

Tips for Writing Selection Criteria Statements

As previously stated, the first stage of the selection process is based on your written application, so it is important that you provide the Panel with information that explains your ability to satisfy the selection criteria.

Selection criteria guide the use of selection methods in the recruitment process and are most commonly used in public sector organisations, like ours. Most importantly, selection criteria help Panel members to distinguish between candidates, and are used to weight applications to shortlist for interview, so it is really important that you address them well. Through your response, you are given an opportunity to prove that you are suitable for and can do the position.

Remember, if your responses to the selection criteria do not provide sufficient information for the Panel to determine your capability for the position, it may not progress. Many good applicants are often overlooked because of this as they assume that the Panel will read “between the lines” in their CV. So it is important that you address the selection criteria, and do it well.

Remember to:

- Identify the key points within each criterion and outline how you meet them;
- Responses should outline relevant knowledge, experience and skills in a format that is more comprehensive than your CV;
- The key to successfully responding is to provide examples from your own experience/s and use active language to do so (for example “I implemented a system...”, not “A system was implemented...”).

Remember that your experiences can be from outside of the workplace and should be tailored specifically for the position you are currently applying for, for example, think about the skills you may have acquired through University, further studies, other activities such as sport or committee work, and / or volunteer work;

- Be honest about your abilities but don't downplay them. If you don't possess that skill, give an example of how you are able to quickly acquire new skills, or list similar skills you do possess;
- Your responses should be relevant to the criteria and be written in one to three paragraphs. You can be descriptive, but keep them brief and to the point; and
- Make sure it is logically set out, concise, easy to read, free of errors in spelling and grammar, and uses positive language.

So, if your task is to provide specific examples for each of the criteria to demonstrate that you meet them, below is an example from the Graduate Careers website [[“Graduate Careers”](http://www.graduatecareers.com.au/) <http://www.graduatecareers.com.au/>] of how an applicant (graduate) addressed a selection criterion specified by a government department. The criterion asked for “**Sound conceptual, investigative and analytical skills, together with an ability to undertake statistical research methods**”:

The development of my research ability and understanding of both qualitative and quantitative statistical methods has been refined over these past three years of university study. These skills have been demonstrated by the successful completion of a range of investigative reports which have required an increasingly sophisticated ability to apply computerised statistical analysis packages and business forecasting models to "real life" business problems. Statistical analysis tools I have used include:

- [example]
- [example]
- [example]

Statistical analysis tools I am aware of include:

- [example]
- [example]
- [example]

One example of where I have applied these skills is a project that I completed in first semester of this year; its title was "The Impact of High Levels of Unemployment upon the Development of Small Business in the Western suburbs of Melbourne". I analysed a series of statistics which were obtained from the ABS, the Commonwealth Department of Employment and Workplace Relations, Business Victoria, the City of Maribyrnong and the Western Region Economic Development Corporation. In addition, I developed a short questionnaire and conducted a small number of interviews with local small businesses for the purposes of testing my results against the reality of small business operators' experience. This project contributed to a Distinction result for the subject of Business Forecasting Methods.

Remember NOT to:

- If you are an internal applicant, don't assume that the Panel is familiar with your work. Always provide details of your capacity to meet the selection criteria;
- Criteria are listed as Essential and Desirable. You should address all criteria. Don't assume that the Desirable criteria are not important, as it is often the case that when decisions are close, the Desirable criteria may be the difference between getting an interview or a job offer; and
- When writing criteria, it is recommended that you don't swap between formats. You can write your responses in either prose or note form or a combination of the two, but whichever format you choose, you must be consistent.

Further Information

Additional information on addressing selection criteria can be obtained from:

- [Graduate Careers Council of Australia](#)
- Griffith University's [Student Services](#)
- Villiers, Dr Ann D (2000) How to Address Selection Criteria, 3rd edition, Hawker ACT