



Curtin University

Malaysia

Career Services

Selection Criteria Workbook

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Introduction

Selection criteria are the standards by which candidates are judged in order to determine their respective merit for a particular position. They provide an overview of the precise knowledge, skills, experience, and qualities that candidates must possess in order to successfully carry out the responsibilities of the open positions.

Any employment advertisement contains selection criteria. An illustration of a job posting for a graduate is:

Graduate Safety Officer

Trent Transport is a recognised industry leader in the provision of national, international and specialised logistics services. We offer outstanding opportunities in an energetic atmosphere of team spirit and accomplishment. Along with our high standards, we hire only the most qualified candidates who are committed to always putting the customer first

We currently have an exciting opportunity for a graduate with formal qualifications in Occupational Health & Safety or Supply Chain & Logistics with a desire to follow a safety based career and to work with and learn from our high performing Safety & Operations Teams. The graduate will initially provide support and assistance with regards to safety, compliance and improvement opportunities for the Logistics Divisions.

Along with a relevant tertiary qualification, the successful candidate will also require the following:

- Vacation student experience in a safety related position preferable
- Advanced skills in Microsoft Excel
- Demonstrated report writing skills
- The ability to communicate and collaborate effectively with a diverse group of stakeholders
- High level organisational skills and attention to detail
- Solution focused and effective problem solving skills
- Ability to demonstrate initiative and identify cost saving measures

1.1. When to use selection criteria

The most frequent type of organisation to request this extremely formal and structured written application procedure is government, educational institutions, the community sector, and other non-government organisations.

In this workbook, we'll concentrate on applying to jobs that require you to submit a distinct selection criteria statement along with your resume and cover letter. Additionally, we'll offer some pointers on how to discuss selection factors in a cover letter.

See some sample selection criteria statements and responses.

For signs that the employer wants you to create a distinct selection criteria statement, look for the following directions or phrases in the job advertisement. You are responsible for carefully reviewing the precise requirements for each job because the instructions vary widely.

- "Applicants are required to apply online and need to submit:
 - Current Resume including two professional referees.
 - Written examples to demonstrate your competitive ability to support your skills, knowledge and experience to meet the selection criteria for the role as per attached Job Description Form.
 - Copies of any relevant documents in order to address the selection criteria for this role, as per attached Job Description Form.
 - We are interested in how your skills, knowledge and experience indicate your ability to carry out the duties and responsibilities of the position.
 - Your responses and resume will be assessed by the selection panel with reference to the selection criteria as the basis for shortlisting".
- "Applicants are required to submit: a comprehensive resume and a statement addressing the work-related requirements as detailed in the Job Description form in no more than four pages."
- "To be accepted, applicants MUST include a resume, cover letter and a document addressing the selection criteria."
- Candidates must address the selection criteria."
- "Before applying, please read the attached position description carefully to see that it is right for you and that you meet the requirements of the role. Your application must contain a short cover letter addressing the selection criteria and a resume."

1.2. When to use selection criteria



From the perspective of the employer, selection criteria offer a way to assess each applicant's suitability to carry out the responsibilities of an open job.

The employer will frequently use a marking key to rate your answers to the selection criteria such as:

1 = Failed to meet the selection criterion (i.e. unable to assess due to lack of information)

2 = Partially meets the selection criterion

3 = Meets the selection criterion

4 = Partially exceeds the selection criterion

5 = Exceeds the selection criterion

If you score 1 or 2 for any of the selection criterion, it's unlikely you will progress to an interview.

It is critical from the perspective of the applicant to effectively address each selection criterion because the selection panel will rate your answers in relation to those of other applicants. To increase the likelihood of being selected for an interview, make every effort to ensure your responses fully demonstrate your abilities to perform the work.

Your written communication skills—a crucial aspect of many roles—are also demonstrated by your ability to respond to selection criteria successfully.

Read this Career FAQs article for an overview of **selection criteria for government jobs**, as well as some **sample responses**.

