

# ***How to Write and Talk to Selection Criteria***

**Sixth edition**

**By Dr Ann Villiers, *Mental Nutritionist*®**

**Nationally recognised as 'the bible' on this subject**

**Best seller since 1996**

ISBN: 9780975756140

Format: EPUB – suitable for Kindle, iPhone, iPad, Android Phone or Tablet

ISBN: 9780975756157

Format: PDF – with Index

More than 300 pages. (40+ more than the 5<sup>th</sup> edn.)

Revised, updated and extended, this digital edition prepares a public sector applicant for 21<sup>st</sup> century skills, in an online environment, with a focus on value, results, and contribution.

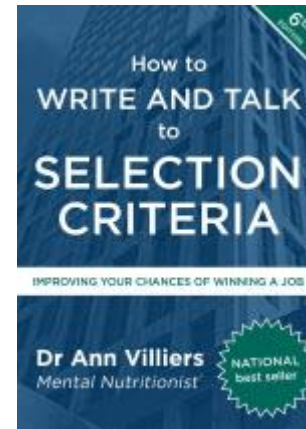
Based on a sense-making framework called *Mental Nutrition*, and a career management perspective, this current edition shows you how to manage your public sector career, how to write evidence-based, results-focused, job-matched résumés, applications and EOIs, and how to present a convincing case at a job interview.

## **What's new?**

- ✓ Are you skilled in contextual analysis so you can make a case for 'Why you'?
- ✓ Can you craft a value-rich expression of interest/statement of suitability in 2 succinct pages?
- ✓ Do you understand the capability frameworks that apply in the APS, in your state or territory, in your profession?
- ✓ Can you prepare responses on strategic thinking, policy, leadership and management?
- ✓ Are you up-to-date on changes in public sector value statements, on social media policy, and ethical dilemmas?
- ✓ Can you accurately read an online public sector job advertisement so you don't miss vital details?

If you answered 'No' to these questions, then you could be jeopardising your next career move.

**Contextual analysis** is now the basis of a strong application with particular attention to four work characteristics: volatility, uncertainty, complexity, and ambiguity. The sixth edition helps you understand the nature of complexity and how it applies to judging seniority level, leadership and example choice.



Whether you're applying for the public service, a public sector role, or any job that uses selection criteria, this edition gives you the know-how for avoiding **20 critical, career-limiting traps** that undermine people's efforts to win a job. Ten of these traps are:

- Not managing one's career.
- Not researching and analysing the job description.
- Not knowing what you have to offer.
- Not knowing how to read a capability framework.
- Not writing an expression of interest that makes a case for a job.
- Not focusing on results.
- Not tailoring a résumé to the job.
- Not strategically preparing for an interview.
- Avoiding self-promotion opportunities.
- Not mastering interview language practices.

**New chapters** offer:

- 13 ways to edit responses to meet strict word/page limits
- 5 steps for crafting a value-laden expression of interest/suitability statement
- Ideas on responding to challenging criteria: strategic thinking, policy, leadership, management, and conflict
- 11 language practices to boost interview performance
- Ideas on responding to six challenging interview questions including difficult people, leadership, and strategic thinking.

**Updated and expanded chapters** now include:

- Social media: their role in career management, policies relevant to personal and official use, their role in stakeholder engagement
- A summary of state, territory and professional capability frameworks
- Steps to forming an effective interview strategy
- Values-based management: changes across jurisdictions, ethical issues, engaging with risk.

**Tools** include 120 informal role terms and 550 action verbs to use in applications.

**Retained and revised chapters** offer:

- 50 ideas for managing your career
- how to make sense of capability frameworks, with 61 key terms explained
- 8 questions for interpreting a job context so you show a close job fit
- 10 mistakes people make in writing résumés and what to do about them
- how to anticipate what interview questions you could be asked
- 13 ideas for managing interview nerves
- an extended career case study illustrating job-specific and capability-based applications and a suitability statement/EOI

**Read** the Table of Contents below to see the breadth of this new edition.

**Author: Dr Ann Villiers** is Australia's only *Mental Nutritionist*® specialising in the sense-making process. Ann has interviewed hundreds of applicants and coached numerous people to greater application and interview confidence. Dr Villiers is a career coach, professional speaker and author who delivers workshops in applying for jobs and selecting staff.

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**Visit** the Product Store on [www.selectioncriteria.com.au](http://www.selectioncriteria.com.au) to purchase your copy at \$25.00.

