

Tips on Writing Selection Criteria

The University Careers Centre also provides workshops to help students write applications and prepare for interviews. The workshop timetable is available here:

http://www.careers.usyd.edu.au/students/newsevents/events_workshops.shtml

A. The Purpose of the Selection Criteria

- Employers use Selection Criteria Statements to assess how closely candidates match the role and duties of the available position
- It is not always evident to employers how your resume fits the selection criteria—in such cases, a Written Selection Criteria Statement can be used to more efficiently short list applicants
- Therefore the Written Selection Criteria Statement should **concisely** present all relevant information.
- It should be written so that readers can visually “scan” or “skim” the document easily.
- It is acceptable to write using the first person and to use clear headings and bullet points

B. How to Effectively Address the Selection Criteria

1. Give each criterion a separate heading
2. Address each criterion separately, listed in the same order as presented in the selection criteria list
3. Under each criterion, write a brief description demonstrating how you satisfy it
4. Where possible provide relevant and specific examples as evidence that you actually do satisfy the criterion
5. Clearly label when you are addressing essential criteria and when you are addressing desirable ones
6. Try to use different sources of experience in providing evidence. However, don't be overly concerned if you don't have a different example for every criterion
7. Explain both your recent experience as well as notable achievements

C. Example of Selection Criteria with Evidence

(Note: The example criteria are **NOT** the criteria for the position. The **actual** selection criteria are outlined on the PASS web pages. You **NEED** to address the criteria on the web pages.)

Example 1: Proven experience in delivering a strong client focused service (Essential criteria)

It is my belief that in order to provide an excellent service in any field, it is essential to treat customers with respect and patience, seeing to their needs while always keeping in mind the interests of the employer.

- These attributes have been developed during my two years of experience as a Sales Representative at David Jones

- A notable achievement was winning the Customer Service Excellence Award in 2005

Example 2: Excellent written communication skills, including the demonstrated ability to compile reports (Essential criteria).

My colleagues have told me that they consider my communication and interpersonal skills to be excellent. My skills have been developed throughout my education and professional experience. Their quality is demonstrated in a range of areas, for example:

- My consistent high grades (e.g.,.....)
- My award in
- My selection and participation in (e.g., the Higher Education Workplace Skills Olympiad (HEWSO) in 2005)
- Feedback from my lecturer on a recent presentation that commended my clarity and effectiveness of communication
- I have also successfully presented at and have been commended on my public speaking by

(Note: you don't have to have lots of examples; we have provided a range of examples to provide extra prompts for you).

Example 3: Demonstrated ability to work independently under general direction (Desirable criteria)

I have demonstrated the ability to work independently and under general direction in various areas, both in paid work and also during my studies, for example:

- XXX
- XXX

D. Some helpful language

- I have demonstrated my capacity to XXX in the following ways YYY
- My effectiveness in this area is demonstrated by XXX
- My ability to perform this role successfully is shown by /evidenced in XXX
- The quality of my XXX skills is shown in

E. Some References to use

For more detail and examples on how to write documents addressing selection criteria, please view the following web pages:

1. http://www.csd.uwa.edu.au/job/guide/sec_3_5.htm
2. <http://www.graduatecareers.com.au/content/view/full/2799>
3. <http://www.bom.gov.au/careers/guide2SC.shtml>