

Frequently Asked Questions – Recruitment of Trainee Court Registrars

I have submitted my application. What happens next?

Your resume and application form are reviewed by the Learning and Development Unit in order to determine the applicants who should be shortlisted to proceed to the next stage of recruitment.

This process can take some time because of the on-going nature of the advertisement, and the high volume of applications received.

How do I find out if I have been shortlisted?

Each applicant will be contacted by email in relation to the status of their application.

Unsuccessful applicants will be notified via email.

Successful applicants will be contacted via email to let them know they have been shortlisted.

Please ensure you regularly monitor your email account's 'junk' folder.

I have been notified that my application has not been shortlisted. Can I request feedback on my application and/or reapply?


Due to the volume of applications received, feedback on individual applications that are not shortlisted will not be provided.

Please review your application as to:

- how you can better demonstrate your knowledge and understanding of the role of a Trainee Court Registrar
- how you can clearly demonstrate your personal motivation to perform the role of a Trainee Court Registrar
- your professional experience and/or qualifications
- the amount of detail provided on your resume
- how you have answered the Key Selection Criteria questions on the application form. Please include specific and recent examples to address the Key Selection Criteria, and
- the presentation of your application including spelling, grammar and formatting.

I have been notified that my application has been shortlisted. What is the next stage in the recruitment process?

Once shortlisting has been finalised, you will be contacted via phone to invite you to attend an interview with a group of other shortlisted applicants. This is known as an Assessment Centre. Assessment Centres are scheduled on an as-needs basis, and therefore the time between being



advised of your shortlisting status and being invited to an Assessment Centre is variable but may be a number of months.

What happens at an Assessment Centre?

Under normal circumstances you will be required to attend with other shortlisted applicants at a location in the Melbourne CBD. In circumstances where COVID-19 restrictions are in place, the assessment centre will be run remotely, via an online video conferencing platform. The session may run for approximately 3 hours.

A range of activities take place during this session to determine your suitability for the role. These will include a group activity, a client simulation, and an interview.

You will also submit preferences for approximately 5 Magistrates' or Children's Court locations that you would like to work at.

Are there any further recruitment stages after the Assessment Centre?

If an applicant is deemed suitable at the Assessment Centre, they are required to undergo reference checks, and a criminal history check. These may take a number of weeks to complete.

Upon successful completion of these checks, the applicant is placed on a waiting list to be offered the role of Trainee Court Registrar at one of their preference locations.

How are my referees contacted?

We will request that you provide two recent referees when attending Assessment Centre. If you are successful through Assessment Centre, we will automatically proceed to contacting referees via phone.


Can you please provide more information about criminal history checks?


We will email you the criminal history check form, which you should complete and send back with the required amount of certified identification. The criminal history check will cover both convictions and findings of guilt. Results of the check may take up to 2 weeks to obtain.

Can you please provide more information about the waiting list?

As a large organisation with 52 locations statewide, we recruit to positions in advance of them being available and operate a waiting list.

Once you have successfully completed the assessment centre, reference checks and criminal history check, you will be placed on the waiting list for a period of time.





The period of time is unpredictable but may be a number of months. Occasionally we are able to offer positions straight away upon completion of all recruitment steps, but it is more typical to be waiting for a number of months. At times it may be a longer wait.

The length of time varies according to availability of vacancies, your preferences, notice period and number of other candidates on the waiting list with the same preferences.

As a general rule, we attempt to offer positions according to who has been on the waiting list longest.

I have been notified that my application is unsuccessful following attending an Assessment Centre. Can I request feedback on my application and/or reapply?

Feedback will be provided to applicants who attended an Assessment Centre but were unsuccessful. Our recruitment partners, Hays Recruitment, will contact you to advise of the outcome and offer a time for you to call to obtain feedback.

Please take the time to implement any feedback given. You are then able to reapply for the position when it is next advertised on careers.vic.gov.au

Further Questions?

Please feel free to contact the Learning and Development Unit at courtregistrar@courts.vic.gov.au.

