are commenced they may be viewed by DMO at any stage of the application process. Within a twelve month period, the information may be further used for subsequent recruitment process in the event that a similar position becomes available in that time.

12. Who do I contact for further information?

For technical issues, please contact the **DMO Recruitment** team:
E-mail ERecruit@defence.gov.au or Telephone: 1800 366 562

For questions relating to the **DMO Recruitment** campaign:
E-mail dmo.strategicrecruitment@defence.gov.au or Telephone: 1800 366 562



Applicant's perspective of the Defence Materiel Organisation Talent Pool