Identifying Selection Criteria

2.1. Types of selection criteria

There are five common types of selection criteria, reflecting many transferable employability skills and attributes that are valued in most workplaces. By understanding how they differ, you can identify strategic ways to address them.

Knowledge criteria

These criteria are usually industry or discipline specific. When addressing knowledge criteria, it can be useful to:

- Describe the type of knowledge you have (or will soon have), how you acquired it and when you've had the opportunity to apply in the past
- Explain how you might apply this knowledge in the role
- Explain how you update your knowledge (e.g. attending professional development seminars or maintaining subscriptions to professional journals etc.)
- If you do not have the required knowledge, provide evidence of your efforts to acquire it, or your willingness to participate in on-the-job training

Examples of knowledge/qualifications criteria:

- Knowledge of civil engineering design software, e.g. AutoCAD or ArcGIS
- Knowledge of current clinical governance systems
- Knowledge of integrated transport systems
- Knowledge of digital media (including internet and social media) for use in promotion and strategic planning
- Tertiary qualifications in accounting, finance or equivalent discipline

Knowledge of graphic design applications

Through completion of a university design unit as an elective, I learnt to use InDesign and Photoshop effectively. In my role as a graphic designer for The Dental Studio, I used InDesign, Illustrator and Photoshop to create brochures, conference materials and merchandise (such as calendars and notepads), as well as content for social media posts. I received very positive feedback from management staff regarding my technical design skills and the products created have been effective marketing tools for The Dental Studio. I am currently completing an online course on how to use Adobe Dreamweaver. I am a fast learner and excited by the opportunity to use any new creative software.

Experience criteria

Many jobs demand that candidates have prior expertise working with specific clientele or workflows. When addressing experience requirements, it's crucial to offer convincing evidence derived from actual life experiences, ideally in settings that are relevant to the goal job.

Examples of experience criteria:

- Proven experience in public relations
- Experience in the Quality Improvement Cycle and patient safety initiatives
- Demonstrated experience in the development and administration of websites

Skills-based criteria

In most jobs, transferable skills like effective communication and computer literacy are essential. When responding to skills-based criteria, examples of instances in the past when you have used these skills are required.

Examples of skills-based criteria:

- Effective written and verbal communication skills
- Strong critical thinking and responsive problem-solving skills.
- Highly developed time management and organisational skills.

Qualification criteria

In these inquiries, the applicant is questioned about whether they possess a particular degree or accreditation, such as a driver's license, tertiary degree, or first aid certification. In reaction to this, for instance:

I recently completed a Bachelor of Arts (Mass Communications) with streams in journalism and public relations, and believe that the skills and knowledge attained from this degree fit strongly with this position.

Values / attributes criteria

Employers will sometimes include attributes and values criteria to assess your fit with the organisational culture and the requirements of the role. Explain why you believe these values are important for this type of work and how your attributes might benefit the organisation. You can use evidence from your past experience to demonstrate your personal attributes and values.

Examples of values/attributes criteria:

- Demonstrated ongoing commitment to personal professional development.
- Commitment to the principles of equal opportunity in the workplace.
- A flexible and adaptable approach to work.
- Willingness to uphold the mission, vision and values of your target employer
- A dynamic and self-driven individual

See more example criteria with responses.

Recall the previous illustration of the Graduate Safety Officer? We've found the following selection criteria that are "hidden" in the job posting:

Graduate Safety Officer

Trent Transport is a recognised industry leader in the provision of national, international and specialised logistics services. We offer outstanding opportunities in an **energetic atmosphere of team spirit and accomplishment**. Along with our **high standards**, we hire only the most qualified candidates who are committed to always putting the customer first.

Values / attributes

We currently have an exciting opportunity for a graduate with **formal qualifications in Occupational Health & Safety or Supply Chain & Logistics** with a desire to follow a safety-based career and to work with and learn from our high performing Safety & Operations Teams. The graduate will initially provide support and assistance with regards to safety, compliance and improvement opportunities for the Logistics Divisions.

