



Application: Understanding and Writing Criteria

The Department of Justice often require a document addressing job-related requirements to accompany a resume when applying for jobs.

Terms of Reference

The below terms can be found within Job Description Forms (JDFs) attached to advertised positions within the Department process:

- **Role specific responsibilities:** Tasks and actions the role is responsible for.
- **Job related requirements:** Summary of skills, abilities and experience required to manage functions of the role.
- **Role specific criteria:** Essential skills required to execute duties within the JDF.
- **Special requirements/equipment:** Any specific conditions for the role such as a qualification, experience within a role or industry, a knowledge of particular programs, a cultural identity or diversity requirement.

Understanding Criteria Writing Requirements

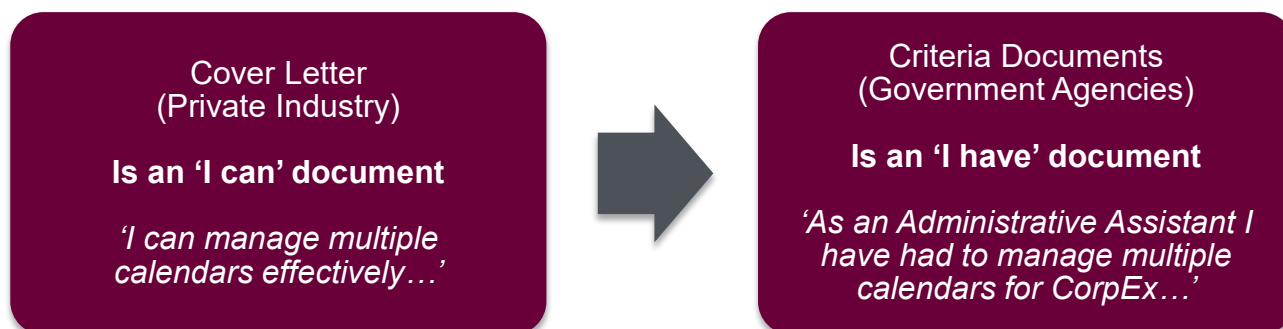
Criteria documents differ to cover letters used to apply to non-government positions. Criteria documents require you to provide evidence to support claims you make against points within the Job Description Form (JDF).

Substantiated Claims: To address role-specific criteria, we encourage you to draw on examples from previous work and life experience and provide details into these. In doing so, you can support the claims you make in your statements.

Substantiating claims is not as complicated as it sounds. We encourage you to remember why you were drawn to particular vacancies - you either have experience in similar jobs, have an interest, or possess transferrable skills that align to the role.

Drawing on this makes writing criteria easier and less daunting.

Example:



Key Wording: We would encourage you to carefully read and understand each criteria before choosing examples.

It is important to understand what each criteria is asking of you:

- If a criteria states words such as 'demonstrated' or 'ability to' it is asking you to provide a specific example of a time you have done this in the past.
- Criteria phrases such as 'a knowledge of' or 'well developed' allows you to address the criteria broadly and speak about your background relevant to the criteria. Providing a scenario showcasing the statements in action is always encouraged.

Writing Criteria Documents

The SAO Method: Using the SAO Method makes criteria writing easier to approach and allows you to clearly substantiate your claims. SAO stands for:

- **Situation:** 1-2 sentences outlining what you needed to do.
- **Action:** Sentences explaining the actions and steps taken in the situation.
- **Outcome:** 1-2 sentences summarising the result relevant to the criteria.

Example:

Effective time management skills with a demonstrated ability to meet fixed deadlines.

While working in a small office as part of a team, we had several projects with competing deadlines that needed to be worked on. Many of these projects were urgent and needed to meet key timeframes.

I demonstrated strong leadership and initiative, ensuring the projects were making progress, by arranging a planning meeting with the project team. I created an agenda for the team to follow, giving time to discuss each project, the tasks involved to meet the deadlines, and the chance for staff to assign themselves to key responsibilities. I also made sure that meeting rooms were booked for the planning sessions and the day was structured.

I opened the meeting, having set the agenda and taken on the role of chair, to make sure the team kept to time when discussing the actions. I also assisted the note taker to record the meeting minutes and noted any resources that needed to be shared with the team after.

At the meeting, we talked about each project, and I encouraged the team members to take ownership of a set of tasks. This approach was effective as I made sure the team members committed to tasks had strengths in this area or were interest in it topic. In doing so, we were able to keep to timeframes and meet deadlines for all urgent projects.

Criteria Statement Templates

Special Requirements - Aboriginality Statement example:

- I am an Aboriginal and/or Torres Strait Islander person with connections to [Language Group – eg: Noongar/Yamatji] country, and the [skin group] people.
- I live and work on [Traditional Land Name] country, accepted by the [skin group name] community.

Tips and Tricks

Brainstorming Ideas: When first reading each criteria, think of at least two examples that could apply. Use your strongest example in your criteria document and reserve your second example for interview - you may be asked questions based off the same criteria.

Non-work examples: You don't have to use examples from your previous jobs only. If you have experience taking care of family, supporting community events or managing personal situations that shows your skills as relevant to the job – include these examples!

Page Limits: Criteria documents have page limits, listed within the original advertisement. Once you have finished writing, review the document to ensure you stay within page limits. Applicants that don't meet the page limit may not be progressed through to interview.

Criteria Writing Tip: If you find yourself exceeding the page limit, you may need to review your page margins, document layout or look to cut out some words.

Proof Reading: When proofreading your document, return to the criteria to ensure that you are highlighting the right skills or experience. We can sometimes get caught up in the 'story telling' aspect of writing and need to keep wording factual and accurate.

Document Layout: Your document should consist of:

- A simple header identifying the document title and position title.
- An opening statement addressing special requirements.
- Reasonable margins, font, and font sizes.

Example:

Role-Specific Criteria: Customer Service Officer | Department of Justice

Demonstrated ability to work autonomously and within a team environment:

In my current role I maintain a positive attitude and present myself as open and friendly with colleagues. As I work within a high-pressure environment, I often work closely with my co-workers to meet deadlines.

More information

Jobs and Skills Centres are Western Australia's fee-free, one-stop shop for careers, training and employment advice, information and assistance. They can assist you with your resume, application, cover letter and interview advice, ensuring you put your best foot forward.

Jobs and Skills Centres are located in metropolitan and regional areas. Check out your local Centre by visiting their [website](#).

If you require any further information or assistance, please contact Aboriginal Workforce Development.

Phone: (08) 9264 1700 or Email: AboriginalWorkforceDevelopment@justice.wa.gov.au.