Addressing Selection Criteria

What are selection criteria and why are they used?
Selection criteria are specific requirements that describe the skills and attributes, knowledge, qualifications and experience that have been identified as being key indicators for effective performance in a particular job.

The information an applicant provides in addressing the selection criteria is used to evaluate their specific experience and skills against the role's criteria. It helps assess whether an individual has the potential ability to perform the functions of the role well.

Once applications have been received the selection criteria are used to rank the applicants, and the most highly ranked applicants are selected for interviewing.

Why selection criteria must be addressed when applying for these roles?
At UTS the selection panel is required to assess each applicant in terms of how well they meet the selection criteria.

Clearly providing examples demonstrating how you meet each criterion assists the panel to rate your application against the selection criteria and against other applicants.

Many applicants are not shortlisted because they fail to include specific evidence demonstrating their relevant skills and experience. As the applicant the onus is on you to summarise the relevant information about yourself in a way that is easily accessible to the panel.

How to address selection criteria

Before you start, make sure you understand the selection criteria
Phone the recruiting manager if you are unclear about any of the criteria.

Format and layout
There are a number of things that can be done when you are preparing your response to the selection criteria that make it easier for the selection panel to review and, most importantly, allow you to effectively promote your experience and skills.

- Remember to include:
  - Title of document, e.g. Statement Addressing Selection Criteria
  - Name of position applied for e.g. Research Consultant
  - Position Reference Number
  - Your Name

- Address each selection criterion separately:
  - Use each criterion as a heading, reflecting exactly the wording used on the UTS document, e.g. “An understanding of project management principles”
  - List them in the same order as in the position description document
  - Under each heading write one or two short paragraphs explaining how you meet that particular criterion, giving examples of where you have used a particular skill or knowledge in the past.
Avoid general statements by giving specific evidence based examples

A common error applicants make is providing general capability statements. It is very important to provide an evidence based response, focused on demonstrating the results or achievement.

For example:

'As Research Support Officer at the Department of XYZ, I needed to ensure that managers were kept informed of policies and procedures. To do this, I initiated a monthly newsletter, which was emailed to each manager. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. I received consistently excellent feedback in relation to this newsletter from these internal clients and my own manager. I received a divisional achievement award for the quality of this newsletter from management. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit'.

Keep it concise
About 250 words per selection criteria is a good rule of thumb.

Useful links on addressing selection criteria


<table>
<thead>
<tr>
<th>Addressing Selection Criteria Checklist</th>
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<tbody>
<tr>
<td>Have you carefully read and understood the selection criteria?</td>
<td></td>
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<tr>
<td>For each selection criteria have you provided specific examples of the relevant skills and experience?</td>
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<td>Have you avoided using statements of belief or claims without evidence?</td>
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<tr>
<td>Have you reflected the language used in the organisation’s selection criteria?</td>
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<td>Have you avoided using jargon?</td>
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<tr>
<td>Is the information easy to read? Is there enough white space?</td>
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<tr>
<td>Are there any blocks of dense text? If yes, how could you more effectively present this information?</td>
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<td>Is the formatting professional?</td>
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<tr>
<td>Has someone else proof read and critiqued the document?</td>
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<tr>
<td>Have you checked for spelling and grammar and corrected any mistakes?</td>
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1 Adapted from “Addressing Selection Criteria” ([http://www.csd.uwa.edu.au/job/guide/sec_3_5.htm](http://www.csd.uwa.edu.au/job/guide/sec_3_5.htm)) with additional material provided by the Human Resources Unit at UTS.