Qualifications

Along with a relevant **tertiary qualification**, the successful candidate will also require the following:

- Vacation student **experience in a safety related position** preferable
- **Advanced skills in Microsoft Excel**
- Demonstrated **report writing skills**
- The ability to **communicate and collaborate effectively** with a diverse group of stakeholders
- **High level organisational skills** and **attention to detail**
- Solution focused and effective **problem solving skills**
- Ability to demonstrate **initiative** and identify cost saving measures

Experience

Skills

2.1. Types of selection criteria

Selection criteria can be classified as desirable or necessary. The most important requirements are considered essential criteria. Employers frequently ask that candidates only apply for the advertised job if they satisfy all the necessary requirements.

It's important to consider desirable criteria as well. These will matter more in a setting where there is competition. If you satisfy every requirement, your odds of being called for an interview will be higher. Avoid the temptation to skimp on the desirable requirements.

An excerpt of the necessary and desirable selection criteria from an occupational therapist job description form is provided below, along with a description of the different categories of selection criteria:

Occupational Therapist - Job description form (JDF)

Selection Criteria

Essential

1. Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Malaysia.
2. Knowledge of varied methods of assessment, treatment and evaluation within Occupational Therapy practice.
3. Ability to manage a clinical caseload and time effectively.
4. Knowledge of primary health care principles.
5. Demonstrated ability to function independently or deliver programs as part of a multidisciplinary team.
6. Demonstrated interpersonal and communication skills (both written and verbal).

Desirable

1. Understanding of rural and remote community living, and the potential impact of this on Occupational Therapy practice.
2. Knowledge of cross-cultural issues.
3. Knowledge of current legislative obligations for Equal Opportunity Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

