

A Guide to the Job Opportunities Assessment for the Australian Defence Force

Welcome to the Australian Defence Force (ADF) Job Opportunities Assessment (JOA) Guide. Here you will find all the information you need to successfully complete the JOA as part of your ADF application process.

1. What is the 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 the ADF to identify what a person is capable of and match the person to ADF jobs that would best suit their abilities.

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

The JOA measures abilities that do not require specific knowledge, so there is no need to study to prepare. To help you do your best, here are our Top Tips for completing the JOA:

Top Tip #1 – No need to study before completing the JOA.

The assessment is designed to assess your natural abilities and does not assess knowledge you learned through school or study. Before you begin the JOA you will be provided with detailed instructions, and the opportunity to complete practice questions to familiarise yourself 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 will not perform at your best if you are tired, sick, distracted or being constantly interrupted.

Top Tip #3 – Do not seek or accept help from others when answering questions.

Although you will first complete the JOA online, you may be asked complete the assessment a second time at the ADF Careers Centre as this helps to verify that you completed the assessment. It is important that you complete the JOA by yourself.

If the ADF suspects you may have had outside help in completing an assessment, it could jeopardise your application. Keep in mind that if you needed help to 'unlock' a job option, that job might not be the best fit for you.

3. How will I access the JOA?

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

4. What can I expect when completing the JOA?

When you first click your unique link, you will be directed to a login page. Here you will need to enter the email address you registered with ADF Careers and your assessment code.

You will 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 five practice questions. Make sure that you read all the instructions carefully before attempting the questions.

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 do not complete all the questions in that allocated time, so we recommend that you work as quickly and as accurately as you can. We also recommend that you focus on answering questions you feel confident about first, and then returning to the remaining questions if you have time.

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

5. How can I do my best?

Firstly, make sure that you have read our 'Top Tips' for completing the JOA. The following advice may also help:

At the start of the JOA:

Read all the instructions carefully before you begin 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 or instruction carefully.
- Work as quickly and as accurately as you can.
- Do not 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.

6. What happens after I complete the JOA?

You will receive a SMS to nominate a preferred time to be contacted by a Military Recruiter. Once a time has been confirmed, you will receive an email from ADF Careers regarding the outcome of your assessment. This is your personalised Job Opportunities Report (JOR). You will also receive other important documents to complete and review.

7. Frequently Asked Questions:

What should I do if the link does not work or my JOA invitation has expired?

If you have any issues accessing the link or the assessment, please call 13 19 02 for assistance. Lines are open 8:00am to 9.30pm weekdays and 8:00am to 7:00pm on Saturdays Australian Eastern Standard Time (AEST).

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 8:00am to 9.30pm weekdays and 8:00am to 7:00pm on Saturdays AEST.

How many times can I take the JOA?

You will be allowed to attempt the JOA on three (3) occasions only, and there is a minimum waiting period of six (6) 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?

The ADF 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 (3) or more times. If this is the case, please call 13 19 02 if you believe there to be a valid reason the ADF should allow you to undertake the assessment again.

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

Most candidates will find they open opportunities for employment within the ADF. But if you did not meet the requirements for your desired role, your Military Recruiter may be able to assist you to identify other jobs you might be interested in.

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 take the JOA. However, if you take the assessments when you're in the first semester of Year 11, and you don't 'unlock' Officer Entry on your first attempt, you will still be able to re-attempt the JOA the following year, in time to progress to an Officer Selection Board.

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

The short answer is, no – the JOA does not require practice or study because it assesses your natural abilities, meaning that these preparation services are not likely to have an impact.

Note that the ADF is not involved with any commercial preparation websites or courses, and the ADF 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 assessment, you will need a laptop or desktop with the following:

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

Please do **not** click outside your browser once you've begun the assessment as this may cause an error message to appear.

If you do not have a device that meets these requirements, please consider visiting an ADF Careers Centre to complete the assessment.