



Addressing Selection Criteria

What are selection criteria (SC)?

Selection criteria ensure equity, transparency and objectivity when employers shortlist job applicants for interview. SC allow you to present evidence of your specific skills, knowledge, ability and experience.

Employers believe the best predictor of future success is past success. SC do the following:

- Outline key requirements of the job
- Form the basis for interview questions
- Determine the standard for each criterion, helping employers to rank applicants.

Prepare your responses

Before you start writing, follow these tips:

- Allow up to 14-16 hours (or more) to complete your application.
- Read the position description thoroughly so you understand all the requirements of the job.
- Know what the SC are asking for – essential (mandatory) and desirable (additional).
- Research the organisation thoroughly and identify how and why you would be a good fit.
- Connect with people in your network who can give you insights into the job or the organisation.
- Brainstorm potential responses based on all your life experiences, including work (paid, voluntary, internships), university, committees, social clubs and travel.

Address the selection criteria

Use the full criterion statement as a heading. Start each answer on a new page. Allow about 250-300 words for each answer, unless otherwise specified.

Identify, analyse and address each part of the criterion, clearly and concisely.

- Use a combination of narrative and bullet points to answer the criterion.

- Aim to provide one or two recent, relevant examples per criterion, effectively demonstrating your use of a particular skill.
- Always link your evidence back to the duties of the position, be results-oriented and highlight the positive learning outcomes.
- Include everything you want to say in your answer and never say, 'refer to resume for details.'
- Write using an active voice, e.g. 'I managed the change process...', keeping it assertive.

Use the STAR formula

Begin each selection criterion with a topic sentence that clearly states your claim to the criterion.

Then provide details of a specific example by describing the:

Situation - describe the situation where you used the skills/ qualities you need to demonstrate.

Task - what was required of you?

Action - what did you do in response?

Result - what happened as a result? How does this relate to the job you are applying for?

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For example

Addressing the selection criteria

1. Demonstrated effective written and interpersonal communication skills.

(Opening statement)* I possess strong communication skills which I have developed over the course of my studies and working history. (Situation)* I demonstrated the use of these skills while studying Communication in Organisations at Southern Cross University. (Task)* I was group leader for a research assignment focusing on 'Internet Use and Plagiarism', which we presented to our tutorial group.

(Action)* The team required a high level of interpersonal communication to define our assignment topic and position, and divide the research and writing tasks between us. As group leader, I negotiated an even split of the workload and ensured each person was assigned tasks they felt comfortable undertaking. I then created a simple, easy-to-read timeline for completion of tasks and distributed it to the team.

I collated each member's input and wrote and edited the final report. I collaborated with the team and we created a PowerPoint summarising our key findings, which we then delivered to our tutorial group. Additionally, I produced handouts to distribute to our lecturer and fellow students. A mark was to be awarded for group discussion, so I suggested we ask for questions throughout and helped facilitate this while my team members delivered our presentation.

(Result)* We were awarded a distinction for our assignment. Our unit assessor commended us on the lively debate and the high standard of both the presentation and handouts. The skills I gained through this exercise have prepared me well for workplace requirements such as report writing, creating project timelines, team consultations and client presentations.

*Do not include these labels in your final answer

2. Sound interpersonal skills including the ability to liaise with others and contribute effectively in a team environment.

In my second year of university at Southern Cross University (SCU), I volunteered to be a Student Leader and worked as part of a close-knit team to help support the newly arrived first-year students through their orientation period. In this role I was required to professionally represent the University, help build cooperative and lasting relationships between the students and their School and work closely with the other Student Leaders.

Over a three-week period, I attended an induction training day, the orientation information sessions, the School networking lunch and throughout, I worked effectively and courteously in a team environment made up of University staff and students. During my induction I participated in a formalised teamwork training activity where we explored the importance of understanding team roles and identifying strengths and gaps in those teams.

At my School's information session I was required to present a testimonial of my experiences whilst studying at SCU. Throughout, I made a point of communicating clearly and confidently and I received positive feedback from both staff and students.

As a result of being a Student Leader, I now play a pivotal role in connecting students to their School. In my own university studies, I actively and effectively participate in team projects and consistently score excellent grades.

Addressing selection criteria checklist

- I worked through the Selection Criteria module in the CareerSuccess resources.
- I understand what the job is, as indicated by the position description.
- I brainstormed examples and prepared thoroughly before I began to write my answers.
- I proofread, used spellcheck and edited my written responses a day after finishing my draft.
- I have given it to a friend, family member, colleague or Career Consultant to read and give feedback.
- I used the active voice and strong action words (see our **Applications Thesaurus**).
- I made the length and format appropriate and checked whether there were guidelines for these.
- I have written clear and concise answers, with specific examples, modelled on the STAR formula.
- I identified my skills, knowledge, ability and experience with honesty and accuracy.

For more help

SCU CareerSuccess: scu.edu.au/careers | careers@scu.edu.au