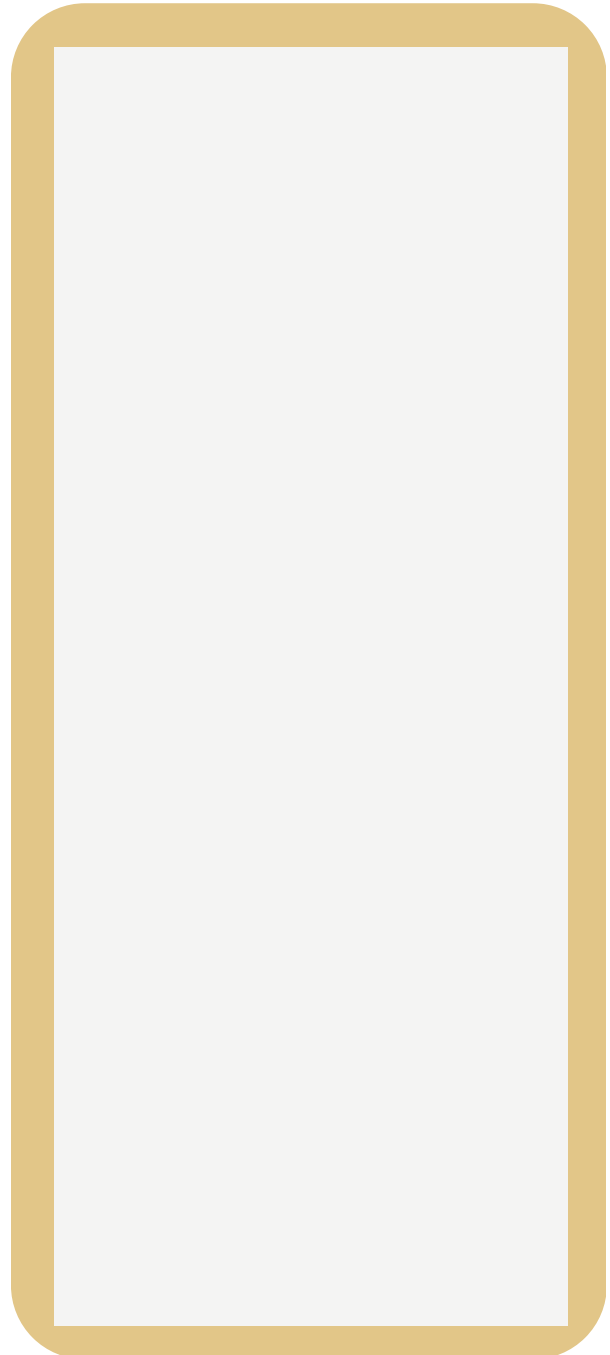
Preparation

Avoid a last-minute frenzy by starting early! We advise you to begin preparing responses to some typical selection criteria well in advance of actually beginning to apply for employment. To achieve this, one strategy is to conduct a personal skills study. You can reflect on your present skill set and record examples from your daily life that show these skills using a skills analysis activity.

You could begin by thinking back on actual instances from your employment history, academic career, and extracurricular involvement that show some of the prevalent employability skills, such as:

- Communication - written and verbal
- Teamwork
- Problem solving
- Leadership and influencing
- Planning and organising
- Initiative and enterprise
- Learning
- Technology
- Self-management

List selection criteria regularly mentioned in job adverts and position descriptions relevant to your target job goal(s):



Addressing Selection Criteria

Here is a step-by-step method for organising your responses to the selection criteria.

4.1. Step 1: Research the employer

When you begin the process of compiling your selection criteria responses, place yourself in the position of the employer. What do you suppose they are trying to find in your answers? How can you write a document that is as simple to peruse and comprehend as possible?

Do some research on the company to make sure you understand its goals, core principles, major initiatives, location, etc. The research that follows may be useful to you.

Key values of this organisation are:

Purpose and core functions of this organisation are:

Key projects and priorities of this organisation are:

How does it differ from competitors?

Why are you interested in this organisation?

Any other notes:

4.2. Step 2: Analyse the job advert / position description

To understand the responsibilities of the position, consult the employment description and advertisement. Determine the kind of selection criteria needed for the position, colour-code them if you find that method effective, or describe them here.

Job title:

Knowledge criteria:

Experience criteria:

Qualifications criteria:

Skills criteria:

Values/attributes criteria:

4.3. Step 3: Collecting evidence

You can use evidence from all areas of your experience to support your responses to selection criteria in order to locate the most current and pertinent examples for the desired position. Your knowledge, abilities, and other qualities should be displayed at their highest, most complex degree.

Examples may be drawn from:

- Practicum placements, fieldwork, projects, tutorials, labs
- Relevant experience and qualifications
- Involvement in leadership and student club activities
- Community or volunteer work of any significance
- Conference or professional development participation
- Other training or short courses you have undertaken which might demonstrate relevant knowledge, skills and experience to the target job
- Overseas experience
- Family responsibilities or caring duties etc.

Brainstorm what evidence you might use for each criterion. Use the results of the skills analysis section of this workbook to help you identify what evidence to use.



Here are some examples to get you started:

