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Queensland Police Service **RECRUITING SECTION**

[How to Prepare and Progress through the QPS Recruit Process](#)

This document is not exhaustive and is to be used as a guide. For additional information, please refer to the [QPS Recruiting website](#), and in particular the frequently asked questions ([FAQs](#)). As you progress through each stage, Recruiting will provide you with more information.

1. Eligibility:

- To determine if you are eligible, you will need to complete the [Eligibility Assessment](#) form. This form serves as an **initial** eligibility assessment of prospective Queensland Police recruit applicants. You need to carefully read each question, review the information on the relevant website (including the [health and fitness standards](#) and [integrity guidelines](#)), and ensure that you answer each question honestly. If you provide incorrect or misleading information, it may be an integrity issue.
- If you are eligible, you will be able to submit the form as an 'expression of interest'. QPS Recruiting Section will review the information. If you are eligible, you will be sent further advice regarding your next steps, for example, you may receive a voucher code to waive the cost of the QPS Entrance Assessment ([QPSea](#)), or a link to the application form if exempt from the QPSea.
- It is important that you discuss your suitability and the potential benefits and impacts with family and friends before applying to become a police officer.

2. QPS entrance assessment (QPSea):

- You must successfully complete the QPSea OR meet one of the exemption criteria before you can apply. For more information, visit the [QPSea](#) page.
- The Australian Council for Educational Research (ACER) administers this testing. The test consists of five components, and you are required to pass all components, excluding digital literacy.
- There are a range of resources to prepare for the testing, including on the [ACER](#) site.
- The QPS pays for your first sit (QPSea voucher) and your re-sit (if you fail only 1 or 2 components).
- If you pass, this result is valid for 3 years. If you fail your initial attempt, you can re-sit your failed components within 6 months of your initial attempt date. If you fail the re-sit, you will be excluded for 6 months from the re-sit date.

3. Application:

- Before applying to become a police recruit, you must be eligible and have either successfully completed the QPS Entrance Assessment (QPSea) OR meet one of the exemption criteria.
- Recruiting will provide you with a link to the online application form and request for you to submit Supporting Documents. Please ensure that you fully and accurately disclose all relevant information which may impact on your suitability to become a police officer. If you fail to declare or provide misleading information, it may be considered an integrity matter, and may result in you being deemed 'unsuitable'.
- For applicants with policing experience, you will need to complete a comparable policing skills form (provided at time of application invitation). For eligible [international applicants](#), you will also need to provide additional documents.
- If you are reapplying, you may not need to re-complete all assessments. Please refer to the associated [FAQ](#).



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4. Panel Interview:

- Applicants will undertake an interview with 1 or 2 QPS members, including at least 1 QPS police officer. The interviews are conducted using Microsoft Teams.
- The interview for standard applicants is approximately 30 minutes. For applicants with policing experience, it is approximately 45 minutes and completed in 2 parts. The first part is the formal interview process, and the second part is more of a two-way discussion to clarify experience, expectations and address any questions.
- The interview questions are based on: QPS values, responsibilities, and [key accountabilities](#) of a general duties officer, and key policing priorities.
- Applicants are encouraged to research the above points. It is important that applicants are prepared to provide relevant personal examples relating to the desired qualities and characteristics. This should include speaking to police officers about policing, researching the QPS website and QPS social media pages, and watching the nightly news.
- Undertaking [volunteer](#) work may be another way of gaining further work experience and demonstrating your commitment to the community.
- Practising interview questions with family and friends may assist you to answer a range of potential questions.
- If 'suitable', your assessment result will be valid for 2 years. If you are 'unsuitable', you will be excluded for a period of time. In general, this will be between 1 and 6 months; however, it can be longer in certain circumstances, based on the advice from the panel members and a review by the Recruiting team.
- Prior to the interview, you will be provided with additional information, including the format of the interview.

5. Integrity Vetting:

- When you reach this stage, you will be provided with a 'Recruit Screening Integrity Document'. As part of this process, you will need to provide additional documents. Detailed instructions will be provided within the integrity document.
- It is important to read all the questions carefully and answer them honestly. In cases where you are unsure of how much information to provide, it is best to over declare than under declare. It is expected that you provide all information to the best of your ability.
- You need to fully and accurately disclose all relevant information which may impact on your suitability to become a police officer. If you fail to declare or if you provide misleading information, it may be considered an integrity matter, which may result in you being deemed 'unsuitable'.
- If there are any issues which may impact on your suitability, you may be asked to provide further information for consideration. Please respond to this in a timely and professional manner. The way you communicate with staff involved in the recruiting process is incredibly important.
- If you are 'unsuitable', you will be advised of the exclusion period. Please note that an exclusion may be a particular time frame or up to unsuitable.
- If you were previously excluded on an integrity matter and submit a new application, your new application will be reassessed against the guidelines current at the time of the assessment. Although an exclusion period may have lapsed, you may be subject to further exclusions pending a new integrity assessment if necessary.



