

Selection criteria – some samples

The following samples relate to a hypothetical application to the Australian Crime Commission for a position as a Graduate Officer. They are intended to be a 'guide' as to one way to address the selection criteria for a given application. For information on how to develop your own examples and prepare detailed responses, see the guide titled 'Selection Criteria' and the additional resources suggested within it.

1. Demonstrated analytical and research skills

Throughout my studies I have demonstrated my capacity to analyse situations, tasks and problems and arrive at creative solutions. As examples I have completed a literature search on my thesis topic; written a report and recommendations on current labour market information; and researched and prepared reports on specific industries that have been used as a guide to graduate employment by university faculties.

I have maintained my intense interest in current affairs through the reading of newspapers, journals, magazines, professional publications and the undertaking of global research through the use of the internet to support my research - received distinctions for research papers on the Psychology of Terrorism.

2. Ability to apply academic knowledge and concepts to practical situations

My ability to apply academic knowledge and concepts to practical situations has been demonstrated by:

- Publicly advocating for human rights, refugees and community development by engaging in fundraising activities and promoting public awareness of humanitarian issues.
- Creating informative articles available online to the general public as a volunteer graduate research assistant, for example "Human for Sale" as it pertained to my research project.
- Persuading others through the interpretation of specific information to suit targeted audiences. As a fundraiser, I initiated a dialogue which detailed how members of the general public could engage upon their own social justice by embarking on personal sponsorships of various programs run by a range of charities.

3. Ability to contribute ideas and demonstrate initiative and flexibility

My ability in these areas has been demonstrated by:

- Pursuing my on-going commitment to facilitating discussion and interest in International Relations through further study and community involvement, whilst working full time in a diverse work environment.
- Offering peer to peer support through online discussion forums for students and my work team.
- Actively participating in student advisory committees and employment discussion panels, resulting in improved communication, reports and procedures.
- Organising multiple events and establishing clear targeted outcomes for each event; trying new and improved ways of organising and marketing of these events within a small team resulting in increased attendance at graduate events.

5. Proven experience in use of information and technology

My experience in utilising and staying up-to-date with information technology has been demonstrated through both my work and my studies. In my work I undertake general office management and customer reception both face-to-face and online. Furthermore I have a high level of competency in writing for the web and meeting specific timelines. As a student I am an experienced user in the Blackboard Learning system for peer to peer online discussion and university assessments.

I have an excellent knowledge of the Microsoft Office suite of programs, including Word, Excel and PowerPoint, used Access for data management, Outlook and/or Eudora for daily communication, Windows Movie Maker, Internet Explorer and Mozilla for internet navigation, Dreamweaver as a client for web design, including knowledge of basic HTML coding, Fireworks for graphic editing and creation.

6. Able to operate effectively in a team, contributing positively to team operations and working relationships

Examples of my ability to contribute to team relationships include:

- Encouraged team morale through goal settings and weekly prizes and maintaining a positive attitude.
- Outstanding interpersonal skills through the coordination of student events and humanitarian education programmes, utilising my practical approach while listening and acknowledging other people's ideas, needs and opinions.
- Ability to adapt to different working procedures and standards, delegating tasks as required.
- Reliable in carrying out tasks to a specific timeline and sharing of resources with others.

7. Ability to apply project management practices

Excellent organisational and time management skills associated with a thorough understanding of research processes and the ability to organise multiple events within a short timeframe have been demonstrated through:

- Setting up project control groups for feedback on various projects through the establishment of university campus career teams during busy period
- Achievement of expected outcomes and objectives by consistent team consultation during times of peak activities with minimal supervision – assuming leadership and initiative when necessary.

These abilities are complemented by an in depth perspective of strategic management within NGO's and knowledge of the 7 key humanitarian values espoused by the Red Cross, which were developed through attendance at a Red Cross Volunteer Induction Day and International Humanitarian Law Seminar.