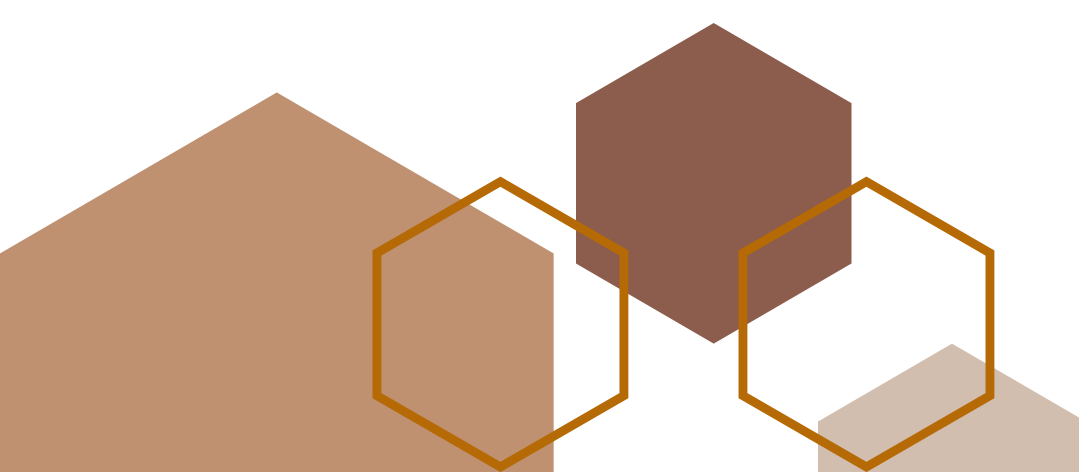
Roles / occupations	Tasks and activities	Skills and attributes
List all the roles you have through work, study and co-curricular activities	List your responsibilities for each of these roles	List the skills and attributes you have applied or developed
Counterhand in a food court retailer	<ul style="list-style-type: none"> • Serving customers • Food preparation • Cleaning 	<ul style="list-style-type: none"> • Communication with customers from diverse backgrounds • Working under pressure • Patience • Occupational health and safety
Volunteer surf life saver	<ul style="list-style-type: none"> • Observing changes in beach conditions • Fitness • Applying First Aid 	<ul style="list-style-type: none"> • Teamwork with other patrol members • Effective radio communication • Diligence, Occupational health and safety
Behavioural therapist	<ul style="list-style-type: none"> • Teaching children basic literacy and numeracy • Reinforcement for positive and negative behaviours 	<ul style="list-style-type: none"> • Understanding developmental milestones • Adapting communication style to children and parents • Design and development of suitable teaching materials and Building rapport

If you undertake placements, fieldwork or other related opportunities relevant to your career goal, keep a journal of your experiences, especially if they are a little unique. This ensures the examples you choose to include in your selection criteria will stand out. Keep a note of not only positive experiences and outcomes, but also those situations where you might do things differently next time, i.e. learning experiences.



What's your evidence?

Roles / occupations List all the roles you have through work, study and co-curricular activities	Tasks and activities List your responsibilities for each of these roles	Skills and attributes List the skills and attributes you have applied or developed



4.4. Step 4: Opening Sentence

You should begin each selection criterion response with a sentence that explains how you satisfy that criterion. An illustration, "Over the course of my work, I have developed and honed strong written communication skills."

A gripping opening sentence will persuade the employer to continue reading, and it must be followed by specific instances showing how you have used these skills in the workplace. (or in other contexts if workplace examples are not available).

4.5. Step 5: STAR or SAO model

Addressing selection criteria is meant to demonstrate your ability, based on previous accomplishments, to perform the responsibilities of the job you are applying for. In order to address selection criteria linked to experience, skills, and values, the SAO and STAR models are frequently used. Situation, Task, Action, and Result is referred to as STAR, and Situation, Action, and Outcome is referred to as SAO.

The primary distinction between the two is that while the SAO model combines job and action, the STAR model separates them. Use the approach that is the simplest for you.



The STAR Model

STAR is an acronym for the following:

- **Situation:** Briefly outlines the circumstances surrounding the example
- **Task:** Describes what you were required to do
- **Action:** Outlines the steps you took to complete the task
- **Result:** Describes the outcome of your actions

Demonstrated ability to show initiative

Situation

As a committee member of the Curtin Malaysia Employability Club, I helped organise a networking event involving students and industry professionals.

This gives an excellent background for setting up the example. Here, the interviewer will find all the necessary details to comprehend the situation.

Task

I applied my initiative by suggesting and implementing employer sponsorship to enhance the event's budget and reputation.

Action

I liaised with committee members to see what employer relationships were already existing with the Curtin Malaysia Employability Club.

I contacted these employers and arranged a telephone meeting to discuss the event and the sponsorship opportunities available.

I was the lead team member for all interactions with the sponsoring organisations regarding the logistics of the event.

All of these action points are related to this ability because the question asked how you showed initiative. The action points are only related to using initiative; there is no mention of how you worked in a team or how you used great communication skills.

Result

The application of my initiative meant that RSM Bird Cameron and Jones Lang became key sponsors of the Curtin Malaysia Employability Club annual networking event. This sponsorship provided the club with a RM5000 budget for the event. Positive feedback was received from students and employers. Student membership to the Curtin Malaysia Employability Club also increased by 25% one month after the event.

