

Steps to Address Selection Criteria

1. Start your document with your name and title of the job you are applying to.
2. Copy all criteria from the job ad to your document, set them as headings.
3. Go through each criterion and decide if sub-headings are needed.
4. Refer to your resume and brainstorm on the examples you are going to use.
 - Plan ahead before addressing each criteria in full
 - Draw evidence from all parts of your resume
5. Address ALL criteria with relevant and specific examples.
 - Use the 3 part structure: general statement + example(s) + statement linked to the job
 - Refer to the STAR approach when describing your experience, or
 - Use achievement statements when listing examples in bullet points
6. Proof read the document
 - Avoid passive language such as “had to”, “was assigned to” or “was required to”
 - Avoid credibility-reducing words such as “always”, “often”, “every”, use numbers to quantify your experience

The Three Part Structure

A General Statement
of Success

I have demonstrated my [organisational / communication] skills throughout my professional experience as a research assistant and an independent researcher.

Example(s)

Situation

Task

Action

Result



(S) For example as a research assistant at for the School of Psychology, (T) I helped the team to schedule some usability studies. (A) It involved booking facilities and equipment plus arranging for participants to attend. I developed a spreadsheet where I could keep track of the information. (R) My records ensured the studies ran smoothly under the tight schedule. I was invited to join the team again when they received funding for a new project.

Achievement statements

Verb + keywords +
quantitative info



My well-developed communication skills have been demonstrated by:

- Writing and presenting a 5000 word paper to a large audience of 100 people for a recent university assessment on human research ethics, and received a distinction grade.
- Introducing speakers at the monthly departmental Women's Forum.
- Representing staff on a management-staff working group to review the occupational health and safety issues for the section.

Close with a link to
the job [Optional, for
transferable experience]

e.g. With professional practice and postgraduate qualifications, I am familiar with a range of psychometric assessments. I am confident in applying these assessment techniques and my understanding of the theoretical issues underlying psychometric assessments to other assessment tools in the future.

Glossary of Commonly Used Terms

Listed below is a glossary of terms and their meanings commonly used in selection criteria. A clear understand of these key expressions will assist you in pitching your selection criteria statements, resume and cover letter to the level of the position.

Background in	usually used in reference to educational qualifications or area of specialisation
Experience in	have performed the task
Proven record in	can substantiate any claims to the experience or skills, preferably with documented outcomes
Knowledge of	familiarity gained from actual experience or from learning
Awareness of	the least amount of familiarity with a matter, but conscious of its existence
Understanding of	more than knowledge; comprehension of the matter, and perception of its significance
Aptitude for	suitability or fitness for a task or role, may have potential but not proven capacity or ability
Capacity to	able or qualified to perform a task, may draw on transferable skills
Ability to	having the skills, knowledge or competency to do a required task, and have previously done such tasks
Qualifiers	e.g. well developed, demonstrated, extensive & high level - All indicate that what is being claimed must be able to be soundly supported with concrete examples which show breath & depth of experience and/or capability; best to decide on their hierarchy at the outset