



Addressing the Selection Criteria

When looking for a job, there is much more goes into it than having just a good resume and cover letter. The selection criteria are a list of requirements you must satisfy to qualify for a job and is an important part of your application. Generally, if you don't supply answers that address the selection criteria you won't be considered for the job.

Selection criteria represent the key qualifications, training, abilities, knowledge, personal attributes, skills and experience a person must have in order to do a job effectively, found in every position description. You must meet the selection criteria in order to be considered for a position.

Understanding the entire process. Employers use these key criteria to compare applicants on the same level.

Study the key criteria. Think carefully about what the employer is looking for. Make bullet points for your answers. Read each criterion carefully and highlight the key words, such as; **Demonstrate, high level written** communication skills, with the ability to **write reports** for **senior staff** (see example selection criteria*).

- For each criterion, brainstorm for ideas and write down all your relevant knowledge, skills, abilities, training and experience.
- Think of specific examples where you have used your skills, abilities, and bullet point these. Consider them in terms of:
 - Activity - what happened, what the situation was
 - Behaviour - what you/others did
 - Consequence - what the outcome was.
- Focus on your key achievements and note these down, for example:
 - reduced costs/time taken to perform tasks/reduction in the use of products
 - procedures/processes streamlined and or policies and procedures reviewed and implemented
 - technical knowledge and skills

- suggestions you made that were implemented – quality activities/initiatives
- complaints and compliments by consumers and colleagues

Matching the criteria. Print out your resume so you can compare it against their key criteria. Customise your resume for the job, so it highlights the key criteria.

Keeping the layout simple. Bullet points and short sentences are best. Time-restricted recruiters check for key points in very few words. Less can be more when it comes to your job applications.

Give the best responses. Applicants who have credible examples of the key criteria stand a better chance to make it to the top of the pile. Here you should follow the STAR method:

- Situation – Explain where the example came from (example customer service).
- Task – Your role in the example.
- Action – Outline any action you took
- Result – The ending result

Confirming your claims. Instead of saying “I worked in a team”, be specific about the role you played.

Choosing words carefully. Recruiters can spend as little as 6 seconds scanning resumes. 30 seconds is around the time they spend on an entire application. If you have words that POP, you can catch further attention. Where possible use the same words that are used in the key criteria.

If the criterion states “Demonstrate” then you need to show the recruiter how you have addressed the criterion within your workplace, demonstrate to the recruiter that you have the skills that they require.

Proofreading responses – Get someone else to do it. Fresh sets of eyes are best when making sure you have answered the questions and corrected all spelling and grammar mistakes. Ask the person if they'd employ you based replies to the key criteria.



Essential Qualifications and Desirable Qualifications

When you have a job advertisement in front of you, there is a good chance it will contain desirable and essential qualifications. The reason these are listed are recruiters will base job postings on job descriptions. This is on top of a list of duties a candidate would need to do to fulfil the role.

These qualifications serve as a screening process for the hiring managers, and it is here there are two categories, these being desirable and essential qualifications that you will need to address when applying for the position.

Now, "What is the difference between essential and desirable?"

Desirable Qualifications

If you can fill the list of desirable qualifications in a job advertisement, a hiring manager would look at this as the icing on the cake. How often is it a person knocks on your door who can do everything you desire? These qualifications aren't necessarily what is needed to do the job effectively, and a good example is speaking a second language. It might not be required, but it is hand to have for a business.

Essential Qualifications

These differ from the above because these are the qualifications needed to perform the tasks listed in the job description. Candidates who apply for positions without fulfilling this part of the selection criteria will be wasting not only theirs but also the employer's time.

Examples of essential qualifications can be things like; working with vulnerable people or working with children, drivers' licence if the position is in community or requires travel, experience within the particular specialty or setting.

Example Selection Criteria*

These are the key criteria for how you will be assessed in conjunction with your resume and experience. Your statement of claims against the Selection Criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your best interest to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that reinforce them.

1. **Demonstrated advanced** level of **clinical competence** within the specialty area and commitment to **personal ongoing professional development**.
2. **Demonstrated** ability to **facilitate clinical teaching** within the workplace utilising adult learning principles and **following practice standards and policies** with the ability to **manage educational and operational priorities**.
3. **Demonstrated** ability to **support and mentor nursing staff**. This includes **assessing the competence of nurses** within the clinical setting including the **reporting of progress / issues and delivering timely and accurate feedback**.
4. **Demonstrate leadership, negotiation, and effective written and verbal communication skills** in the clinical and non-clinical setting.
5. **Demonstrates** a commitment to **Work, Health and Safety (WHS)** and the **positive patient experience** and displays **behaviour consistent with the organisation's values**.

Ask yourself the 'so what?' question

When attempting to provide appropriate evidence to support your claims it is useful to ask yourself the 'So What?' question.

For example:

Leadership, change management and teamwork skills:
In my role(s) as _____ and _____ I was responsible for managing/supervising a team of ___ staff. In this/these roles my key responsibilities extended from orientation, induction and training to guidance and direction in day-to-day operations as well as performance review and workforce planning.



Applying the ‘So What?’ question: So, what? Why did you do this? What did you accomplish?

I have been able to demonstrate sound and appropriate judgement in a wide range of (*staffing/supervisory/management*) situations during a time of significant change in my (*Faculty/business unit/team/area*). Additionally, I have formed strong working relationships with senior managers/academic, colleagues and staff reporting to me.

I have contributed to (*special projects, working groups, committees?*) to demonstrate my abilities to work independently and as part of a team.

Ask yourself “Are the organisational values consistent with your values”? How can I demonstrate that I conduct myself to reflect the behaviour of the organisation?

References:

The University of Western Australia. Addressing the selection criteria. 2012. **Addressing the selection criteria: Jobs at UWA: The University of Western Australia** Accessed 8 December 2020.

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The University of Melbourne. Addressing Selection Criteria. **Selection criteria (unimelb.edu.au)** Accessed 15 December 2020.