Try and provide at least three action points

It is significant that this finding explicitly links the outcomes to the interviewee's actions.

The SAO model

SAO is an acronym for the following:

- **Situation:** Briefly outlines the circumstances surrounding the example
- **Action:** Describes what you were required to do and outlines the steps you took complete the task
- **Outcome:** Describes the results of your action

Here's an example of how to incorporate SAO into a response to the following selection criterion:

Proven experience using information and technology

As part of my degree program, I was required to source information, verify its origins and analyse its implications. I utilised various technologies to undertake these tasks including the Internet, online library databases and even microfiche. I am adept in all Microsoft Office software and have had some graphics experience with the Creative Suite (Opening sentence).

When I started working at the Smithtown Medical Research Institute, there was no appropriate data management system that I could use to manage the fundraising project with local high schools (Situation). I developed a database to manage the contact information for all sponsors, which also included records of when and why they were contacted, what the sponsorship agreement comprised and how it would be delivered. I managed this system throughout the project and ensured that it streamlined communication and information sharing amongst the project team members (Action).

My initiative resulted in a streamlining of effort with no double handling, a clear record of activities undertaken and a database for future use for fundraising efforts (Outcome).

Note: Do not write (Situation), (Task), (Action) etc in your selection criteria responses.

4.6. Step 6: Content and language

- Be precise. Use concrete instances from your experience and be sure to include any results or outcomes of your actions.
- Address all elements of every criterion.
- Watch out for keywords in the requirements; for example, does the employer say that you should have "high-level" abilities in a particular field? If so, you must give examples of your advanced abilities since this position calls for them.
- Pick career-related instances that are appropriate for the position you're applying for. The employer might not be aware of how your experiences relate to their desire list.
- Use distinctive and eye-catching evidence to set yourself apart from other applicants by proving that you meet (or surpass) each requirement. Keep your explanations succinct and impactful by selecting your best example for each and nailing it. (STAR and SAO will help you with this).
- Logic and consistency are key. The details in your résumé and cover letter should be directly related to how you responded to the selection criteria.
- Use uplifting words. Avoid using words and expressions like "somewhat," "a little," "limited," and "somewhat." Defy the urge to exaggerate or minimise your skills.
- Use action words and avoid using passive language when describing your experience. For example, "I received consistently excellent feedback in relation to this newsletter from internal clients and my own manager" is better than simply stating "feedback in relation to this newsletter was consistently excellent".¹ For suggestions, try our list of [positive action words](#).
- Avoid unsupported claims.

Lateral thinking is often required, especially if you are struggling to come up with suitable examples. Asking other people for their thoughts can sometimes be helpful, as they often think of examples you may take for granted.

Ensure you market yourself and your learning from one field to another by stating "I have achieved this..... which is relevant to ...", rather than "I haven't done that."

4.7. Step 7: Presentation

- Unless otherwise requested by the employer, include your answers to the selection criteria in a document distinct from your resume and cover letter.
- Each selection criterion should be addressed separately, keeping in mind the order in which they show in the job description form or job advertisement.
- Make sure your document is simple to read and that the style, tone, and words you use are similar to those in your cover letter and resume.
- Avoid abbreviations.
- Aim for a page and a half for each category, unless there is a stated word count. Some criteria, like Yes/No questions, will only accept one- or two-sentence answers, like a driver's license.
- Use concise words and proper grammar. Remember that when reviewing your responses to the selection criteria, the company will also be evaluating your written communication abilities.
- Proofread. Before submitting your answers, have someone else review them for errors.
- Always adhere to the employer's detailed directions.



