

## Addressing Selection Criteria



When applying for a job it is likely that you will be asked to address a selection criteria. This method of applying for a job may seem unfamiliar or a bit awkward to begin with, however it will provide you with the opportunity to demonstrate why you feel you are the most appropriate person for the role.

The Job Description will help you understand the responsibilities and tasks required in the job. The selection criteria describes the key personal qualities, skills, knowledge, experience and qualifications (if any) a person needs to perform the role effectively.

During application shortlisting, in addition to the information provided in a resume or curriculum vitae (CV), responses to the selection criteria will also be assessed.

If it is a requirement of the application process, it is essential to respond to each criterion, writing a paragraph or two explaining how you have demonstrated the particular skill or quality. Provide relevant examples from your work or community roles. Be clear and to the point.

It is important to provide evidence to back up your responses. Where possible, use actual examples of what you have done, how well you did it, what you achieved and how it relates to the requirements of the job you are applying for. The following STAR model may assist in developing your responses.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

- **Situation** - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- **Task** - What was your role?
- **Actions** - What did you do and how did you do it?
- **Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?

### HOW TO ADDRESS THE SELECTION CRITERIA?

#### Step One

It is important that you clearly understand what is meant by each selection criterion before putting pen to paper. Read the job description and advertisement carefully.

#### Step Two

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

Begin each selection criteria with an opening sentence that clearly states your claim to this criterion. For example: "I possess strong written communication skills, which I have developed over the course of my career."

Support the statement with detailed examples of where you demonstrated these skills.

#### Step Three

For each selection criterion, brainstorm ideas from your recent work life. Ideally, confine your examples to the last two or three years of employment, or other relevant examples such as sport, community participation.

#### Step Four

Expand on these points from step three. Go back to each criterion and choose which examples to use, by matching them against the wording of the criterion. Be specific and describe exactly what you did, including the outcome, to demonstrate convincingly that you have met the requirements of each criterion. You may like to adopt the STAR approach, as outlined earlier, to assist during this step to outline each point, then use this to develop the paragraph in full. Remember to use only one or two of your strongest examples to respond to each criterion.

#### Step Five

Check your work...

Have I been honest? Your responses should be an accurate reflection of you and your achievements

Have I addressed all aspects of the criterion?

Source: <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5>