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6. Health Assessment (Pre-Employment Medical):

- Following successful completion of the panel interview, you will be invited to commence the Pre-Employment Medical Screening (PEMS) process. Your details will be referred to a PEMS service provider. The PEMS provider will contact you directly to arrange a medical appointment and instructions associated with this assessment.
- To become a police recruit, you must be 'fit for policing'. This includes having sufficient physical and mental fitness to meet the genuine occupational requirements and demands of a general duties police officer in the QPS. Extracts of the associated standard are located on the [Health & Fitness Standards](#) page. Note: The information on the website is limited as it is an extract.
- The QPS has three approved PEMS providers. These providers have clinics (and affiliates) around Australia and the world. The medical screening will be conducted and assessed in accordance with the QPS Health Standard.
- You may be required to provide the PEMS provider additional relevant information/documentation, including specialist reports, clearance reports, etc.
- The QPS will pay for your first medical assessment, excluding any additional examinations or specialist assessments/reports.
- As part of the application process, you will be required to address your Hepatitis B status. If you do not have immunity to Hepatitis B, a course of Hepatitis B vaccinations must be commenced before entering the QPS Academy.
- If 'suitable', your PEMS remains valid for 1 year. If you are 'unsuitable', you will need to provide supporting information to re-apply to show the associated issue/s have been addressed.

7. Psychological Assessment:

- All police recruit applicants must undertake the [Recruit Psychological Assessment](#).
- You will complete standardised written psychological assessments, which are designed to establish your personality profile. These tests can be done at select venues or remotely. Answer the questions honestly – do not try to 'guess' what is the 'right' answer. The tests are designed to identify where a person may NOT have provided an honest or consistent response. This will result in an 'uninterpretable' result. Applicants will be able to undertake a second test, and if the result is also 'uninterpretable', you will be deemed 'unsuitable' and excluded for 12 months.
- If required, you may need to undertake an interview with an occupational psychologist, who will consider all relevant information in your file to determine your suitability.
- You cannot prepare for the written psychological test or face-to-face interview. Just be honest.
- To maintain the integrity of the process, you will not be provided with any feedback, which is acknowledged as part of the associated 'informed consent'.
- If 'suitable', this is valid for 1 year. If you are 'unsuitable', you are excluded for 1 year.

8. Physical Fitness & Application Review:

Physical Fitness Requirements:

- The physical fitness requirements are the same for all police recruit applicants, irrespective of age and gender. This includes: prone bridge, push-up, beep test, and 100 metre swim. Details of these requirements are on the [Health and Fitness Standards](#) page.



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- You must pass all of the fitness requirements before you can be offered a position as a recruit.
- You should be able to meet the physical fitness requirements at time of application submission, or within 3 months of applying.
- The swimming proficiency will need to be undertaken with a registered swim instructor at a registered swim facility. Standard swim attire will suffice. Note, the applicant is required to pay for costs associated with this assessment.
- If you pass the physical requirements, your results will be valid for 1 year. If you pass the swim assessment, your results are valid indefinitely.

Application Review:

Your file will be reviewed and assessed to ensure that:

- all of the assessments have been completed to the required standard;
- all of the [supporting documents](#) (up to this stage) have been provided; and
- no additional information is required at this stage.

9. Referee Checks and Quality Assurance:

- Recruiting will require referee reports from your current and previous employers. Recruiting will invite you to provide the details of your referees at this stage.
- You will be required to have your fingerprints taken in Queensland prior to commencement as a police recruit. For interstate and international applicants, this can be undertaken up to the weekend prior to commencing as a recruit at an appropriate police station. Further instructions will be provided to you.
- Your file will be reviewed by the Quality Assurance team.

10. Allocation and Offer:

- You will be emailed an 'Allocation Request Form' to complete. This includes providing your preferred Regions and Districts (not station) and any extenuating circumstances which need to be considered.
- The Allocation Committee considers your request on a case-by-case basis; however, allocations are based on the operational needs of the QPS, including where officers need to be allocated throughout Queensland.
- Applicants will then be provided with a 'Letter of Offer' with the details.

11. Pre-Appointment Integrity Vetting:

- Before the commencement of your intake, the Integrity Vetting team will do a final assessment of your file to confirm that there have been no issues since the original integrity check.