**Awards:** *How to Write and Talk to Selection Criteria*, Fifth edition, received Highly Commended in the 2012 Non-Fiction section of the ACT Writing and Publishing Awards.

"Judges' comments: The book is a slick, highly readable, professionally designed and competently edited guide to the complicated process of applying for public sector jobs. If there is a better, more helpful, tool around for first time and seasoned applicants, the judges were not aware of it." <http://www.actwriters.org.au/awards/index.shtml>

*How to Write and Talk to Selection Criteria*, Fourth edition, received Highly Commended, in the 2006 Non-Fiction section of the ACT Writing and Publishing Awards.

## **Table of Contents**

### **Preface**

## **Part 1: Career management for the public sector**

### **Chapter 1: A public sector career**

Outlines 21<sup>st</sup> century public sector skills, the range of roles, career paths and routes into the public sector and how to judge what level to pitch for.

### **Chapter 2: Job seeker as career manager and sense maker**

Explains the importance of managing a career, adopting an employability mindset and building sense making skills.

### **Chapter 3: Know what you offer**

Illustrates five tools to support your career and reduce the stress of job applications.

### **Chapter 4: Fifty ideas for managing your career**

Shows how to be a career activist and take an active role in managing your career. Explains the role of social media in career management.

## **Part 2: How the system works**

### **Chapter 5: Understanding merit-based selection processes**

Outlines key stages in public sector staff selection processes and the types of application processes in use.

### **Chapter 6: How to read an online job advertisement**

Explains 20 details to notice in an online job advertisement.

### **Chapter 7: Making sense of capability frameworks**

Explains what capability frameworks are and how to read them. Lists state, territory, and profession-specific capability frameworks. Offers definitions of 61 terms used in capability frameworks and sets of questions to identify response material for core capabilities.

### **Chapter 8: Interpreting the job context**

Suggests eight questions to ask in order to fully understand the job. Offers five ways to further research a job, including questions to ask contact officers.

## **Part 3: The application**

### **Chapter 9: Writing to selection criteria**

Explains and illustrates a three-step process for writing strong, evidence-based responses to selection criteria.

### **Chapter 10: How to write concise, precise responses**

Explains the importance of sentence propositions, vocabulary and syntax choices, and offers 13 ways to minimise word usage.

### **Chapter 11: Crafting an expression of interest or statement of suitability**

Offers five steps to writing these documents, and an illustrated, three-part structure.

### **Chapter 12: Responding to challenging criteria**

Offers ideas on tackling criteria about strategic thinking, policy, leadership, management, and conflict.

### **Chapter 13: Values-based management**

Outlines what is meant by values and ethics criteria, and criteria about diversity, equal employment opportunity, participative work practices, workplace health and safety, and customer service. Explores ethical issues, engaging with risk, and social media behaviours.

### **Chapter 14: Preparing your résumé**

Identifies 10 mistakes in résumés and how to avoid them. Shows what to include in a résumé and how to write a results-based work history.

### **Chapter 15: Helping your referees**

Explains what makes a useful referee report and offers 10 tips for managing referees.

### **Chapter 16: A case study: Lee Koudbee climbs high**

Illustrates the suggestions in Part 3 for writing responses to job-specific and capability-based selection criteria, and an expression of interest/suitability statement.

## **Part 4: The interview**

### **Chapter 17: How to prepare for a public sector interview**

Lists 10 ways to undersell yourself at interview. Provides key steps that form an effective interview strategy.

### **Chapter 18: What to expect**

Challenges faulty thinking about job interviews, outlines what could happen at a job interview and offers suggestions for making a positive impression. Tips are provided on telephone, video and Skype interviews.

### **Chapter 19: Interview language practices**

Explains the importance of linguistic style. Offers 11 language practices to use during a job interview.

### **Chapter 20: Thirteen ideas for managing nerves**

Explains 13 ideas for mental preparation prior to a job interview.

### **Chapter 21: The art of self-promotion**

Shows how to prepare for seven commonly used self-promotion opportunities. Explains the importance of showing your value to the panel.

### **Chapter 22: Types of interview questions**

Explains the types of questions used by interviewers and shows how to prepare responses.

### **Chapter 23: Challenging questions**

Outlines ideas on preparing for questions about weaknesses, mistakes, ethics and values, difficult people, leadership, strategic thinking. Offers options for responding to questions about experience you do not have.

### **Chapter 24: Case study: How to anticipate interview questions**

Explains how to anticipate possible interview questions.

### **Chapter 25: After the interview**

Explains the need to keep records and obtain feedback and how this information feeds into further career management.

