



DEFENCE FORCE RECRUITING

A Guide to the Online Job Opportunities Assessment for the ADF

Here you will find information about the Australian Defence Force (ADF) Job Opportunities Assessment (JOA), which is completed as part of your application to join the ADF.

What is the Job Opportunities Assessment (JOA) and why does the ADF use it?

The JOA provides a measure of critical thinking and reasoning ability, which predicts how well someone will acquire, organise, retain and apply information in the military environment.

The JOA is used by Defence to, first identify what abilities a person has, and then matching the person to ADF jobs that require these same sets of abilities.

Can I prepare for the JOA? Should I study or practice for it?

The JOA measures abilities that don't rely on any specific knowledge, so it isn't something that you need to prepare for by studying. But to ensure you do your best we have compiled a list of our Top Tips for completing the JOA:

Top Tip #1 – There is no need for practice before completing the JOA.

The assessment is designed to assess your natural abilities and doesn't assess things you learn through school or study.

Before you start the JOA you'll be given comprehensive instructions and the opportunity to complete some practice questions to familiarise you with the process.

Top Tip #2 – Make sure you complete the JOA when you are well rested, comfortable and in an environment that is free from distractions.

You won't perform at your best if you are tired, sick, distracted or interrupted.

Top Tip #3 – Don't seek or accept help from others when answering questions. Although the JOA is first given online, the assessment is often repeated when you attend the Defence Force Recruiting Centre. Defence expects that you won't receive help from others when answering questions, and doing so could potentially jeopardise your application. Chances are that if you can't unlock a job option without assistance, then the job may not be right for you anyway.

How will I access the JOA?

Once you've started the application process we will email you a unique link, allowing you to complete the assessment online.

What can I expect when completing the JOA?

When you first click your unique JOA link (which will be emailed to you once you've started the application process), you'll be directed to a login page. Here you need to enter your email address registered with DFR and your assessment code.

You'll then be asked to read and agree to the user agreement and to a few conditions including: ensuring you are comfortable, relaxed and well, not likely to be interrupted, not under the influence of alcohol or other drugs, not receiving help from others and that you're being honest and accurate. Before you start the assessment you will be given up to 10 minutes to run through 5 practice items. Make sure that you read all the instructions carefully.

The assessment itself has 51 questions, which include numerical, verbal and abstract reasoning items, and you will have 20 minutes to complete as many questions as you can. Most people don't complete all of the questions in that allocated time, so we recommend that you work as quickly and as accurately as you can and that you first focus on answering questions you feel confident about, then attempt the remaining questions if you have time.

Once the assessment starts it's important that you read each question carefully and that you don't spend too much time on any one particular question. You can always "flag" questions you may be having difficulty with and return to them later, if you have time.

How can I do my best?

Firstly by making sure that you have followed the three Top Tips for completing the JOA. When completing the JOA the following advice will allow you to do your best:

At the start of the JOA:

- Read all the instructions carefully before commencing the assessment
- Take your time during the practice questions, and use that time to get familiar with navigating through the assessment

During the JOA:

- Read each question carefully
- Work as quickly and as accurately as you can. To help you achieve this please:
 - don't spend too much time on any one question
 - focus on answering questions you feel confident about, then attempt the remaining questions if you have time.
- For the multiple choice items, pay attention to how many answers the question asks for and make sure you read all possible answers before selecting your response.

What happens after I complete the JOA?

You will receive an SMS to nominate a preferred time for contact by a Careers Coach, once a time is confirmed you will receive an email from DFR regarding the outcome of your assessment, this is your personalised Job Opportunities Report, along with other important documents for your completion and review.

Frequently Asked Questions:***What should I do if the link doesn't work or my JOA invitation has expired?***

If you have any issues following the link or accessing the assessment please call 13 19 02 for assistance. Lines are open 8am - 9.30pm weekdays and 9am – 5pm on Saturdays EST.

What if I get into the JOA but I have problems?

If you have any issues completing the JOA please call 13 19 02 for assistance. Lines are open 8am - 9.30pm weekdays and 9am – 5pm on Saturdays EST.

How many times can I take the JOA?

You will generally be allowed to attempt the JOA on three occasions only, and there is a minimum waiting period of six months between each attempt. Beyond this, no further attempts will be allowed unless the ADF believes there are valid reasons for doing so.

Why can't I take the JOA again?

Most likely this will be because you have completed the assessment within the last six months. Defence applies a six month re-test period with the JOA to ensure that all candidates have an equal opportunity to perform and that no one is advantaged by practice.

It may also be that you have already attempted the JOA three or more times. If this is the case please call 13 19 02 if you believe there is a valid reason to allow you to undertake a further assessment.

What can I do if the job(s) I'm interested in aren't on my Job Opportunities Report?

Most candidates will find they have opened up some opportunities for employment within the ADF. But if you did not meet the requirements for your desired role, your Career Coach may be able to assist you to identify other jobs of interest to you.

I'm in Year 11 of High School and interested in going to ADFA – When should I take the JOA?

The short answer is that there is no bad time to be taking the JOA. However, if you take the test when you're in the 1st semester of Year 11 then if you don't unlock Officer Entry on your first attempt at the assessment you will still be able to re-attempt the assessment the following year, in time to progress to an Officer Selection Board.

I've found websites/courses guaranteeing that I'll perform well on the JOA if I use their preparation service – Should I use them?

The short answer is no. The JOA doesn't require practice or study because it assesses your natural abilities.

The ADF has no involvement with any commercial preparation websites or courses, and it does not recommend or endorse any course or website offering to prepare you for entry to the ADF.

What are the technical and software requirements for completing the JOA?

To complete the JOA you will need a laptop or desktop with the following:

- Internet connection
- A supported web browser: Google Chrome, Mozilla Firefox, or Safari
- Pop-up blockers are disabled (turned off)

If you don't have a device that meets these requirements, please consider visiting your local library or going to a Defence Force Recruiting Centre.

What's the purpose of the JOA?

The JOA provides the ADF with a deeper understanding of your underlying abilities, and with this we can assist you in identifying jobs for which you are suited.