



## e-Career Awards Criteria

A scale 0-4 is used for each of the criteria. Web sites will be judged as follows:

Gold	Means a score of 13 - 15
Silver	Means a score of 9 - 12
Bronze	Means a score of less than 9

Criterion	Questions to consider
1. Home page	How easy and fast is it to locate the career/jobs information? How is it labelled? (jobs, employment, careers)
2. Career page and information	How broad or narrow is this section? Is it a one-stop-shop for information? Is it visually attractive? Is there information about career paths? Is there information about professional development? Is there information about the culture of the organisation? Is there information about the roles staff play? Are there staff profiles – written, audio, video? Is there career information for specific groups? Are there links to broader public service career information? Does the site inspire a sense of being able to make a difference?
3. Job vacancy information	Are job descriptions informative and engaging? Free of hype? Are position details comprehensive? (responsibilities, key relationships, key result areas, selection criteria, etc) Is the selection process explained in an informative and helpful manner? Are there recruitment processes for specific groups? Is information provided about working conditions and benefits? Are people with special needs catered for? (ie material available in a range of formats) What rating scale is used and is it available? Are capability frameworks provided? Do they make sense to a lay reader? Are opportunities for work experience listed? Is help provided with writing to selection criteria? Is a link provided to the certified agreement?
4. Corporate information within the career section	Are key documents listed and accessible/linked: Mission, vision, annual reports, strategic plans? Is there information about what the organisation does, its structure, contact details, history? Is a branding position evident? Is there information on agency policies – OH&S, Diversity, work/life balance etc?
5. Clarity and access	Are there multiple links and navigation paths? Is the material written in clear, plain English? Is there a readily accessible means for people to provide feedback? Is information provided about who to contact for more information? Is the tone one of general helpfulness?