



# Applicant Guide

## Responding to Targeted Questions

Thank you for your interest in applying for a vacancy with the State Library of Queensland. This guide will help you prepare your application.

### What are targeted questions?

The job advertisement may ask you to include a short statement in response to open-ended or 'targeted' questions. These are capability-based questions relevant to the role, which are designed to elicit responses that provide evidence of experience in a similar area.

Targeted questions are generally situational questions and as such, start with phrases like: "Give an example of a situation where...", or "Describe a scenario..."

### How do I respond?

When responding to a targeted question, you'll need to describe a specific situation which provides an example of how you have previously used relevant skills, knowledge and experience. This situation should be as similar as possible to the one described in the question and what has been provided in the role description.

To provide a complete response, it's a good idea to use the STAR method, detailing the Situation, Task, Actions and Result. In your response, try to focus on what you did personally rather than on actions or decisions made by your team, as it's your individual capabilities being assessed.

Please keep your responses succinct and relevant, and ensure you follow instructions provided on the role description under "Interested".