

Addressing Selection Criteria

What are selection criteria?

Selection criteria are the competencies listed in a job advertisement and/or position description that outline what the organisation is seeking in a candidate. While most organisations only want the submission of a resume and cover letter, some organisations (often public sector: government, academic) request additional responses to the selection criteria. The organisation may specify which of the criteria they want to be addressed. For example, when applying online, a page may appear requesting responses to specific questions. Or, an organisation may simply request you submit a document addressing the selection criteria, whereby you need to prepare your own document responding to all the criteria

How to answer selection criteria

Preparing the document

- Start your document with your name and title of the job to which you are applying
- Copy all criteria from the job ad (or position description) to your document, set them as headings
- Go through each criterion and decide if sub-headings are needed to make it easy for the reader
- Format the document similarly to your resume and cover letter (same font and size)

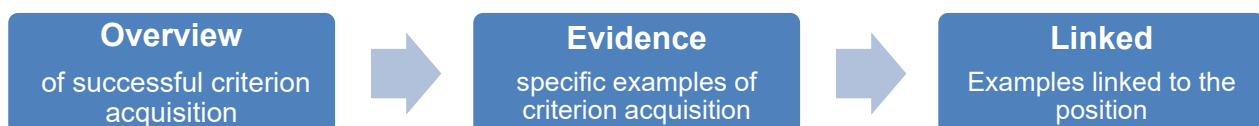
Preparing responses

- Refer to your resume and brainstorm the examples you are going to use
- Plan before addressing any criteria so you know which examples are best suited for which criteria
- Draw on evidence from all parts of your resume

Responding

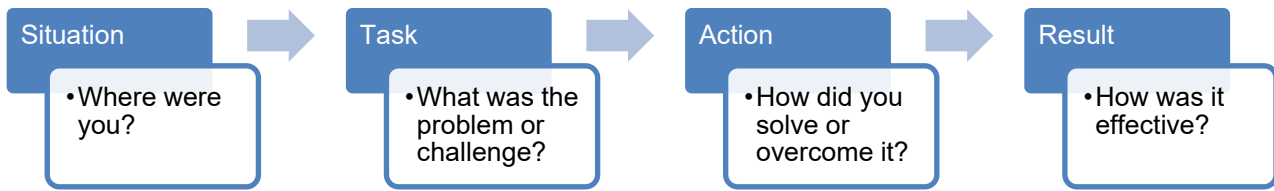
- Address **ALL** criteria with relevant and specific examples
- Proof read the document
- Avoid passive language (“had to”, “was assigned to” or “was required to”)
- Avoid credibility-reducing words (“always”, “often”, “every”)
- Use numbers to quantify your experience
- Use the **3-part structure (below)**

3-part structure



Evidence

- **STAR statements – to describe a key example**



- **Achievement statements – to list additional examples (optional)**
 - Concise bullet points indicating additional evidence pertaining to the criterion

Example (criteria: Demonstrated effective problem-solving ability)

My problem-solving capacity has been applied in consulting competitions and research projects.

I competed in a consulting case-competition (Univariate) in 2017. In collaboration with 4 team-members, I undertook a project for Deloitte to develop novel marketing methods for their 2018 graduate recruitment drive. I met with key stakeholders including the HR Business Partner and recruitment team. Subsequently, I conducted a needs-analysis based on reviewing survey data and identified gaps for improvement. After conducting extensive research, I proposed 3 pathways to meet the outstanding needs, outlining the benefits, challenges, and cost-effectiveness of each and, presented these solutions to Deloitte. The solutions were well received resulting in the team placing 4th from 11 competitors.

I have conducted 3 research reports at UNSW in psychology and business disciplines. These reports required conducting literature reviews, designing appropriate experiments, and analysing data to developing feasible solutions, resulting in a distinction average:

- *Reducing anxiety in the Australian population through therapy delivered through technology (apps)*
- *Positively influencing social behaviours (health checks) through implicit marketing (nudging)*
- *Increasing employee engagement through designing a workplace with intrinsic rewards*

My ability to identify problems, troubleshoot various factors, assess gaps between the current and desired outcome, and propose multiple feasible solutions can be applied to undertaking [tasks] at [organisation]

Glossary of Commonly Used Terms

Listed below is a glossary of terms and their meanings commonly used in selection criteria. A clear understanding of these key expressions will assist you in pitching your selection criteria statements, resume and cover letter to the level of the position.

Proven record in	Can substantiate any claims to the experience or skills, preferably with documented outcomes
Experience in	Have performed the task
Ability to	Having the skills, knowledge or competency to do a required task, and have previously done such tasks
Capacity to	Able or qualified to perform a task, may draw on transferable skills
Aptitude for	Suitability or fitness for a task or role, may have potential but not proven capacity or ability
Understanding of	More than knowledge; comprehension of the matter, and perception of its significance
Background in	Usually used in reference to educational qualifications or area of specialisation
Knowledge of	Familiarity gained from actual experience or from learning
Awareness of	The least amount of familiarity with a matter, but conscious of its existence
Qualifiers	e.g. well developed, demonstrated, extensive & high level: All indicate that what is being claimed must be able to be soundly supported with concrete examples which show breath & depth of experience and/or capability; best to decide on their hierarchy at the outset

Additional Support

- Register for the workshop *Addressing Selection Criteria*
- Make an appointment with *Careers and Employment* to discuss your selection criteria

