



## Step 1 - Read and plan

- ✓ Read the Selection Criteria carefully and determine what each one is asking.
- ✓ This is a process that requires time and effort – don't leave it until the last minute.
- ✓ Determine how your skills, knowledge, abilities and qualifications meet each criteria.

## Step 2 - Specifically address the criteria

- ✓ Address all components of the Selection Criteria (both essential and desirable).
- ✓ Essential criteria (Knowledge and Competence) are elements or conditions of a job considered vital for successful performance in the role.
- ✓ Desirable criteria are advantageous to have and may be of assistance in the role. However, if you can address all the essential criteria but not all the desirable criteria, still apply.
- ✓ Consider the **STAR** method when preparing examples to the Selection Criteria
  - ✦ **Situation** – Where and when did you do it?
  - ✦ **Task** – What was required to complete it?
  - ✦ **Action** – What did you do and how did you do it?
  - ✦ **Result** – What happened as a result?

## Step 3 - Provide demonstrable examples

- ✓ Provide 1-2 examples of specific situations for each selection criteria that best demonstrate your skills, knowledge or abilities. Cover as many of the relevant key issues as possible.
- ✓ Once you have decided which examples to use be clear and concise – don't confuse the reader and don't skimp on detail.
- ✓ Prepare a brief introduction that sets the scene before referencing the example to support your claim
- ✓ All relevant information should be contained in your response, and not directing the reader to refer to your CV to find information.
- ✓ The example should preferably be recent – and not older than five years if possible.
- ✓ Pay attention to the language used to ensure you address specifically what's being asked – there is a difference between phrases like 'knowledge of' and 'demonstrated ability'.
- ✓ When considering the length of your response, it is quality, not quantity that is important.
- ✓ Review your responses to the Selection Criteria and remove any information that is not directly relevant to the Selection Criteria being addressed.

## Step 4 - Read and review

- ✓ Triple check your application for spelling, grammatical and punctuation errors.
- ✓ Be honest – your responses should reflect your role without exaggeration or ambiguity.