

Addressing Selection Criteria

Selection criteria are used by the public sector and some organisations to short-list applicants for interviews. They are typically a summary of the key requirements of a position and are a chance for the applicant to match their skills and experience to the requirements specified by the employer. The employer determines standards for each selection criterion and applicants are ranked according to how closely they meet the selection criteria in comparison to the standards. You must satisfactorily address each selection criterion to be considered for an interview.

This information sheet provides some general guidelines about how to address selection criteria, however, it is most important to follow the information provided in the job advertisement to see what the employer is specifically asking for.

Key Selection Criteria Terms

Selection criteria may be categorised as essential or desirable.

- **Essential criteria** are considered to be mandatory.
- **Desirable criteria** are those considered to be important but not essential.

Always address every criterion. Even if you don't have the direct experience being asked for, make an attempt to draw the skills they are looking for from an area of your life experience, or at least show you are keen and have the ability to learn the required skills.

The major types of selection criteria may relate to:

- **Qualifications** – educational and professional.
- **Experience** – direct involvement in an area.
- **Knowledge, understanding** – theory, application and implications.
- **Skills** – provide details of competency and proficiency.
- **Abilities** – expertise you have developed and your potential to develop skills.

Skills may be required at different levels, including **excellent, highly developed, demonstrated, and ability to develop**. The table below shows the type of wording typically used indicating the level sought for that criterion.

General knowledge/ Awareness of	A basic understanding
Knowledge of	Familiarity gained from experience
Sound knowledge of	A good working knowledge, specific application
Thorough knowledge of	A comprehensive grasp of information and application
Demonstrated ability	Provide specific examples of performing the function
Ability to rapidly acquire	Prove you have the capacity to learn

Requirements

- Individually address each criterion under a separate heading - the heading should be the selection criterion wording.
- Unless specified otherwise, each response should be ½ to 1 page in length.
- Carefully read each selection criterion. Break down each criterion into parts and address each aspect thoroughly.
- Be aware of key expressions and levels required in each criterion. See the table at left for more information about criterion levels.
- Use relevant academic, employment, social, committee participation, voluntary work, or hobby examples to support your claim to meet the criterion.
- Use the STAR (L) formula (details on next page) to compose your answers, and where possible, substantiate your examples with indicators of how well you did them. This might include results, comments, extended contracts, happy customers, etc.
- In your response to the selection criteria do not refer the reader to information in your resume. Your response to a selection criterion will be building on the information in your resume and giving a fuller picture of your skills and experience.
- Ensure that your application is written clearly and concisely, that it is grammatically correct, and free of spelling errors.
- Use active rather than passive verbs – e.g. "I managed...." rather than "I was responsible for...."

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