

UNDERSTANDING & ADDRESSING SELECTION CRITERIA

Steps in Addressing Selection Criteria

1. Create a new document.

Include a header or title that includes your name, the job title and position number, and a brief title indicating the purpose of the document. Suitable titles include: Statement of Claims against the Selection Criteria, Selection Criteria Statement, Selection Criteria Summary, or Summary Addressing Selection Criteria.

2. Use each of the selection criteria as headings.

Enter each selection criterion as a separate heading in the new document, leaving space after each heading to address that selection criterion.

3. Prove your ability to meet each criterion (this is time consuming & requires thought!).

In addressing each criterion, summarise the way in which your skills, qualifications, experience and personal attributes are relevant for that particular criterion. For Public Service (Government) applications in particular, this is a specialised process using particular phrases and concepts. Dr Ann D Villiers provides an excellent description of these processes in *"How to Write to Selection Criteria"* in chapters 6-9. If you are applying for a position in the Public Service it is well worth working through these three chapters, paying particular attention to:

- Make sure you understand the key phrases and address these in your application (e.g. 'Experience in', 'Knowledge of'). Often there are subtle differences in meaning that can be crucial to selection.
- Make sure you understand the difference in levels of qualities being sought and providing evidence and concrete examples to illustrate you meet the required level. For example, "I have 7 years experience in..."
- Make sure you understand the differences in key roles or functions described. For example, the roles of managing, leading, supervising, organising, and administering are often confused or articulated poorly. Understanding of the subtle differences must be indicated when you address those criteria.
- Demonstrate skills and abilities being sought and provide concrete examples and descriptions of these skills and abilities. Common areas include contributing to the work group, interacting with people and managing your own performance.
- Don't make unsupported claims or sales pitches about your skills based on personal opinion alone. For example, "I have well developed presentation and liaison skills". You should select and include evidence from your employment history or education to support any assertions of competence. For example, "my excellent management ability is demonstrated by...". The best examples illustrate the complexity and demands of the tasks.
- Use direct, active verbs, and use verbs which indicate exactly what your contribution was.
- Address all parts of the selection criteria.
- Be selective and appropriate in your use of dot points rather than long paragraphs of text. Demonstrate your writing skills in this document.
- Avoid words and phrases which reduce your credibility (e.g. some, a little, limited).

Do

- Be concise.
- Organise your application.
- Give relevant personal details.
- Comment on the extent to which your claims match the selection criteria giving concrete examples. (Ready Résumés Tip – Refer to key words in job description for relevance.)
- Format your application neatly.
- Check for spelling and grammatical errors.
- Submit your application on time or seek a time extension with good reason.
- Include a covering letter & résumé with your statement addressing each criterion.

Don't

- Give great detail about duties performed many years ago that are not relevant to the current position.
- Use poor photocopies of old or general applications.
- Waffle.

(Source www.careers.unsw.edu.au)

Aim to write about a half a page for each criterion, with anything more than a page becoming too much! **The following examples address a criterion relating to 'teamwork' from two different experiences:**

Example one – Experience gained at university

At university I regularly work within teams to complete assignments. An example of this occurred recently while undertaking a survey for an occupational safety unit. [This statement identifies the situation] This involved team discussions to decide who was responsible for particular aspects of the survey, milestones and time frames in order to ensure the unit objectives were met. My team also discussed and agreed to processes that we would follow should a member of the team not complete their assigned task. [This states behaviour based actions and activities] This resulted in a very positive team environment where our members shared and discussed information openly and which led to us all receiving good grades for the unit. [This notes what happened as a result of your behaviour]

Example two – Experience gained from community involvement

For the past two years I have been a volunteer at my local youth club. This has involved a range of team-based activities that include:

- *Club meetings to plan activities and agree group responsibilities*
- *Undertaking shared administrative and on-call club duties every month*
- *Liaising with other team members to ensure we all have the same information*
- *Representing the club at council meetings providing feedback to the team*
- *Strong commitment to effective teamwork which has directly affected our being recognised as a safe place for local youth within the community.*

Remember ...

- Read & follow any instructions provided in the job advert. or job application pack.
- Brainstorm with others to identify examples of your past behaviours that will highlight your competencies.
- Address essential and desirable criteria separately.
- Use clear headings for each criterion.
- Include statements that highlight achievements and outcomes.
- Check your spelling and grammar.
- If in doubt ask the Human Resources department or a Careers Advisor for help.

(Source: www.workplace.gov.au)