Selection Criteria

Providing answers to selection criteria is like a job interview, but on paper. You get to take a breath (*inhale*) and explain why you’re the top candidate for the job in your own time (*exhale*).

We’re going to be straight with you: preparing responses for selection criteria is a really important part of the job application process. No matter how amazing your CV or cover letter is, if the application asks you to answer selection criteria, that’s what you have to do if you want a shot at the job.

Writing responses to selection criteria definitely takes time and practice – it’s not the kind of thing you can do at the very last minute. Make sure you take the time to write up a draft (or ten), proofread your work, and have someone (who knows you well) look over it.

Selling yourself on paper isn’t easy, but it’s a skill worth mastering.

Addressing selection criteria is a chance for you to be more specific about the skills you possess by providing explicit examples. Start by breaking down the skills and qualities the hiring committee are after, and then think of examples from your experience that can demonstrate that you’re the right person for the job. Then, when writing a response, use the **STAR** approach (it’s government approved so you know it’s legit).

**S**ituation: what was the problem you faced?

**T**ask: what was your role/goal in the situation?

**A**ction: what did you do to resolve the problem?

**R**esult: what was the outcome of the action you took?

Here is totally serious example:

**S**ituation (S): *Our SRC needed to find funding for our upcoming Year 10 Formal.*

**T**ask (T): *My goal was to generate new ideas to raise money from students, teachers and local businesses.*

**A**ction (A): *I organised a 2:1 voucher scheme where I would liaise with the Canteen ladies and keep 8% of all profits. Also, I sold naming rights to the formal for $300 to a local business.*

**R**esult (R): *Our voucher scheme was a success with having raised 50% of the budget. We also signed contracts with 2 local business and had money left over after the formal was over.*

Take note of how clear and concise it is. Get to the point, and give as much detail as possible.

Looking for more resources?

<https://www.resumeright.com.au/page/Blog/Selection_Criteria/How_To_Write_Selection_Criteria_Responses/>

<https://www.seek.com.au/career-advice/article/how-to-address-key-selection-criteria>

<https://www.sydney.edu.au/careers/students/applying-for-jobs/addressing-selection-criteria.html>