

Guide to Addressing Selection Criteria

UNSW Recruitment

Never Stand Still

Human Resources

What are selection criteria and why are they used?

UNSW use selection criteria to determine what qualifications, experience, knowledge, skills and abilities that applicants have for the each position.

Selection Criteria standardises the application process because all applicants must respond to the same criteria and therefore it streamlines the selection process.

The selection criteria will also form the basis for your interview questions.

The steps in addressing selection criteria

- Start your document with your name and title of the job you are applying to.
- Copy all criteria from the job ad to your document, set them as headings.
- Go through each criterion and decide if subheadings are needed.
- 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
- Address ALL criteria with relevant and specific examples.
- Use the 3 part structure: general statement + example(s) + statement linked to the job (see detailed example below)
- Refer to the STAR approach when describing your experience, or use achievement statements when listing examples in bullet points
- 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

STAR Approach-

Situation

What was the situation? This is a brief outline of the situation faced and your role.

Task

What were the main issues involve with the situation? What needed to be done? What task/s needed to be achieved and what was the desired outcome? What obstacles had to be overcome?

Action

What were the steps you took to complete the task? This will include allocation of resources, people involved etc.

Result

What was the outcome?

How did it change things at work?

What lessons did you learn from this event?