4.8. Example selection criteria and responses

Well developed communication skills

As a Safety Support Officer at ScienceWA (Situation), I needed to ensure that staff were kept informed of health and safety policies and procedures (Task). To do this, I initiated a monthly newsletter, which contained relevant health and safety updates for staff. I organised and delivered regular “lunch and learn” sessions with staff to answer any questions on health and safety matters. I was a member of the WA Safe Workplaces committee and liaised with other health and safety professionals to learn innovative practices to assist with reducing safety risks that I shared with my workplace. (Action). My excellent communication skills meant that all staff had the information and resources they needed to operate in a safe manner. According to my manager, my inputs contributed to a 5% reduction in workplace safety incidents in 2021 (Result).

Knowledge of desktop publishing applications, including Adobe Creative Suite

Having completed a university design unit as an elective, I learnt to use multimedia effectively. I am also adept at using Adobe Photoshop 7 and InDesign CS6, plus basic Dreamweaver CS4 knowledge, and have used this to create an event webpage.

If you read this question carefully, it is not asking for a specific example to be provided. However, give as much context and specifics as you can to really reinforce your knowledge

Ability to work as part of a team

In the final year of my Commerce degree, I led a team of five to produce a marketing and community engagement plan for the Fremantle Dockers (Situation).

At the beginning of the project, the team's work was progressing slowly, so I decided to more actively lead the team to ensure we met deadlines and achieved outstanding results (Task). I developed timelines to mark key project milestones and consulted with team members to ensure each individual stayed motivated and tasks remained on track.

This was the first time the team had worked together, so I developed processes to make sure we communicated effectively - I encouraged quieter members to share their ideas, distributed minutes after each meeting, and ensured we chatted online when we couldn't meet in person. Each team member had very different ideas and approaches to the brief, so I collated strategy ideas and led the team in providing constructive feedback and finding ways to include everyone's strengths as part of our marketing solution (Action).

Upon completion of the project, we received a high distinction and were offered internships with the Dockers, helping to implement some of our strategies. In addition to producing a successful plan, we also developed extremely efficient processes for working together and formed productive relationships (Result).

Submitting Your Application

It's crucial to carefully check your document for errors after constructing your selection criteria answers (along with your cover letter and resume). Pay close attention to the formatting, grammar, and wording. If at all feasible, ask someone else to proofread your writing. Small errors during the recruitment and selection procedure may prevent you from being shortlisted for an interview.

Take a break for at least 30 minutes before reviewing your selection criteria answers if you can't find someone to proofread them for you.

Observe all guidelines regarding how to submit your application and which papers to submit. Carefully follow the instructions if you are asked to submit your document in a specific format. A form or a design might also be offered to you. The employer is searching for someone who can follow directions, so if you don't do it correctly, your application might be turned down.



Responses to the selection criteria take a long time to finish. It will be much simpler if you start preparing for this process well before you start applying for employment because you will have plenty of examples available. Give yourself plenty of time to prepare your answers in draught form before polishing them.

Copy your application and keep it. You should review this before the interview because the company might inquire about the information you provided in your application.

Utilise the exhaustive list of selection criteria to make sure you stick out as a top candidate for the position.



5.1. Selection criteria within a cover letter

Some employers demand that your cover letter discuss the selection criteria. In these cases, we advise you to combine the details typically found in a cover letter (i.e., why you are interested in the job) with your proof of how you meet each selection criterion, keeping this to a maximum of two pages (or another word/page limit if stated). Consider this strategy as a more comprehensive cover letter. Only in this situation should you use a lengthier cover letter than one page.

Flinders University produced an excellent example of a cover letter which addresses the selection criteria in a two page format (slightly adapted):



Speech Pathologist

Essential:

- Earn a bachelor's degree in Speech Therapy, Communication Sciences and disorders or a bachelor's degree Audiology from an accredited university.

Desirable:

- Clinical competency and theoretical knowledge in the assessment and management of communication and swallowing disorders within the acute, rehabilitation and/or aged sectors
- Excellent written and verbal communication skills
- Excellent organisational and time management skills
- Demonstrated ability to work within a multidisciplinary team
- Knowledge of and participation in continuous quality improvement processes
- Commitment to continuing professional development and clinical research

Example response

Having successfully completed my Degree in Speech Pathology and with eligibility for membership of the Speech Pathology Association of Australia, I am writing to apply for the position of Speech Pathologist advertised in the Advertiser on (date).

