

# 8 Selection Criteria

## Success Secrets

### #1 - Focus on what you did

Make each response about **YOU**. The panel wants to know about you, not the team you worked with.

**Don't say:** my team, the team, my manager.

**Do say:** I created the communications plan, I spoke to the finance committee.

### #2 - Use Real Job Examples

The best examples are based on your experience in my most recent position.

**Don't say:** If this happened, I would do...

**Do say:** When this situation occurred in my current role I...

### #3 - Focus on Action (STAR)

When answer a selection criteria questions using STAR make sure you focus on **action**. This is the most important element of the question.

These percentages are my suggested character length of each element of STAR:

- Situation, 20%
- Task, 10%
- **Action, 50%**
- Result, 20%

Focus on what you did and achieved with a relevant example.

## #4 - Include RESULTS

Detail that provides positive results makes your application look stronger.

**Don't say:** the project was successful.

**Do say:** the project was completed two weeks ahead of schedule and saved 14% of the allocated budget.

## #5 - Quality Beats Length

In some systems, for example “I work for NSW” they allow you to write 4000 characters per selection criteria question. You don't HAVE to write 4000 characters and more words doesn't automatically result in a better quality answer.

A 2000 character response that is concise and direct is better than a vague padded out 4000 character response.

**Remember the committee may need read selection criteria for 100 applicants, a long vague response will attract a poor mark quickly.**

## #6 - Answer the Entire Question

Before answering highlight the key words you need to address first.

**For example:**

Provide high-level advice and educational leadership in curriculum development and implementation for the specialised learning area, including research, guidance, and support to Curriculum and Learning leaders and officers.

**Your response needs to show:**

- Leadership and Expert advice
- Curriculum development and implementation
- Research and stakeholder support.

## #7 - Don't Assume

When answering avoid acronyms and internal terminology, try and keep answers simple and clear.

**Remember:** each panel will have an independant from another department who may not know the details of the job.

## #8 - Use One Example

When demonstrating or providing examples don't try and fit in as many examples as possible.

**Use one strong detailed example.** Your response will be much more effective.