



Key Selection Criteria

What are Key Selection Criteria?

Selection criteria describe the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively. They are used to identify the right person for the role. Your chances of progressing through the selection process (e.g. being short-listed) will be greater if you meet all or the majority of the selection criteria.

How do I address the Key Selection Criteria?

The statement addressing selection criteria should be a separate document from your covering letter.

Our preferred format is:

1. List criteria as headings in bold print
2. Where appropriate, dot points should be used, rather than using long paragraphs of text. Understand the criteria. About 250 words is generally an appropriate length for each criterion.
3. For criteria with more than one part e.g. 'Effective Written and Verbal Communication Skills', ensure you address each part.
4. Give STAR responses. Applicants with relevant and credible examples of the key criteria are more likely to make it to the top of the pile. Grant recommends the "STAR" method for these examples. Explain the "Situation" where the relevant example came from, such as customer service, follow that with the "Task", which is your role in the example, outline what "Action" you took, and spell out the "Result".
4. Use clear language with specific and relevant examples or supporting evidence from your current or past work (paid or unpaid), health, extra-curricular activities or other experience.
5. Quantify your experience or skills if you can, e.g. 'three years' experience in creating monthly budgets using excel.'