Within my course I enjoyed the opportunity to ..., and to develop my clinical experience in ... This has enhanced my keen interest in pursuing a career ...

Through placements at ... I have had the opportunity to provide diagnostic and review assessment of ... in settings ranging from X to Y. In particular, at the ABC Agency. I managed a caseload of X clients, ranging in age from X-Y who presented with clinical conditions such as ... Utilising assessment techniques such as ..., I have ... In addition to designing and implementing suitable therapy programs for ..., I have furthered my knowledge base (established through topics such as ABC) and clinical competency through ... In addition, placements at ... and ... have enabled me to further my experience working with ... and responding to associated complications such as ... My placement summaries note my

Don't forget to comment on why you would like to work for this particular organisation. State your reasons for applying to this particular organisation and then proceed to your final paragraph.

Highlight a couple of relevant points to the target job/ context you are likely to be working in before using the remainder of the letter to expand on more specific experiences using SAO or STAR linked to the above person specification.

Throughout my Speech Pathology placements, I have drawn upon my excellent written communication skills to ..., in addition to preparing succinct assessment reports and discharge summaries. In liaising effectively with patients, other health professionals and family members, my verbal communication skills (including ...), have been developed to a high level. My involvement in various community volunteering roles in the aged care sector and five years of customer service experience has also strengthened my ability to establish rapport and maintain a professional communication style.

Using an organised and systematic approach my workload, I have both successfully managed my time effectively in a clinical setting whilst also meeting all deadlines for my coursework, evidenced by To achieve this I use Outlook Calendar, and a paper diary as a backup, to prioritise daily tasks and track monthly goals, and outcomes. Through reviewing my calendar on a daily and weekly basis I am able to ...

My ability to work within a multidisciplinary team is demonstrated by In my placement at XYZ, I worked closely with other team members such as ... to ensure that A key example of my ability to provide of multidisciplinary management of patients is when I ...

Furthermore, I am keen to be involved in continuous quality improvement processes. While on placement with YYY clinic, I worked with my supervisor to develop a client survey asking about satisfaction with, and efficiency of, our services. This involved ... As a result ... I am enthusiastic in my commitment to continuing professional development and have recently participated in professional development activities including ... I have found my regular meetings with placement supervisors invaluable for my clinical development. My commitment to improving and updating my knowledge through clinical research was recognised in my placement report from ABC Agency ... I have made it my practice to regularly refer to ... XYZ sources

Note how all of the desirable criteria have also been addressed, not just the essential, which is excellent; plus, subtle enthusiasm and motivation for this role is included throughout



Selection criteria checklist

Preparation

- ☐ Highlight selection criteria in the job advert
- ☐ Follow organisations instructions on how to demonstrate selection criteria (e.g. cover letter or statement)
- ☐ Brainstorm your own examples against each selection criterion

Content and structure

- ☐ Address all selection criteria
- ☐ Be specific in your answers - use the STAR technique
- ☐ Use positive action words (e.g. developed, created, maintained)
- ☐ Don't forget to reflect the tasks and duties for the job in your answer

Presentation

Unless specified otherwise, you should:

- ☐ Address each criterion under a separate heading (You can combine two together if you have one example that demonstrates both)
- ☐ Each criterion response should be 250 words or approximately half a page length (Don't waffle!)
- ☐ Enhance readability - use dot points in paragraphs, neat formatting, clear headings and font size 10-12pt
- ☐ Avoid abbreviations without explanation
- ☐ Proof read
- ☐ Name your file to be clearly identifiable (with your name too)



Additional Support

Curtin Career Services

Contact Curtin Career Services about your career related questions.

- Visit us in **Heron 1 (First Floor)** - Marketing & Communications Department.
- Email us at careers@curtin.edu.my

Stay in touch online! We regularly share job and internship vacancies on our social medias.



careersalumni_curtinmalaysia



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