



# Addressing Job Application Selection Criteria

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## WORKING WITH SELECTION CRITERIA

Selection criteria are the key competencies required for a position; they include the skills, knowledge, experience, values and personal attributes required.

### When selection criteria are provided

Government departments throughout Australia have a system whereby all the details of a position are available for applicants to help them prepare their application. This includes a position description and the skills and knowledge required (often referred to as the Selection Criteria or Knowledge and Skills Required). Some non-government and industry employers also produce formal selection criteria for applicants.

There are two types of criteria; essential and desirable. As an applicant you must address each criteria.

### When selection criteria are not provided

If the organisation does not have any formal criteria for you to address, you must still tailor your application to their needs. You can do this by using some of the key words in the advertisement and attaching a supporting statement which is prepared in the same way as formal selection criteria.

### When minimal information is provided

In very rare circumstances you will be provided with little or no information about the knowledge and skills that are required. In this case all you can do is prepare a very strong covering letter setting out your particular claims to the position.

## **BASIC GUIDELINES FOR ADDRESSING SELECTION CRITERIA**

The basic guidelines for addressing selection criteria are as follows:

### **Collect the information you need**

- obtain the position description;
- find out the knowledge and skills required;
- ask further questions to clarify issues by contacting personnel (indicated in the advertisement or position description); and
- don't assume any details without checking.

### **Identify each criteria**

Write each criteria on a separate page and break it up into distinct, workable parts. For example, if one of the criteria statements reads "must have strong written and oral communication skills, the ability to work well in a team as well as high level negotiation and liaison skills", you need to divide the statement up as follows:

- strong written and oral communication skills;
- the ability to work well in a team;
- high level negotiation skills; and
- high level liaison skills.

### **Brainstorm your examples**

You must address each of these parts, giving fairly equal attention to each. For each part, brainstorm as many examples as possible of your background in this area. Don't be too selective at this stage about what to include.

### **Revise and refine**

When you have completed the brainstorm for all the criteria, go back and select the examples that you think best address each one. You'll find you'll do a bit of 'cutting

and pasting' before you end up with the most appropriate and powerful examples under each heading. Make sure that you use a variety of experiences throughout your statement. Be careful not to use your involvement in a particular activity (no matter how significant) as evidence for every criteria.

## **WRITING UP THE SELECTION CRITERIA**

When addressing selection criteria, it is useful to apply the STAR model. Placing examples of how you have demonstrated your skills into the STAR model is critical for developing an effective statement.

The STAR acronym stands for:

- **S**ituation (briefly describe the context)
- **T**ask (what were your responsibilities or initiatives?)
- **A**ction (what did you do?)
- **R**esult (what were the outcomes?)

For each criteria:

- write the name of each criteria;
- start with a positive claim, using an active verb from the list of Buzz words
- give a specific example;
- describe how you acted; and
- describe the result – what difference did it make to the company/team.

### **Other tips to keep in mind when addressing selection criteria**

- Dot point form and/or concise sentences make your application easier to read.
- Use examples to back up every statement you make (use examples which can be visualised).

- Don't just feed their words back to them – make every sentence count by focusing on what you have to offer.
- For a listing of words you can use in your statements, see the list of buzz words at the end of this fact sheet.
- Devote approximately \_ –\_ a page to each criteria.
- When each criteria is given a weighting of importance you should dedicate a proportionate amount of detail to each part.
- When a statement asks for qualifications or some other information that is finite, the length can be shorter.

## EDITING CHECKLIST

Before submitting your application you should check your selection criteria against the following checklist:

- professional, active and fits the role
- logical and consistent
- checked for errors and edited for order and focus
- check tense
- reduce complex sentences
- check over-writing
- avoid abbreviations
- avoid weakening qualifiers
- most important information first

## A FINAL NOTE

Given that selection criteria forms the basis for employers when designing their interview questions; preparation for the next stage of the job search process, that is the interview, is much more straight forward when you know exactly what the employer is looking for. At interviews candidates are usually asked questions that are directly related to the selection criteria. This allows you to prepare responses that are an extension of what you have written in your Statement Addressing Selection Criteria.

