



JOB

SELECTION CRITERIA

JOB SMART SERIES

Selection criteria are standard measures that employers use to make fair and consistent staffing decisions. They relate to the specific skills of the job, or to 'core' employability skills and behaviours. Addressing selection criteria is critical to correctly applying for a job. Investing time in preparing your selection criteria will best demonstrate your skills and experience for the role.

Where do I find the selection criteria?

When applying to a very small business, the selection criteria may be the advertisement itself. However, organisations (particularly government organisations) can have a section in the job position description outlining the critical indicators on which they will base their decision.

Create an e-portfolio or keep a record of your work outlining achievements as they happen. As you build your training and experiences from placement or work, update your resume regularly. Experience with difficult situations you have handled or projects you have finished make good examples. Most selection criteria will link back to employability skills.

Adding selection criteria in your application

The easiest way is to create a separate document called "Addressing the Selection Criteria for (identify the job)".

Tips for addressing selection criteria

- Be specific in demonstrating your skills. How many times? How fast? How often? Where? Who?
- Support your claims with relevant examples to provide evidence of your skills that match the employer's needs
- Begin each example with a verb in the past tense (showing what you have achieved), for example;
 - o Coordinated data reports for ...
 - o Planned meeting dates for calendar year ...
 - o Initiated new procedures ...
- Use a formatting system for headings and bullet points.

SAMPLE SELECTION CRITERIA FOR THE POSITION OF OFFICE ADMINISTRATOR

1. Experience and qualifications in administration
2. Demonstrated administration skills in an office environment
3. Ability to work under pressure
4. Competent computer skills
5. Ability to work as part of a team.

Note: Addressing the selection criteria document provides a summary of your skills together with relevant supporting evidence (your resume will support appropriate details about your career).

ADDRESSING SELECTION CRITERIA FOR THE POSITION OF OFFICE ADMINISTRATOR

1. Experience and qualifications in administration

- 5 years as Receptionist/Office Administrator at ... (specify previous employment)
- Certificate in Business Administration from ... (specify institute and year)

2. Demonstrated administration skills in an office environment

- Reconfigured and maintained new filing system
- Trained staff in use of system and other procedures
- Kept accurate books and accounts, including accounts receivable and payable, petty cash reconciliations and daily banking
- Typed memos, letters, reports and business correspondence.

3. Ability to work under pressure

- Met all deadlines ahead of time (production of regular reports)
- Juggled demands of employer and fourteen staff
- Handled difficult customers
- Maintained office diary.

4. Competent computer skills

- Strong skills in Microsoft Office package, including Word, Power Point, Excel and Access
- Experienced with organisation-wide database systems
- Established new digital file management system.

5. Ability to work as part of a team

- Multi-tasked to cover for absences (reception, accounts, and switchboard)
- Worked as part of company's tender team, assisting in research
- Supported team initiatives to ensure continuous improvement.