

# ADDRESSING A SELECTION CRITERIA

## WHAT IS A SELECTION CRITERIA?

A Selection Criteria, put simply is a list of qualities, personal attributes, skills and experience that a person must have to perform a job effectively.

Many Government organisations, including Local Government, ask applicants to “address” the Selection Criteria when applying for a job. Each job is different and therefore has a different set of Selection Criteria.

“Addressing” (or responding) to each of the Selection Criteria gives employers valuable information about you and your previous work experience, training and skills used in any life situation. These examples help employers decide who the most suitable person for the job is.

## COMMON GRADUATE SELECTION CRITERIA INCLUDE:

- ✓ Problem Solving Skills
- ✓ Teamwork skills
- ✓ Communication skills
- ✓ Leadership skills
- ✓ Organisational skills
- ✓ Time management skills
- ✓ Customer focus
- ✓ Technical skills
- ✓ Specific knowledge area

## THE STAR TECHNIQUE

Your response to each of the Criteria should draw on examples from a range of your experiences which demonstrate your skills. To do this effectively, you should outline a short ‘story’. Format your story (your response) using the STAR technique:

**S** = Situation - Context: who, where, what (approx. 1 sentence)

**T** = Task - Problem or issue you were solving (approx. 1 sentence)

**A** = Activity - Steps or strategies used to solve the problem (3-4 sentences)

**R** = Result - Outcome of the situation, what you learnt (approx. 1 sentence)



# ADDRESSING A SELECTION CRITERIA

## TIPS ON HOW TO ADDRESS SELECTION CRITERIA

- List each Selection Criteria on a separate page then brainstorm 2-4 recent examples of how you demonstrate the skills described in each one
- Draw on a range of experiences, E.g. study, paid work, community and sporting activities
- Select your BEST examples of how you managed situations and the outcome
- Use the STAR technique to format your responses (previous page)
- Use an active voice ('I developed skills in... at...')
- Be positive (avoid negative words 'lack of experience,' 'never')
- Focus on your contribution if it was part of a team effort ('I' not 'we')
- Compare your experience to the criteria, not other applicants ('I have experience in...from my role at...' rather than 'I am the best applicant for this role')
- Do not simply restate the criteria ('I have excellent communication skills')
- Do not write a theoretical response ('Teamwork is very important because...')
- Do not write 'as above' or 'refer to my Resume' or leave any criteria blank
- ALWAYS proof read and ensure there are no spelling, typographical or grammar errors
- Make sure to include the Selection Criteria with your Cover Letter and Resume

# Good luck

For further information contact Human Resources on 9071 0645 or [HR@esperance.wa.gov.au](mailto:HR@esperance.wa.gov.au)

The Shire of Esperance is an Equal Opportunity Employer.

