



Selection Criteria Application Guidelines for Applicants

As a potential candidate for a vacancy with Huon Valley Council these guidelines are provided to assist you in delivering a strong application. At the core of our organisation lies a steadfast commitment to consistently elevating the quality of services we provide to the Huon Valley community. Therefore, we seek individuals who will play a pivotal role in fortifying and perpetually refining our operational excellence.

Defining the Selection Criteria

Selection criteria are a set of specific qualifications, skills, attributes, or characteristics that are established as prerequisites or benchmarks to assess and compare individuals. These criteria are used to make informed decisions about which candidate best fits the requirements of the role.

The selection criteria will be listed in the Position Description of the advertised position.

Selection criteria applications

You may be asked to provide a statement about your skills and experience against selection criteria as part of your application. The panel will use your responses to determine whether you have the right knowledge, experience, values and personal attributes required for the role and will shortlist, for interviews, based on the information provided.

Your selection criteria responses should explain how your personal work history, courses, study experiences and/or lived experiences meet each criterion and make you a strong candidate for the job.

Essential and desirable requirements

Essential requirements are elements which applicants must hold in order to perform a job – for example, a particular certificate or qualification.

Sometimes skills, experience, knowledge, or qualifications may be listed as a desirable requirement, this means they are not required, but beneficial for the applicant to perform the requirements of the role.



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Some common examples include:

- professional and academic qualifications such as a university degree, diploma or certificate
- professional registration/licensing such as teacher registration or registration to a professional body
- competency in the use of a range of business-related programs and software
- demonstration of written and verbal communication skills

Tips for addressing selection criteria

- Read the selection criteria carefully and make sure you understand what it is asking for. If you are confused or unsure, contact the relevant person as identified on the job advertisement.
- Use specific examples in your responses following the STAR method (see below)
- Tailor your responses to the specific role you are applying for, avoid generic answers.
- Talk about your transferable skills if you don't have any direct experience.
- Do not skip any selection criteria.
- Use clear language, avoid jargon or overly technical language, unless it's relevant to the role.
- Follow instructions, pay close attention to the guidelines for applying provided in the job advertisement.
- Be truthful in your responses.
- Proofread carefully, checking your responses for spelling, grammar, and accuracy before submitting your application.

STAR Method

The **STAR** method might help you frame your response to each criteria:

- SITUATION** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- TASK** What was the job and your role of it?
- ACTIONS** What did you do and how did you do it?
- RESULTS** What did you achieve? What was the end result and how does it relate to the job you are applying for.

Talk to the Hiring Manager

In the vacancy advert the name of a contact person will be provided. The role of this person is to answer any questions you have about the role. You are encouraged to give the contact person a call to ensure you have a good understanding of the role and to know if it is the right fit for you.



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COMMON QUESTIONS

How long should my responses be?

The job advertisement may outline a word limit for each response which you need to adhere to. Successfully using the STAR method for each selection criteria will require you to write at least 1 to 2 paragraphs depending on any word limits noted in the application package.

You should provide a clear and concise response to the selection criteria, and avoid repeating yourself in multiple responses.

Allow time after completing your first draft to review and edit your submission. Often good editing will allow the selection panel to quickly and easily learn about you.

How important is my resume?

It is very important that your resume complement, and work with, the information you provide in your Selection Criteria. The selection panel will read both documents together.

How long should my resume be?

Your resume should be concise, ideally no more than two (2) pages. Focus on including the most recent and relevant information that highlights your qualifications and experience applicable to the role you are applying for.

How important are my referees?

At Huon Valley Council the selection panel use reference checks to support your application and interview. Selecting the right referees is important, if possible, they should be professional referees from your most recent places of employment. Ask people to be a referee knowing the panel is likely to question them about your professional capabilities as well as your contributions to positive team dynamics and organisational culture. Make sure your referees understand the importance of the role they are taking on.

Should I include a cover letter?

If it is requested in the job advertisement, you should include a cover letter briefly introducing yourself and explaining why you are a good fit for the advertised role.



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