

# **Addressing Selection Criteria**

Selection criteria are used by the public sector and some organisations to short-list applicants for interviews. They are typically a summary of the key requirements of a position and are a chance for the applicant to match their skills and experience to the requirements specified by the employer. The employer determines standards for each selection criterion and applicants are ranked according to how closely they meet the selection criteria in comparison to the standards. You must satisfactorily address each selection criterion to be considered for an interview.

This information sheet provides some general guidelines about how to address selection criteria, however, it is most important to follow the information provided in the job advertisement to see what the employer is specifically asking for.

#### **Key Selection Criteria Terms**

Selection criteria may be categorised as essential or desirable.

- Essential criteria are considered to be mandatory.
- Desirable criteria are those considered to be important but not essential.

Always <u>address every criterion</u>. Even if you don't have the direct experience being asked for, make an attempt to draw the skills they are looking for from an area of your life experience, or at least show you are keen and have the ability to learn the required skills.

The major types of selection criteria may relate to:

- Qualifications educational and professional.
- Experience direct involvement in an area.
- Knowledge, understanding theory, application and implications.
- Skills provide details of competency and proficiency.
- Abilities expertise you have developed and your potential to develop skills.

Skills may be required at different levels, including excellent, highly developed, demonstrated, and ability to develop. The table below shows the type of wording typically used indicating the level sought for that criterion.

General knowledge/ Awareness of	A basic understanding
Knowledge of	Familiarity gained form experience
Sound knowledge of	A good working knowledge, specific application
Thorough knowledge of	A comprehensive grasp of information and application
Demonstrated ability	Provide specific examples of performing the function
Ability to rapidly acquire	Prove you have the capacity to learn

#### Requirements

- Individually address each criterion under a separate heading - the heading should be the selection criterion wording.
- Unless specified otherwise, each response should be % to 1 page in length.
- Carefully read each selection criterion. Break down each criterion into parts and address each aspect thoroughly.
- Be aware of key expressions and levels required in each criterion. See the table at left for more information about criterion levels.
- Use relevant academic, employment, social, committee participation, voluntary work, or hobby examples to support your claim to meet the criterion.
- Use the STAR (L) formula (details on next page) to compose your answers, and where possible, substantiate your examples with indicators of how well you did them. This might include results, comments, extended contracts, happy customers, etc.
- In your response to the selection criteria do not refer the reader to information in your resume.
  Your response to a selection criterion will be building on the information in your resume and giving a fuller picture of your skills and experience.
- Ensure that your application is written clearly and concisely, that it is grammatically correct, and free of spelling errors.
- Use active rather than passive verbs e.g. "I managed...." rather than "I was responsible for...."

# **Addressing Selection Criteria Guide Nursing**

**Esther Chang, Deborah Hatcher** 

#### **Addressing Selection Criteria Guide Nursing:**

**Transitions in Nursing - E-Book** Esther Chang, Deborah Hatcher, 2024-01-31 Highly respected guide to entering the world of workNow in its sixth edition Transitions in Nursing continues to challenge motivate and assist students as they transition to the workforce in different health environments. The text provides practical real life support for nurses preparing for professional practice ensuring they have a comprehensive understanding of what they will encounter and how best to manage the transition period It covers common issues faced by graduate nurses important skills for dealing with the world of work and the organisational environments in which nurses work This edition features new contributors new content and the latest evidence based research statistics standards and procedures making it a must have addition for all senior nursing students and recent graduates Fully updated evidence based comprehensive content from experts in the field Practical strategies and suggestions for removing stress strain and culture shock A focus on self care Case studies reflective questions and exercises throughout to help apply learning to the real life workplaceStudent and Instructor resources on Evolve Case studies reflective questions New chapter on infection prevention and control in the current climate New chapter on bullying and strategies to deal with it New content on cultural safety <u>Transitions in Nursing</u> Esther Chang, John Daly, 2015-08-28 Now in its fourth edition Chang and Daly's Transitions in Nursing continues to offer fresh insights and discussions around the issues and challenges faced by senior nursing students when making the transition to nursing practice Transitions in Nursing 4th Edition is divided into three sections that reflect the transitional changes common to nursing students Section 1 From Student to Graduate Section 2 Skills for Dealing with the World of Work Section 3 Organisational Environments Featuring contributions from a range of leading academics and clinicians Chang and Daly's Transitions in Nursing 4th Edition provides students with a number of strategies that can be tested and applied in practice Its accessible and practical approach will appeal to nursing students while offering a valuable resource for practising nurses nurse educators and administrators Chang and Daly's Transitions in Nursing 4th Edition will continue to challenge motivate and support all nursing students as they transition to practising registered nurses Chang and Daly's highly respected text assists students when preparing for their first nursing role by addressing key issues such as Team work Organisational culture Stress management Communication skills Professional development strategies Self care NEW chapters Evidence based practice knowledge translation a practical guide Establishing and maintaining a professional identity portfolios and career progression Transition into practice the regulatory framework for nursing Stronger focus on organisational culture clinical reasoning conflict resolution skills and competencies and requirements of professional portfolios Updated Recommended Readings and revised Case Study Reflective Questions All chapters have been updated to reflect current practice Introduction to Critical Care Nursing - E-Book Mary Lou Sole, Deborah Goldenberg Klein, Marthe J. Moseley, 2012-10-29 User friendly and easy to understand Introduction to Critical Care Nursing 6th Edition offers clear concise coverage of essential critical care concepts

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