

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

JL Elias

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red circular shape partially visible behind it.

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Manager's Guide to Finance and Budgeting David G. Cotts,Edmond P. Rondeau,2004 Publisher Fact Sheet The first primer to teach facility managers financial skills that will help them sell their department to senior management win funds for crucial projects to become fully integrated into an organization **Proceedings of the International conference of**

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Members of Congress and public witnesses United States. Congress. House. Committee on Appropriations. Subcommittee on HUD-Independent Agencies,1980 **Assessing Selected Respiratory Therapy Modalities** Richard M. Scheffler,1981 **Department of Housing and Urban Development, and Certain Independent Agencies**

Appropriations for Fiscal Year 1981 United States. Congress. Senate. Committee on Appropriations. Subcommittee on HUD-Independent Agencies,1980 *Corporate Governance and Corporate Finance* Ruud A.I. van Frederikslust,James S. Ang,P.S. Sudarsanam,2007-12-18 Ruud A I van Frederikslust Associate Professor of Finance Rotterdam School of Management Erasmus University Rotterdam James S Ang Bank of America Eminent Scholar Professor of Finance College of Business The Florida State University Sudi Sudarsanam Professor of Finance Corporate Control School of Management Cranfield University Ruud A I van Frederikslust Associate Professor of Finance Rotterdam School of Management Erasmus University Rotterdam He joined Rotterdam School of Management as Associate Professor of Finance 1984 from the Inter University Graduate School of Management The Netherlands where he was Associate Professor of Finance He is author of the work Predictability of Corporate Failure Kluwer Academic Publishers And editor in chief of the volume of collection Mergers Acquisitions in Dutch and of the volume Corporate Restructuring and Recovery in Dutch Reed Elsevier LexisNexis He has participated in the organizations of leading conferences in Europe and the USA and presented there also numerous research papers at the conferences He has published in leading journals like the Multinational Finance Journal and the Journal of Financial Transformation He was a member of the Board of the European Finance Association James S Ang Bank of America Eminent Scholar Professor of Finance College of Business Florida State University He joined the College of Business of Florida State University as a Professor of Finance in 1998 from Barnett Bank Chair Professor of Finance Florida State University His main areas of research interest are amongst others in corporate restructuring corporate governance and control He has published extensively in leading academic journals like Journal of Corporate Finance Journal of Financial

Economics Journal of Finance The Bell Journal of Economics Journal of Financial and Quantitative Analysis Journal of Money Credit and Banking and The Review of Economics and Statistics And he is a member current and past of the Editorial Board of several of these Journals He is amongst others a member of the Board of Trustees of the Financial Management Association and formerly he was a member of the Board of Directors of the European Financial Management Association Sudi Sudarsanam Professor of Finance Corporate Control School of Management Cranfield University He joined Cranfield as Professor of Finance and Corporate Control on the 1 January 2000 from City University Business School where he was Professor of Finance and Accounting His original commercial background was in banking and international trade finance Sudi s main areas of research interest are in corporate restructuring mergers and acquisitions and corporate strategy adopting a multidisciplinary approach He is one of the leading authorities on mergers and acquisitions in Europe and author of The Essence of Mergers and Acquisitions Prentice Hall translated into five European and Asian languages His recent book Creating value from mergers and acquisitions the challenges an international and integrated perspective FT Prentice Hall 2003 pp613 has been widely acclaimed by both academics and practitioners and is considered a standard work on M A He has been a visiting professor at US and European business schools He has been an expert commentator on mergers and acquisitions on radio and television and in the print media Sudi has also published articles in top US and European journals on corporate restructuring corporate governance and valuation of intellectual assets Employment Law Deborah J. Lockton, Tom Brown, 2020-04-30 A revised new edition of a popular and long established textbook updated to include the most relevant developments in employment law today This edition sees barrister Tom Brown join Deborah Lockton on the writing team providing insightful commercial experience into this dynamic field The text steers readers confidently through the complexities of this diverse subject highlighting its practical and theoretical underpinnings The book covers the most recent developments in one of the fastest moving areas of the law explaining the rights of employees and responsibilities of employers Reinforced with summaries exercises and extensive further reading it helps students get to grips with the subject An ideal textbook for students on an LLB or GDL CPE course taking a module on Employment Law New to this Edition A new section on employees and workers in the gig economy and modern day slavery Brand new section on whistleblowing New hot topics sections that look in greater depth at some of the most vexed legal questions of our time provoking further discussion and research

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The Implications of Cost-effectiveness Analysis of Medical Technology : Background Paper #2 United States. Congress. Office of Technology Assessment, 1981

Allocating Costs and Benefits in Disease Prevention Programs Bryan R. Luce, 1981 Real Project Planning: Developing a Project Delivery Strategy Trish Melton, 2011-04-08 Successful projects are the basis for a successful company but many professionals lack the basic skills required to accomplish this The IChemE Project Management Subject Group has recognized the need to provide resources to deliver these skills and has developed a series of books to share the latest best practice engineering essentials This second title though primarily written from the perspective of engineering projects within the process industries is generic enough to support project managers in many other disciplines It provides for those starting out in project management is ideal for students as a university textbook and is also an indispensable reference for established project managers Get up and running on your project quickly and effectively Focuses one step at a time on the needs of engineering industrial and process projects for career project managers and those involved with projects intermittently Managing Project Delivery: Maintaining Control and Achieving Success Trish Melton, 2008-12-15 A practical handbook for career project managers and those involved intermittently with projects throughout their career Brief and visually led Managing Project Delivery gets to the point giving you the knowledge and confidence to manage project benefits and increase the certainty of success Focused on the needs of engineering and technical Project Managers but

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