

## How to complete a Selection Criteria

A Selection Criteria is a list of attributes and skills that are either essential or desirable for an advertised position.

When being asked to address the Selection Criteria, you are being asked to comment on each of the points and demonstrate that you have the attribute, qualifications, experience or the skills that the position requires.

Selection Criteria are often divided into three sections: Attributes, Essential Skills and Experience and Desirable Skills and Experience – or headings similar to these. Attributes are usually personality or behavioural type traits such as being a team player or having an assertive and confident demeanour. Essential Skills and Experience are skills or qualifications that an applicant must have in order to fill a position. Desirable Skills and Experience are skills and qualifications that the employer would like an applicant to have but are not a must for being eligible to get the job.

For example, **Attributes** for the position of a Reception Administrator might include that the person be 'Friendly and approachable'. In addressing this Selection Criteria, you would be explaining what makes you a friendly and approachable person and it is useful to give a short, work based example to back this up.

eg. "Being friendly and approachable is one of my best assets. I demonstrate this in my current role as an Administrative Assistant by verbally welcoming all visitors with a smile and in a calm, clear voice I ask how I can be of assistance. I am the type of person who is able to keep my cool and maintain a professional, warm demeanour with a wide variety of personalities".

Addressing Selection Criteria that are **Essential Skills and Experience** is very much the same approach as addressing an Attribute. You need to clearly state how you meet the particular Essential Selection Criteria and where appropriate, back this up with an example. An Essential Selection Criteria may be, "Experience in facilitating meetings with community members".

To address this Essential Selection Criteria, you might state that, "I was responsible for facilitating meetings in my role of Neighbourhood Advisor for Attic Industries. These meetings consisted of up to 25 local residents with a wide range of agendas and issues. It was my responsibility to assist the group to stay on task with respect to agenda items, maintain order, provide opportunities for all in attendance to have a say and convey information clearly and effectively. I managed this task effectively and professionally at all times".

You may or may not have the qualifications, skills or experience where some of the **Desirable Skills and Experience** are concerned. A Desirable Selection Criteria might be, "Experience in driving a 4WD vehicle in sandy or dune type areas". If you have this experience then answering the question will be in a similar format to those already described as above. If you don't

have this experience, as the skill is 'Desirable' rather than 'Essential', as already explained you don't have to have the skill to be eligible for the job. What you do not want to do is either leave the Criteria unanswered completely or write something such as, "I haven't done this before" and leave it at that. An appropriate answer to a Desirable Selection Criteria that you don't have the qualifications, skills or experience in would be something such as, "Although I have not had the opportunity to drive a 4WD vehicle in this type of terrain, I have driven a 4WD under other conditions with success. I would be available and willing to undertake appropriate training to develop my skills in this area". You are approaching the question with a can do, solution focussed attitude – much more appealing to an employer than lying down and admitting defeat!

Points to remember:

1. **Stick to the topic** – if you're asked to comment on your *verbal* communication skills, avoid wandering off in to explanations about your great report writing skills in the same point. You're not being asked about your writing skills and the reader does not want to be wading through unnecessary information, when they are likely to have a dozen other applications to read through.
2. **Keep responses brief and succinct.** A half a page comment is about as much as you should need to write in order to address each Criteria. Similarly some Criteria may require only a brief response and unnecessary, lengthy commentary is unlikely to go in your favour. For example if you are asked to comment on having a C class Driver's License, unless you are applying for the role of a driver and you need therefore to be detailed about your extensive driving experience and history, simply saying, "I am in possession of a current, WA C class Driver's License" is to the point and all the information that is required to address the Criteria.
3. **Use relevant, work based examples** to support your responses where possible.
4. **Provide an answer to ALL of the criteria.** Leaving Criteria without a response is not acceptable.
5. **Make each Criteria stand out** with spaces between each point and/or by bolding the Criteria heading. Don't make it difficult for the person who is reading your answers to work out which response matches with which Criteria.
6. **Use a professional, formal standard of written English.** You are not sending a text message to a friend, nor trying to demonstrate your exceptional ability to use the latest abbreviations.