



Answering Selection Criteria

More and more employers in both the private and public sectors are using your ability to address selection criteria in assisting them short-list candidates. Each applicant is rated on how closely you meet each of the criteria and then ranked accordingly. Regardless of the position you are applying for, you will discover that this worksheet will be helpful in applying for any job vacancy requesting selection criteria.

Selection Criteria

Write the title of the criteria at the top of the page, exactly as it appears in the job description.

Introduction

Begin this paragraph with a positive claim that you have the required skills, knowledge and attributes. Expand by describing your skills and knowledge,

Set the Scene [Task]

Briefly describe an example [situation, project] of a time when you successfully demonstrated this skill. Note where you were and what you were trying to do.

Action

Describe in detail how you applied your skill/s. Provided step by step descriptions of the actions you took. This is an important part to the Selection Criteria.

Outcome [Result]

Tell what the successful results of your actions were.

Closing Paragraph

Link your knowledge and skills to the selection criteria and finalize by telling that you can apply it to this position.

General Hints

- ★ Read job description thoroughly
- ★ Make sure that you have the skills and knowledge for each criteria
- ★ Research the position
- ★ Do not refer to your resume when writing the selection criteria
- ★ If something is relevant in your resume, write it into you selection criteria
- ★ Have someone check each response
- ★ Include a cover letter and resume