

**Q) What are Key Selection Criteria?**

A)

Key selection criteria are the skills, attributes, knowledge and qualifications that Goulburn-Murray Water has defined as being essential for satisfying the requirements of the job and can be found in every Position Description advertised.

When applying for a job you are required to write a short statement against each criterion, which outlines how your current skills, attributes, knowledge or qualifications satisfy this criterion. The Key Selection Criteria can be addressed in Section B of the Goulburn-Murray Water Application Form.

Describing how you meet the selection criteria will make sure that all the information about your suitability for the position is acknowledged. Therefore increasing your chances in the selection process.

**Q)What if I don't address the Selection Criteria?**

A)

An application that fails to address the stated key selection criteria will not be considered.

**Q)How will this information be used by the selection panel?**

A)

The panel will use all the information provided in the application and the attachments provided, to assess how well an applicant meets the selection criteria.

**Q)Where do I find out about the Key Selection Criteria?**

A)

The key selection criteria can be found in Section B of the Goulburn-Murray Water Application Form

**Q)How do I address the Selection Criteria?**

A)\

When addressing Selection Criteria it is important to consider the following steps:

1. Read the Selection Criteria carefully

One capability may ask for 'experience in' while another may specify 'knowledge of'. Make sure that you understand and address these subtle differences.

If you have questions regarding the selection criteria, contact the contact person indicated on the front of the position description before submitting your application.

2. Break the Key Selection Criteria into key points

The selection criteria may be written in such a way that more than one quality is being assessed. Underline key words and determine what the employer is asking for.

For example a capability such as "Ability to communicate with people from a variety of backgrounds" could be broken up into the factors of "ability", "communication" and "people from a variety of backgrounds". How often did you communicate? What was your level of responsibility? What sort of communication was required? How often? With whom? How well did you communicate? How do you know?

3. Support your claims with evidence

Avoid blank unsubstantiated statements such as 'I have extremely well developed communication skills'. This is your opinion; the employer needs evidence that it is true. You need to provide concrete examples that demonstrate your skills and

abilities and illustrate the complexity and demands of the task used as an illustration. It may be easier to do this if you use the CAR approach:

Context - Describe the situation.

Action - Explain your actions. What were your actions? What did you do?

Results - Detail the result of the actions which you took.

#### 5. Use active verbs

Statements such as "I negotiated" or "I liaised with" have more impact than "I was involved in" or "I was responsible for". The use of strong, specific verbs will help you to describe your role more clearly.

#### 6. Use good English

Your ability to communicate in writing will be assessed by the way in which you address the key selection Criteria.