

## Addressing the Selection Criteria – Hints and Tips

### What are selection criteria?

Selection criteria describe the qualifications, knowledge, skills, abilities and experience a person requires in order to do a job effectively.

### Key Expressions used in Selection Criteria

Selection criteria are expressed in terms of some key phrases that indicate the type of skill or ability that is required. For example:

- ✦ Background in;
- ✦ Experience in; proven record in;
- ✦ Knowledge of; understanding of; awareness of; appreciation of;
- ✦ Ability to; aptitude for; capacity to;
- ✦ Must have.

Background in is often used in reference to educational qualifications or areas of specialization. For example accounting, marketing, business.

Experience in means you must have practical experience with the area. For example you must have completed the task rather than observe the task being completed or just watched the task being done.

A proven record means that you must be able to verify any claims to the experience or skill. In other words, you must be able to prove you have completed such work or had experience in the field.

Knowledge, awareness and appreciation of are often used in reference to policies, procedures and regulations.

Ability to, aptitude for and capacity to, all suggest degrees of ability. Capacity can mean able to or qualified to perform a task. Aptitude suggests suitability for a task and ability to means having the skills, knowledge or competency to do the task required.

### Five key functions covered by Selection Criteria

Some key functions or behaviours covered by selection criteria are:

- ✦ Manage
- ✦ Lead
- ✦ Supervise
- ✦ Organize
- ✦ Administer

Managerial ability included the ability to monitor work and work flow, set priorities, develop procedures and supervise staff.

Leadership generally relates to more senior roles such as general manager, secretaries or chief executives. Their job is to achieve the results and goals set by the company. They develop staff and teams of staff who understand and are also committed to achieving the goals set by the company.

Supervising is a narrower role than that of a manager. This is more like a junior management position that involves supervisory duties. The role of the supervisor is to organize, direct and check other people's work performance and productivity.

Organising involves arranging and coordinating details so they are in a working order.

Administer is often used in the following context:

*“administering a program”*

Administering a program may involve management of resources, supervision of a team and organization of program details.

### What to say when addressing Selection Criteria

Your statement addressing the selection criteria needs to outline how your previous experience, skills, education and training and prepared you in order to meet the requirements of the role.

Remember to:

- ✦ Highlight your relevant skills and experience by describing the responsibilities in your current or your previous employment. Mention the same tasks and responsibilities as the job description/selection criteria where you can.

- ✦ Indicate the amount of experience you have in relation to a particular criterion. For example the number of years experience you have in a particular area.
- ✦ Give brief examples when addressing the selection criteria
- ✦ Mention the relevant qualifications and/or training you have in relation to the selection criteria.

## EXAMPLE OF SELECTION CRITERIA

### Selection Criteria

#### Administration Assistant

##### **Completion of Year 12 or high school diploma**

I successfully completed Year 12 in 2004. I am currently studying part-time at TAFE, working towards a Diploma in Human Resources Management.

##### **Excellent verbal and written communication skills**

In all positions that I have held, I have been the first point of contact for internal and external clients or customers. I have dealt with people on the phone and in person. I have had extensive experience in dealing with a wide range of people including the general public, right up to the General Manager of a company.

During my working and studying careers, I have had ample opportunity to hone my written communication skills. I have had experience responding to general enquiries, drafting correspondence for management level staff and writing to teachers whilst studying.

##### **Previous experience in an administrative role for a minimum of one year is required.**

I have over 18 months experience working in various administration roles. I have worked on reception answering phones, responding to emails, filing, photocopying and meeting and greeting customers/clients. I have been an administration assistant, assisting in any ad hoc duties ranging from archiving and database management to word processing and organizing meetings and meeting papers. Working as an office all rounder has given me the experience in most administrative functions.

##### **Good organisational ability**

In my current role I am responsible for organized weekly staff meetings and meeting papers, I organize seminars and presentations as well as travel and accommodation for executive staff. I must also organize my priorities to ensure tasks are completed before their deadline. To ensure this is done I utilize both electronic and paper diaries. I also make a list at the start of everyday of the tasks that must be completed and I cross them off as I go.

##### **Ability to work as part of a team**

In all positions that I have had, working in teams has been a major factor. I have worked in teams of up to 15 people. I enjoy working with others to achieve one main goal, and helping others if need be.

**Must be familiar with Microsoft Office suite applications and have a typing speed of 40wpm.**

I have had a wide range of experience using the Microsoft suite applications such as Word, Excel, PowerPoint, Publisher and Outlook. Whilst studying at TAFE, I had to obtain a typing speed of 40wpm to pass. Having typed numerous word documents, emails and letters, I believe that I exceed the requirement of 40wpm.