

ADDRESSING SELECTION CRITERIA

This type of application is used for most public sector positions: Federal government (public service), state government, Local government, Educational institutions, Health and Welfare.

What is required:

- Application form
- Statement Addressing Selection Criteria (where you demonstrate your suitability with evidence)
- Resume
- Cover letter

What are Selection Criteria?

- Listing of desirable and essential knowledge, skills and attitudes that an organisation/employer requires the successful candidate to possess in order to qualify for the position
- Selection Criteria can be listed clearly in an advertisement. Often reference will be made to phoning HR to obtain a full outline of Selection Criteria and Information Package. Most commonly used for public service/government/university positions
- Selection Criteria are also listed for other organisations - but may not be explicitly listed - it is up to you to identify/underline the key skills, qualities they are seeking as identified in their advertisement.

Why are they used for job applications?

To help the employer decide whether you meet the requirements of the position. You must explicitly state how you meet their requirements - do not expect them to wade through your resume for proof.

What are the steps involved in addressing Selection Criteria?

1. **Obtain a full information package:** this is likely to include a job description, application form (if needed) and an "about us" section relating to the organisations values, benefits and culture
2. **Start a new document.** You might like to use the heading: "Response to Selection Criteria" or "Statement Addressing Selection Criteria". Type out each of the criterion exactly as they are stated. Don't miss out any! Leave space under each criterion for your response. Include the position title and your name on each page.
3. **Identify all the specific elements in each criterion.** Underline key words in order to break down the criteria into components
4. **Prepare a response about how you meet each criteria and back it up with specific examples.** Refer to a variety of experiences: your tertiary studies, employment experience, sporting or other team activities, membership of any societies, community organisations, awards, publications etc. Write a paragraph or two outlining how you meet those criteria. Be specific in doing this - refer to specific examples of your background etc. It is OK to use bullet points

The purpose of addressing selection criteria is to show the employer that you can do the job, and also that you are keen to work for that particular organisation.

Examples of Selection Criteria

‘ Well developed interpersonal skills.’

AVOID saying "I have excellent interpersonal skills..."

ALTERNATIVE ways to express this might be:

"My interpersonal skills have been developed through liaising with a variety of customers in my sales assistant position at XYZ Shoes. I have learnt to create a positive impression on customers by being attentive and listening carefully to any difficulties they may be having in the store. I enjoy helping to resolve any difficulties quickly and efficiently with a positive outcome for everyone concerned".

‘ Ability to work as part of a team ‘

AVOID saying "I have good team work skills developed through numerous group reports and presentations at university".

ALTERNATIVE ways to express this might be:

"Both my university studies and employment experience have involved working extensively in teams. My part time administration position at Brian Hawton Real Estate Agents has involved working cooperatively in a team of eight people. This position has involved supporting the real estate agents in preparing administration work in a timely and accurate manner and also assisting the senior administrative staff by undertaking property inspection reports.

Additionally, my university studies have involved 16 group projects (both written and verbal). Most recently, my group was awarded an "A" (85% & above) for a 4000 word marketing report. This involved regular group meetings for researching, drafting and redrafting the report and liaising with the lecturer to discuss any issues."

‘High level of written and oral communication skills.’

"As Secretary and Publicity Officer of Young Achievers in 2009 and 2010, high-level communication skills were necessary to execute my responsibilities effectively. For example, I was responsible for developing a strategy to encourage new membership. This involved making telephone contacts and group presentations as well as writing and distributing invitations, information sheets and advertising posters. This action contributed to a 20% increase in membership over a 12 month period.

Other responsibilities included:

- Developing and presenting oral and written reports for fortnightly meetings
- Recording and producing detailed minutes of meetings
- Reading, recording and responding to correspondence
- Developing both oral and written responses to club business.

Additionally, I have worked on average, 12 hours per week in a customer service position in a pharmacy for three years. This position has allowed me to develop high-level communications through clear, assertive and empathic communication with a broad cross section of the community."

Common Selection Criteria

Selection Criteria	Definition	Areas to draw on
Communication Skills – oral & written	The ability to express yourself clearly and logically both orally and in writing. Ability to communicate effectively with a wide range of individuals. Selectors will assess your written communication skills by the clarity and relevance of your response to the selection criteria.	Oral: public speaking, debating, tutorial discussions, presentations, conferences, explain solutions to convince audiences, facilitate discussion, customer service Written: research papers, written reports, essays, assignments, story writing, writing for specific purposes, published papers or articles.
Teamwork Skills	Ability or potential too contribute effectively to a work team to achieve team goals. Ability to share information and work co-operatively with other team members. Willingness to assist and support team members where necessary. An understanding of team dynamics and factors that can affect team performance.	Supervision, leadership, goal setting, training, participation, Group work, understanding and valuing of difference, using strengths of members, balancing weakness. Try to demonstrate your understanding of roles within a team and to support this with examples of how you have effectively contributed to a team.
Problem solving and innovation skills	Ability to analyse and synthesise information presented n a variety of forms (eg verbal and quantitative) to assist in problem solving. Ability to identify key issues, trends and interrelationships between issues. Ability to place information in a broader context and identify likely implications. Ability to generate new ideas and creative approaches to issues and practices.	Problem solving; the capacity to understand and solve complex problem and provide analysis to use in informed decision making, the ability to research and analyse convincingly, identification of key issues, counter arguments, setting out ideas, ability to identify and collect information, use of internet, journals, books, research papers, reading and listening. Innovation; diversity of approach, open mindedness, the capacity to introduce new ideas and approaches into existing working practices, demonstration of original and lateral thinking, ability to adept to change, going the extra step, making a difference, thinking on you feet, implementation of new ideas and activities, ability to devise new skills.
Leadership and influencing skills	Capacity or potential to lead and develop individuals and teams. Ability to provide direction and feedback to others. Ability to motivate, influence and engage others in the achievement of goals.	Cultivation of a productive working environment, supervision and coaching of others, providing leadership and direction, achievement of results, ability to shape strategic thinking, communication with influence, illustrate personal drive and integrity, use of excitement and commitment to influence issues.
Desire to work in the organisation	A genuine interest in and commitment to work for the..... An awareness of one's ability to make a contribution to the work of the departments. A commitment to, and genuine interest in.	Interest in and knowledge of the broad goals, aims and objectives of the organisation, how your studies apply, what contribution you can make, how work experience relates and what the organisation can do for you ie training, career etc. <i>Need to research the organisation via internet, annual reports, corporate plan, research papers, media and other information resources.</i>