Key selection criteria
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How are graduates assessed?

• CVs
• Covering letters
• Psychometric testing
• Writing exercises
• Questions on an application form
• Specialist exercises (for example to test knowledge of economics, engineering or accounting and finance)
• Interviews
• Team based activities

EVERY FORM OF ASSESSMENT IS DESIGNED TO ASSESS CANDIDATES AGAINST THE KEY SELECTION CRITERIA
Key selection what?

- Key selection criteria are what candidates for a role are assessed against and cover:
  - Knowledge – the information or understanding a candidate requires to perform a role.
  - Skills – the ability a candidate requires to perform a role.
  - Attributes – inherent personal requirements which are additional to “learned” abilities.
Examples of key selection criteria

- Analytical and conceptual ability
- Excellent communication skills
- Excellent teamwork skills
- Initiative
- Accountability
- An interest in public policy
- A security check
- A degree
Now the (hopefully) useful part....

- Almost all organisations use key selection criteria to assess role applicants.
- Many organisations have the key selection criteria for roles available on their websites.
- They are assessed right throughout the application and recruitment process.
- Some are assessed with one task, some are assessed with multiple tasks.
- Your degree or CV are not the most important part of every application.
How to respond to questions in an online application form

- Start early.
- Think about what the question is trying to assess.
- Ask someone else what they think the question is trying to assess.
- Read the question carefully.
- Don’t use a computer spell checker.
- STAR approach
  - Situation
  - Task
  - Action
  - Result