

Eastern Health 

Addressing the Key Selection Criteria



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Acknowledgement

Eastern Health acknowledges the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which its services operate, and pay respect to their Elders past, present and emerging. We also pay respect to the cultural authority of all Aboriginal and Torres Strait Islander peoples from other areas of Australia who reside in our region. Eastern Health acknowledges the colonisation of country and the continuing impact on all Aboriginal and Torres Strait Islander peoples.



Recognition statement

Eastern Health is committed to achieving equality in health status between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

Eastern Health strives to be an inclusive healthcare service.



Job Application Pack

The Job Application Pack for Aboriginal Candidates has been developed to support all Aboriginal and Torres Strait Islander peoples apply for vacancies at Eastern Health.

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding any Eastern Health position or support to complete an application, please contact the Recruitment Manager listed on the position advertisement or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

Addressing the Key Selection Criteria

When developing your application, it is important to also address the Key Selection Criteria. The Key Selection Criteria for a job is usually spelt out as a list of qualities, knowledge and skills needed for the job.

The Key Selection Criteria can be included in the same document as your cover letter.

Use the guide below when addressing the key selection criteria:

Understand the purpose of Key Selection Criteria

The Recruitment Manager uses Key Selection Criteria as a way to measure your suitability for a position. Addressing the Key Selection Criteria forms an essential part of your job application.

The Key Selection Criteria allows the Recruitment Manager to assess all applicants fairly and consistently, and are often used to shortlist applicants.

Study the Key Selection Criteria

Take your time and think about what the Recruitment Manager is really looking for. If necessary, break it down into bullet points to answer.

Study the Key Selection Criteria jointly with the Main Duties/Responsibilities of the position. This will support your understanding of why the Recruitment Manager is looking for a candidate with the listed qualities, knowledge and skills.

Think about how the Key Selection Criteria and the Main Duties/Responsibilities align with your own experience.

Do your preparation

The more preparation you do, the better your answers will be. Look at [Eastern Health's Website](#), [Annual Reports](#), [Strategic Plan](#) and other Plans that support our Aboriginal and Torres Strait Islander staff, patients, their families and the Community. You can access Eastern Health's suite of Aboriginal Health Plans at:

- [Reconciliation Action Plan](#)
- [Aboriginal Health Cultural Safety Plan](#)
- [Aboriginal Workforce Plan](#)

Match criteria

Print out your Resume and compare it with the Key Selection Criteria. Match what you have already done with the Key Selection Criteria.

Addressing the Key Selection Criteria

Keep the layout simple

Bullet points and short sentences are best. Less is more when it comes to job applications.

Give STAR Responses

Applicants who are able to match examples of work they have done to the Key Selection Criteria will gain the attention of the Recruitment Manager. This will also help you in your interview, and you will often be required to provide a relevant example when answering questions.

STAR Responses are:

Explain the **Situation** (an event, project, or challenge faced), follow that with a **Task** (your responsibilities for the situation, the **Action** or steps you took to rectify the situation, and the **Result** of the action taken.

Support any claims you make

Be specific about your role

Choose your words carefully

Choose words that jump out. Try using the same words and language that is used in the Key Selection Criteria.

Get someone to proofread your responses

A fresh set of eyes is best to ensure that you have answered the questions and there are no spelling or grammatical errors.



Don't forget to proof read your work.

Make sure your document addressing the Key Selection Criteria is in Word or PDF format.

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