# EMPLOYABILITY TOOLKIT – SELECTION CRITERIA

*This task is one of an integrated but adaptable set developed by the Careers and Employability team for Flinders University educators to improve student preparedness for the 'world of work'. Use it as the basis for an assessment, non-graded assessment, or activity. Further information and the full framework is* [*located here*](https://staff.flinders.edu.au/learning-teaching/employability-toolkit)*. Topic Coordinators are welcome to adapt these to purpose.*

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| **Task** | Selection Criteria |
| **Task type** | Written Task |
| **Length** | 750 words |
| **Learning outcomes\*** |  |
| **Employability skills** | Initiative; self-management; communication; critical thinking |
| [**Employability Toolkit Category**](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) | Develop and customise job applications and interview skills  |
| **ABCD\*\*** | Career building: students will improve on abilities to seek, obtain/create and maintain work (C7, P4) |

*\*Topic Coordinator to map to learning outcomes; \*\*Mapped to* [*Australian Blueprint for Career Development*](https://cica.org.au/wp-content/uploads/Australian-Blueprint-for-Career-Development.pdf)

## Task Objectives

1. Respond effectively to selection criteria

## Task Rationale

Selection criteria describe the personal qualities, skills, attributes, knowledge and qualifications a person needs to perform a role effectively. Selection criteria are common in government, not-for-profit and education sectors. They are used to assess and compare job applications with scoring usually occurring against criteria to decide which candidates move to the next stage of recruitment.

Some common examples of Selection Criteria include:

* Proven ability to work effectively both as part of a team and independently
* Excellent communication (oral and written) and interpersonal skills
* Good organisational and administrative skills
* Ability to problem-solve
* Demonstrated leadership skills and ability to use initiative

Where instructions to applicants require a response to selection criteria you will usually find these under ‘Essential’ and ‘Desirable’ criteria in a position description. Responses to selection criteria may be required in addition to a one-page cover letter – these separate documents are commonly called Selection Statements. Or, you may be asked to incorporate your responses to the selection criteria in a multiple (usually 2-3) page cover letter.

Knowing how to respond to Selection Criteria is an essential skill in managing your career. This task introduces the STAR framework, a common approach to structuring responses to individual selection criteria enabling you to provide specific and relevant evidence that they meet each criterion.

## Task Description

For this task you will practice responding to Selection Criteria.

* Find a job advertisement that is relevant to your chosen field and includes selection criteria (or use one of the examples provided by your lecturer on FLO)
* Prepare responses to **THREE** selection criteria for **ONE** job using the STAR framework
* Each response should be no more than **250 words** (750 words total)
* Ensure the original job advertisement is included with your responses

## Additional information

* Often you will be asked to respond to **ALL** criteria; in this case we are asking you to select just **THREE**. Ensure they are diverse and extracted from a single job advertisement.
* Responses may draw on evidence from your academic studies; sector-related placements, volunteering or work; non-sector related employment; or extra-curricular activities
* Ideally you will draw from experiences from the last 2-3 years to emphasise your skills/knowledge/experience/qualities but if you have historical experience that is very relevant it would also be appropriate to highlight this
* Your response is being assessed on its professional suitability and how you link your skills/knowledge/experience/qualities to the criterion. It is not assessed on the amount or type of experiences that you have had.
* Ensure formatting is professional and presentable – think of the reader and how easily they can dissect/assess your response against each criterion

## Resources to help you

* For general tips and tricks for preparing selection criteria you may also like to attend a [Selection Criteria Hack](https://careerhub.flinders.edu.au/students/infoPages/detail/275) workshop or access a [recording](https://flo.flinders.edu.au/course/view.php?id=16394)

## Information for Topic Coordinator

This task could be a precursor to either of the two Interview tasks.

**Students should always be directed to read and follow application instructions**

**Job Hacks sessions**

The Careers and Employability team run regular [Job Hacks sessions](https://careerhub.flinders.edu.au/students/infoPages/detail/275) on preparing selection criteria which are open to all students. With sufficient notice, these sessions may be aligned with teaching or students may be encouraged to book into a session outside of teaching. Contact the Careers and Employability Service careers@flinders.edu.au or 8201 2832 if you would like to discuss options.