



Addressing Selection Criteria

What are Selection Criteria and why are they used?

Selection Criteria usually relates to:

- ★ Qualifications ~ detail educational and professional qualifications
- ★ Experience ~ show the extent of direct involvement in an area
- ★ Knowledge ~ outline theory, application and implications
- ★ Skills ~ provide details of competency and proficiency
- ★ Abilities ~ indicate your potential to develop skills and outline the expertise you have developed.
- ★ Personal characteristics ~ provide details of the kind of person you are and how well you fit into the environment.

Selection Criteria may be categorized as **essential** and **desirable**. You must meet the **essential** criteria to be considered for a position. Without having the relevant qualifications, knowledge, skills or experience, you would not qualify for the position, and if you do not meet the **essential** criteria, you will not be short-listed for interview. It is not necessary for you to have the qualifications, knowledge, skills, and experience described by the **desirable** criteria, but your chances of being short-listed are better if you do.

Examples of Selection Criteria

Apart from qualifications and experience that may be specific to a particular job, there are several selection criteria that are common to many government positions. These include:

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| ★ ability to maintain confidentiality | ★ written communication skills |
| ★ ability to work as part of a team | ★ ability to work independently |
| ★ attention to detail | ★ ability to work under pressure |
| ★ initiative | ★ flexible and adaptable approach to work |
| ★ knowledge of the organization | ★ keyboard skills |
| ★ knowledge of policies and procedures | ★ organizational/planning skills |
| ★ problem-solving ability | ★ sensitivity |
| ★ supervisory skills | ★ verbal communication/interpersonal skills |

Why Selection Criteria must be addressed

For a general staff vacancy, the selection panel is required to assess each applicant in terms of how well they meet the selection criteria. However, the selection panel, who may have 100+ applications to assess, does not wade through each résumé and covering letter to find the relevant information about what relates to each criterion.

How to Address Selection Criteria

Format and Layout

- ★ Make it a separate attachment from your résumé and covering letter.
- ★ Give the document a heading and include the following details [on each page]:
 - Title, e.g. 'Statement Addressing Selection Criteria'
 - Name of the position and vacancy reference number (e.g. SP/103)
- ★ Address each criterion separately:
 - Give each a title, using exactly the same wording as appears on the selection criteria, listing each criteria in the same order as in the selection criteria
 - Under each heading explain how you meet that particular criteria

Content

- ★ Highlight your **relevant skills** and **experience**. For example:
 - Selection Criteria: Prepare agendas, minutes and reports for the Committee. 'I have been secretary to a number of senior level university committees. My responsibilities have included organizing meetings, researching background information, taking minutes, and preparing and distributing agendas, reports and minutes.'
 - Selection Criteria: Filing, photocopying and general office duties. 'In all my previous positions I have performed general office duties such as handling telephone enquiries, greeting visitors, arranging meetings, filing, photocopying, sorting and distributing mail.'

- ★ Indicate the extent of your **experience** in relation to a particular criterion, e.g. number of years' experience, number of staff supervised, etc. For example:
 - 'I have over four years experience using Microsoft Word on a daily basis. I am able to use advanced features of the program, such as'
 - 'I am responsible for supervising the day-to-day work of five staff'

- ★ Briefly give details of one or two specific things you've done that are **good examples** of your ability to meet the criterion. For example:
 - 'I was responsible for organizing a large seminar attended by 100 staff. This involved'
 - 'My ability to work well in a team was demonstrated when'

- ★ Where possible, indicate how successfully you **meet the criterion**. You could do this by referring to feedback you've received from others, or things you've set up that are still being used. For example:
 - 'A report I wrote about was well received by the Committee, and circulated as a discussion paper.'
 - 'The accounting spreadsheet system I introduced two years ago is working effectively and staff say that they find it easy to use.'

- ★ Mention any **relevant qualifications** and **training** you have, particularly if your experience is limited. These might include:
 - Details of any relevant training courses you've attended, such as 'Effective Communication at Work', or 'Introduction to Microsoft Excel'
 - Subjects studied as part of award courses, i.e. as bookkeeping, office practice, etc.

General Guidelines

- ★ Use as many examples as possible to support your claim in each criteria.
- ★ Substantiate your examples with indicators of how well you did them. For example: results, comments, reports, performance reviews, happy clients/customers, etc.
- ★ In your response do not refer to your resume. If something is relevant in your resume write it into your selection criteria statement.
- ★ Use good English, ensuring your application is written clearly and concisely, that it is grammatically correct and free of spelling errors.

Make sure that any information you include is DIRECTLY relevant to the position.