

SELECTION CRITERIA AND WRITTEN TASKS



Selection Criteria are generally found in job advertisements, mainly in the public sector. The reason is to ensure fairness and objectivity in selecting the best applicants to shortlist for interview. It is a way for you to indicate your level and range of specific skills as well as knowledge and experience deemed necessary by the employer to successfully undertake the duties of a job.

It is critical to read all the available documentation on the role you are applying for. This could include:

- Job advert

- Position description for the role

- Information for applicants often found on the

These documents will provide important information to help you prepare a strong application.

How does it Work?

There are several different titles and formats that are used, depending on how they want you to apply. These could include:

- A list of **key and desirable selection criteria** which you need to address individually.

- A **statement of claims** against the role responsibilities/accountabilities as outlined in the position description. This means you need to carefully read this document to analyse what the employer is looking for.

- Inclusion of your response to selection criteria in your **cover letter**.

- Some companies are becoming more flexible with selection criteria and may ask you for a two page pitch or to write a paragraph on a particular topic or skill.

The amount of individual criterion will differ from organisation to organisation, but it will typically be around five



It is common to describe **2 or 3 separate examples** in a **STARL** format in response to one criterion. In outlining your response, start with a general introductory paragraph that summarises your claims against that criteria. Then follow this with your specific **STARL** response as evidence of the claims you have made.

Try not to provide too many examples, but provide practical examples that link your experience directly to the requirements of the position. **"I" statements** will help you address the requirements of the position.