



## TIPS ON WRITING SELECTION CRITERIA

### 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 the 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

### How to Effectively Address the Selection Criteria

- Give each criterion a separate heading
- Address each criterion separately, listed in the same order as presented in the selection criteria list
- Under each criterion, write a brief description demonstrating how you satisfy it
- Where possible provide relevant and specific examples as evidence that you actually do satisfy the criterion
- Clearly label when you are addressing essential criteria and when you are addressing desirable ones
- 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
- Explain both your recent experience as well as notable achievements.

### 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/ evidenced in XXX
- The quality of my XXX skills is shown in...

### Some references to use

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

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5>

<http://www.bom.gov.au/careers/guide2SC.shtml>