

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

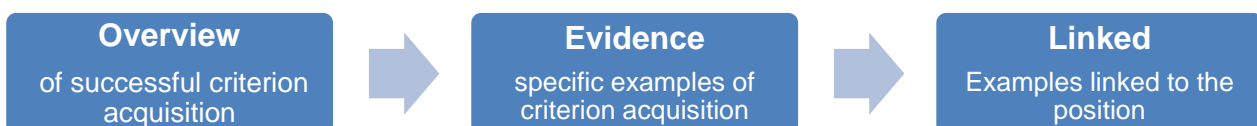
Avoid passive language ("had to", "was assigned to" or "was required to")

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 (Univative) 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



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.

<i>Proven record in</i>	<i>Can substantiate any claims to the experience or skills, preferably with documented outcomes</i>
<i>Experience in</i>	<i>Have performed the task</i>
<i>Ability to</i>	<i>Having the skills, knowledge or competency to do a required task, and have previously done such tasks</i>
<i>Capacity to</i>	<i>Able or qualified to perform a task, may draw on transferable skills</i>
<i>Aptitude for</i>	<i>Suitability or fitness for a task or role, may have may have tititabiaQq15D 20 w</i>

