

Helpful hints for addressing selection criteria

Shortlisting is based on a combination of your Grade Point Average (GPA) and how well you demonstrate your ability to meet the selection criteria. Therefore, addressing the selection criteria in a detailed manner is very important.

Selection criteria are the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities which have been identified as the most significant indicators of your job performance.

When you address the criteria you need to demonstrate:

- Your skills and abilities; and
- Your potential to develop knowledge and skills requiring further development

The following process is a guide to assist you in answering selection criteria.

The Writing Process

1. Read the selection criteria carefully.
2. Identify the specific factors in each selection criteria.

Underlining key words may be useful as you can break down into meaningful components. For example, the word 'communication' can include meanings such as a written, oral, listening, negotiation, questioning, feedback and non-verbal skills. (This is not an exhaustive list- you can probably think of additional examples).

3. Determine how you meet each criteria.

(a) The introductory assertion may be 'I possess a high level of skill in...'

(b) You should then support this statement by outlining how you meet the criteria.

To outline how you meet the criteria, expand on what you have done. To help you expand, think of examples in relation to the criteria in which you were involved, taking into account where it was, what you did, how you did it, and what the outcome was. Use a few main examples to demonstrate your skills based on what you have done in the past.

Examples are not limited to work experience. Other areas of relevance may include presentations, group assignments, voluntary work experience, participation in interest and community groups etc.

For example:

I have a high level of oral communication skills and developed and utilised these skills in the following situations:

- Participated as a member of a local debating team
- Presented oral presentations for various subjects in my university degree; and
- Advised customers on various products whilst employed.

- (c) Expand upon your examples by describing (step by step), what was involved in the process. An example of expanding upon the first example “Participated as a member of a local debating team is”:

For the past three years I have been a member of the local debating team. Once a month, my team competes against other groups in the district. Topics debated include the environment and community issues. As the third member of the team, I deliver the concluding argument by summarising the debate and rebutting the arguments of the opposing team. This requires excellent listening, communication and presentation skills, as my speech is developing during the debate. I also assist new team members to improve their presentations by providing feedback to them.

- (d) You should then provide support or evidence of achievements, such as ‘the attached statement from’, ‘this resulted in...’. These are the results or outcomes of your supporting statement and show how you were successful.

In the previous example, the outcome could be that the debating team has won six of the seven debates they have completed in this year.

4. Check you have used positive and specific language. Instead of saying “We produced newsletter”, outline specifically what you did, for example, “I formatted and edited the newsletter”.
5. Check that you have addressed the specific factors within each criteria.
6. Check that you have not undersold or oversold yourself.

Tips

Layout

- Where appropriate use (or in combination with prose) use dot points in your answers to help with clarity – it will make your application easier to read.

Length

Check with the employer as to the exact layout and required length of responses. It is becoming common place for employers to request that you address all the criteria in no more than 2 pages.

Although there are no hard and fast rules, it is suggested the length of the response be between half a page and one page per criteria.

Other Presentation Tips

- Put your name on each page
- Ensure there are no errors and that sentences are grammatically correct.
- Number every page

The time you invest in writing responses to the criteria often reflects your desire for the position, your commitment to excellent performance, and your overall approach to any task you undertake.