



How to address the selection criteria

Selection criteria are statements that describe the qualifications, knowledge, skills, abilities and experience that are required in a job. When asked to respond to selection criteria, you are being asked to describe how you meet the requirements of the job and are encouraged to provide examples. Selection criteria are used by the selection panel to assess if the applicant is suitable for the position that they are applying for.

Applicants that address the **criteria partially** or **do not address the essential criteria** are usually not considered suitable for interview.

When addressing the selection criteria your aim should be to show how your workplace skills and experiences have helped you to successfully handle key situations which you will be likely to face in your job. Using specific examples is a good idea. Remember that you are highlighting your qualities by relating a purpose-driven story. You need to supply enough detail to be clear. It is essential that you keep focused on answering the specific requests of each criterion.

You should aim to write a solid paragraph on each of the criteria and this should be in point form as provided below.

Addressing selection criteria

Here is a couple of examples, on how to address selection criteria. **Please note that these are examples only and you are expected to formulate your own responses to the position that you have applied for.**

1) Current Nurses & Midwives registration via Australian Health Professionals Regulation Agency (AHPRA) as a Registered Nurse.

I am currently registered with APHRA, my registration number is NMW000xxxxxxx. My registration expires on the 30/05/0X and I have no conditions imposed on my practice. -

2) Effective written and verbal communication skills.

I believe that in the profession of nursing, effective written and verbal communication skills are essential for quality nursing care and best practice. I possess strong negotiation skills so that I can effectively advocate on the behalf of patients. I pride myself on the strong rapport and professional relationships that I have developed with patient relatives. My attention to detail ensures that my documentation is accurate and timely and provides my colleagues with valuable information on the progress of my patients. Working as a team leader in my current position has further enabled me to develop these essential skills.

3) Effective interpersonal skills

Provide Response.....