

SELECTION CRITERIA

What is a selection criteria?

The part of a position description that states what qualifications/experience/knowledge you need to have in order to apply for the position

Why should you address the selection criteria as part of your cover letter/application?

So that the person who reads your application can clearly see how you meet/do not meet the criteria, that you took the time with your application and didn't rush (i.e. you really want the job), and to demonstrate that you have a full understanding of the role's duties.

If it says 'Essential' - You must be able to address these selection criteria in order to apply for the job. It is mandatory.

If it says 'Desirable' - It's important and advantageous to address these selection criteria - particularly if you have the skills, qualifications or knowledge. Applicants that can meet both essential and desirable selection criteria will have a greater chance of being short listed.

- **Example 1** - High level communication skills with the capacity to prepare and produce reports.

In this example, "high level" means you must be able to give examples that demonstrate you have the advanced knowledge, skills and abilities required and a track record of being effective in the specific area. "Capacity to" means you have the necessary skills but you may not have applied them in the working world yet.

- **Example 2** - Knowledge of or the ability to rapidly acquire knowledge of word processing and spreadsheet packages.

In this example "knowledge of" means you have been trained in a particular area or you have worked in a particular area and you have gained the knowledge required in the process. "Ability to rapidly acquire" means you must be able to prove that you are able to acquire knowledge or have the capacity to learn quickly within short timeframes.

- **Example 3** - Demonstrated ability to manage a project team.

In this example, it means you must provide specific examples from your work experience that demonstrate your practical skills and abilities in managing a project team.

Key words and phrases in selection criteria

"**Awareness of**" means that you need to demonstrate familiarity with the topic to a small extent

"**Ability or ability to**" means you must display your potential to perform a task you may not have performed before.

"**Ability to rapidly acquire/capacity to**" means you must be able to prove that you are able to acquire what is required.

"**Capacity to**" means you need to have knowledge or have the capacity to learn quickly or within short timeframes. "Capacity to" suggests that you have the necessary skills but may not have applied them practically yet.

"**Basic understanding**" means that you are required to have a general understanding or know the basic concepts.

"**Capacity**" means that you have the ability or are qualified to perform a task.

"**Demonstrated**" or "**Proven experience**" means you must be able to give specific examples from your work and you have work experience that demonstrates your practical skills and abilities

"**Understanding**" means more than knowledge. It requires you to comprehend the matter and show an understanding of its significance.

"**General knowledge**" means you must possess a basic knowledge of the topic and can apply the information broadly.

"**Sound knowledge**" means you need a good working knowledge or are able to provide detail to prove you have the knowledge required.

"**Knowledge**" means you must be able to show familiarity with the content of the material gained from learning and experiences.

"**High level**" means you must be able to give specific examples that exhibit well developed/advanced knowledge, skills, abilities and effectiveness in the given area.

"**Thorough knowledge/Extensive Knowledge**" means you must have a comprehensive grasp of the information.

"**Mandatory/possession**" means it's obligatory to have this licence/qualification/experience in order to apply for the position eg a certain period of time of experience, a Drivers Licence, a Certificate 1, 2 or 3 etc.