## BUZZ WORDS FOR JOB APPLICATIONS

### A

accelerated  
 accomplished  
 accounted for  
 achieved  
 acquired  
 acted  
 adapted  
 addressed  
 administered  
 adopted  
 advanced  
 advised  
 aided  
 allocated  
 allowed  
 analysed  
 applied  
 appointed  
 appraised  
 approved  
 arranged  
 assembled  
 assessed  
 assigned  
 assisted  
 assured  
 attained  
 attuned to  
 audited  
 authored  
 automated  
 avoided  
 awarded

### B

balanced  
 began  
 believed  
 broadened  
 brought in/about  
 budgeted

### C

calculated  
 catalogued  
 characterised  
 clarified  
 classified  
 collaborated  
 competent with  
 compiled  
 concentrated  
 conceptualised  
 conducted  
 configured  
 consolidated  
 constructed  
 consulted  
 contacted  
 contained  
 contemplated  
 continued  
 contracted  
 contributed  
 coordinated  
 critiqued  
 curtailed

### D

delegated  
 demonstrated  
 designed  
 despatched  
 determined  
 developed  
 devised  
 diagnosed  
 differentiated  
 directed  
 disseminated  
 distinguished  
 diversified  
 diverted  
 documented

**E**

edited  
 eliminated  
 employed  
 empowered  
 enabled  
 enacted  
 encouraged  
 engaged  
 engineered  
 enhanced  
 enlisted  
 enrolled  
 ensured  
 equated  
 established  
 evaluated  
 examined  
 executed  
 exhibited  
 expedited  
 experienced  
 experimented  
 extracted

**F**

facilitated  
 familiarised  
 fashioned  
 financed  
 fine-tuned  
 focused  
 forecast  
 formulated  
 founded

**G**

gained  
 generated  
 grouped  
 guided

**H**

handled  
 harmonised  
 headed  
 held  
 hosted

**I**

identified  
 illustrated  
 implemented  
 indexed  
 influenced  
 initiated  
 instigated  
 integrated  
 interpreted  
 introduced  
 investigated  
 issued

**J K L**

joined  
 judged  
 kept  
 launched  
 lectured  
 led  
 liaised  
 lowered

**M**

made  
 maintained  
 managed  
 manipulated  
 manufactured  
 mapped  
 marketed  
 master-minded  
 measured  
 mediated  
 mentored  
 modelled  
 moderated  
 modified  
 monitored  
 motivated

**N**

named  
 navigated  
 negotiated  
 networked  
 nominated  
 noted

**O**

obtained  
 opened  
 operated  
 organised  
 originated  
 overcame  
 overhauled  
 oversaw

**P**

packaged  
 participated  
 perfected  
 performed  
 permitted  
 persuaded  
 pioneered  
 planned  
 presided over  
 processed  
 produced  
 programmed  
 projected  
 promoted  
 proposed  
 provided  
 publicised  
 published  
 purchased

**Q**

qualified  
 quantified

**R**

ratified  
 recognised  
 recommended  
 reconciled  
 recruited  
 rectified  
 referred  
 reformed  
 regulated  
 rehabilitated  
 reorganised  
 represented  
 researched  
 restructured  
 retrieved  
 reversed  
 revised  
 revitalised

**S**

scheduled  
 screened  
 selected  
 served as  
 settled  
 simplified  
 solved  
 specified  
 streamlined  
 strengthened  
 structured  
 succeeded  
 suggested  
 summarised  
 supervised  
 surpassed  
 surveyed  
 systemised

**T**

tabulated  
 taken part  
 theorised  
 trained  
 transcribed  
 translated  
 trimmed  
 turned around

**U V W**

undertook  
 unified  
 upgraded  
 used  
 utilised  
 validated  
 verified  
 versed  
 viable  
 voted  
 widened  
 won  
 wrote

Fact Sheets are also available in accessible  
 format on [www.adcet.edu.au/gateways](http://www.adcet.edu.au/gateways)