

Selection Criteria - Sample Response

Selection C

Many responses received by selection panels are not sufficiently detailed for them to make a full assessment of the applicants' claims. Remember the length of your responses will vary and depend on the level of the position applied for.

A short overall response would generally not be considered sufficient for any level role. To outline your suitability to meet each criterion, expand on your experience to match the requirement, referring to the workplace where you gained this experience, what your role was there and the responsibilities it involved, how you performed these responsibilities, and what the outcome was.

Also make sure that you provide examples of how you match all of the requirements asked for. Quite often there are several skills/ experience sought after in one selection criteria for example, the 'Communication' selection criteria which is one of the most commonly used, usually asks for a variety of communication skills including – verbal, written, interpersonal, listening, negotiation, questioning and feedback skills. Many candidates usually focus on the basic written and verbal skills and don't bother about the rest.

Below are examples of how 2 different candidates approached answering these particular selection criteria.

CANDIDATE 1 RESPONSE

SC1. Well-developed oral and written communication skills as evidenced by the ability to liaise with a range of clients at all levels.

I possess well-developed oral and written communication skills, which I have utilised throughout my working career. At XYZ Corporation I was required to liaise regularly with people at all levels ranging from senior managers to staff, on a range of recruitment and procedural matters. I have written a large number of documents including memos and articles in an office newsletter.

In this example, the broader view has been taken without the applicant outlining how they specifically met the criteria.

CANDIDATE 2 RESPONSE

SC1. Well-developed oral and written communication skills as evidenced by the ability to liaise with a range of clients at all levels.

I possess well-developed communication skills, which I have gained throughout my ten (10) year working career. Examples of these are:

Oral Communication Skills:

In particular, my role as Administration Support Officer at XYZ Corporation, over the past three (3) years, I have liaised on a daily basis with senior managers, staff at all levels, recruitment agencies and members of the public. Most of the communication was face-to-face, via email and by telephone and I was frequently commended for the professional manner in which I carried out these duties, winning a national award for "Best Communicator for 2007".

One of my key responsibilities has been to recruit office support staff for various areas with and I would in XYZ Corporation. Senior managers would phone me to request a new staff member and I would personally meet with them to discuss their requirements. I would then update the job description and brief the agency on all aspects of the job to ensure they understood our requirements. I then reviewed the applications and provided a shortlist of applicants to the interview panel.

This process required well-developed communication skills to ensure I acquired an accurate understanding of the job and clearly communicated this to the agency. As a result, highly suitable applicants were referred for interview.



Selection Criteria Finance Officer Example

ML Morrison



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