

2025 Intake Digital Graduate Program Participating agencies recruitment timeline

Monday 10 MARCH 2025 – Official graduate cohort commencement

Date	Responsibility	Description
Week commencing 15 April 2024	Graduate team	<p>Seek Agency Expression of interest across various platforms</p> <ul style="list-style-type: none"> • Send EOI email to coordinators, supervisors and mentors – 2022, 2023 and 2024 cohort. • Interested 2024 agencies who declined/renege. • Opening to regional agencies - trial • CCDO's office to send email to CHDE SLT and QG DLG. • Arrange update of students and agencies websites etc. • Arrange with comms via social media eg LinkedIn, other.
Week commencing 15 April 2024 to CLOSE 30 May 2024	Agencies	<p>Agencies to return role Nomination Form to Grad Team</p> <ul style="list-style-type: none"> • Agencies to provide a contact coordinator for business area and/or agency. • Ensure FTE allocation and finance approval secured by appropriate officer. • Return Nomination Form by closing date – 30 May 2024
Sunday 1 June to Wednesday 31 July 2024	Graduate team	<p>Open Gradsift Student applications</p> <ul style="list-style-type: none"> • Update Prosple platform with link directly to GradSift Extra. • Advise students who have pre-registered GradAustralia applications open. • Advise PSC contact to update portal. • Social media campaign to attract more students.
Thursday 1 August – Wednesday 7 August 2024	GradSift and Grad team	<ul style="list-style-type: none"> • Screen and rank the candidates and final checks on edibility and video interviews. • NOTE – applications will now include international students with documented unrestricted working rights under Commonwealth Law. • Peter from Gradsift to create logins, recruitment guidelines and access information.
Thursday 1 August to Wednesday 7 August 2024	Agencies coordinators	<p>Notify Grad Team contact details of panel members to allocate access to GradSift platform to view nominated role lists.</p> <ul style="list-style-type: none"> • Coordinators will automatically receive GradSift access – coords can then also allocate to others as required.
Wednesday 7 August 2024	Grad team and Gradsift	Provide agencies coordinators and panel members access to the GradSift recruitment platform and instructions to review candidates. Provide assistance and guidance.

Week commencing early-August to mid-October 2024	Participating Agencies business areas	<p>Agencies conduct final shortlisting and arrange interviews – face to face or virtual.</p> <ul style="list-style-type: none"> • Contact the grad team if you need panel assistance. • Advise unsuccessful graduates. • Agencies to notify Grad Team of successful graduates via provided contact spreadsheet. <p>Please note – all access to GradSift recruitment platform will be removed on 1 November 2024.</p>
September onwards	Grad team	<p>To update GradSift platform of successful applicants and therefore no longer available for interview.</p> <p>Send welcome email to successful graduates and invite to coffee catch-up with Graduate Team (mid-February 2025).</p>
end-October 2024	Agencies	<p>Final date for offers to graduates.</p> <p>Return the completed 'graduate contact details template' to Grad Team via ictgradprog@qld.gov.au – including Supervisors and Mentors details.</p> <p>Please note: Agencies can onboard the graduates earlier than the official graduate program start date, on a part-time or full-time basis, if the agency are able to.</p>
1 November 2024	Grad team / GradSift	All unsuccessful candidates will be informed they are unsuccessful in a Digital Graduate Program.
Early December	Grad team	Coffee catch-up with Graduate team for all appointed graduates.
Late Jan to Mid-February 2025	Grad team	Coffee catch-up with Graduate team for all appointed graduates.
31 January 2025	Agency business areas	<p>Agencies to have completed graduate appointments via agency HR processes.</p> <ul style="list-style-type: none"> • Email successful graduate/s, confirm role, business area, start date and send Letter of Employment. • Notified unsuccessful graduates.
31 February 2025	Agency coordinators	<p>Final notification of names of Supervisors and Mentors to Graduate team.</p> <ul style="list-style-type: none"> • Virtual Supervisor and Mentors training held on Day 2 of Induction (Thursday 13/3/25).
March/April 2025	Grad team	<p>Draft Agreements and liaise with Finance to invoice 2025 Agencies.</p> <ul style="list-style-type: none"> • One off \$6000 (+GST) per graduate – includes initial cost for recruitment, graduate/s two-year program training and development. • Graduates are employed and wages paid by agencies at an A03.

Monday 10 March 2025	Agency	Official graduate start date <ul style="list-style-type: none"> • Graduates can commence within home agency earlier to secure capture of preferred graduate/s and as agencies business needs etc.
Wednesday 12, Thursday 13 and Friday 14 March 2025 (dependant on final graduate numbers and venue availability)	Grad team and training providers	Graduates attend three-day Induction program. <ul style="list-style-type: none"> • External training providers – Mapien • The graduate team • Guest speakers • Special guests
Monday 10 March 2027 – program end Friday 12 March 2027	Grad team and Agency	Provide ongoing support and professional development days to graduates, agencies and other stakeholders. <p>Please note: supervisor to release graduate/s for all compulsory learning and development (L&D) activities. L&D is using work time and graduates are offline to fully experience the L&D.</p>

Note – Dates are a guide only and subject to change.