

A guide on addressing selection criteria for applicants

What Are Selection Criteria And How Are They used?

Selection criteria describe the Skills, Experience, Qualifications and Attributes a person needs to perform the role effectively. They are used to identify the right person for the role.

Selection criteria can also be divided into:

- Essential criteria ('must have' criteria)
- Desirable criteria ('nice to have' criteria).

The selection committee will rate applicants against the criteria in order to select the right applicant.

You must meet all of the 'essential' criteria in order to be seriously considered for a role. It is not necessary for you to have the qualifications, skills and knowledge outlined in 'desirable' criteria. However, your chances of progressing through the selection process (e.g. being short-listed) will be greater if you meet all the selection criteria, as you may be competing against many applicants.

How Do Applicants Address Selection Criteria?

The key is to:

- demonstrate how you meet the selection criteria;
- provide specific details or examples of your work; and
- where possible, include an indicator of success or a result.

It is important that you clearly understand what is meant by each selection criterion before putting pen to paper.

When addressing each selection criterion, you should begin with an opening sentence that clearly states your claim to this criterion. For example:

'I possess strong written communication skills, which I have developed over the course of my career'.

This opening statement then needs to be supported by detailed examples of how you have demonstrated these skills in the workplace.

For each selection criterion, include examples from your work life (or other context if workplace examples are not possible).

Demonstrate how these examples meet the different aspects of the selection criteria - be specific and describe exactly what you did, including the result. This is to demonstrate convincingly that you have met the requirements of each criterion.

You should read through your application carefully before you submit it.