



EDEN RITCHIE RECRUITMENT

GETTING SHORTLISTED



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HOW YOUR APPLICATION GETS SHORTLISTED

When a panel is reviewing your application, both your **CV (resume)** and a **supporting statement** will be part of the consideration process. A panel will review and evaluate how your listed previous experience and knowledge demonstrate your ability to undertake the responsibilities described in the position description (PD) as well as highlighting your capabilities relevant to the role.

To be seriously considered for a role, you must meet the mandatory / essential criteria.

The panel will rate each application against the selection criteria/key skill requirement within the PD in order to select the right applicant.

The first step is mastering...

Your supporting statement

The key to your supporting statement is to:

1. Demonstrate capability by providing **evidence** of how you meet the selection criteria;
2. Provide **specific** details; and
3. Where possible, include an indicator of **success or a result**.

An easy way to do this is to use the **STAR** model – that is:

- **Situation** – provide a brief outline of the situation or setting
- **Task** – outline what you did
- **Approach** or action – outline how you did it
- **Result** – be specific about the result you delivered

Brainstorm ideas for each criterion

For each selection criterion/key skill, brainstorm ideas from your recent work life. Ideally, you should confine your examples to the last two or three years of employment.

At this stage, it is useful to generate as many examples as possible. Ensure the examples are in line with the level of the role you are applying for.

Expand on your brainstorming ideas – provide the evidence

You should then expand upon the points that you have noted as part of the brainstorming activity. Go back to each specific key skill/responsibility and make your final choice on which examples to use, by matching them against the wording in the position description.

Once you have finalised your examples, you need to demonstrate how they meet the different aspects of the key skill/responsibility in the PD. In doing so, it is important that you are very specific and describe exactly what you did, **including the outcome**. This is to demonstrate convincingly that you have met the requirements of the position description.

Proofread / Checking content

At this stage, you should read through your application, and check the following points:

1. Have I used positive and specific language?

It is important to avoid ambiguous or unclear expressions such as 'involved in' or 'assisted'. These expressions make it difficult for the reader to understand exactly what you did.

Words and phrases, which could reduce credibility, should also be avoided (e.g., some, a little, limited, somewhat).

2. Have I used strong action (doing) words?
3. Avoid using passive language when describing your experience.
4. Have I avoided unsupported claims about my capabilities?
5. Have I addressed all aspects of the selection criteria/key skills? At this stage, it is important that you go back to the wording of the particular criteria/key skill requirement within the PD.
6. Have I paid attention to the language of the position description?

Length

Conciseness is important in a document of this type. It should be kept to 2-3 pages. Remember, you may be able to demonstrate a number of the selection criteria/key skill responsibilities in the same example.

Clinicians' often find it difficult to promote and sell the skills and great experiences they have. Your supporting statement is your opportunity to bring to life the great things you do, and have done, in your career and to inform your potential new employer what you will bring to the role you are applying for.

Your CV

Your CV should be amended for each position you apply for and, like your supporting statement, mirror the language of the position description and demonstrate that you meet the mandatory and desired requirements.

Suggested CV layout:

- Personal contact details
- Brief summary of you/your career. 1-2 paragraph style
- Qualifications (most recent first)
- Registration / membership details
- Residency status / work rights
- Career history (most recent first):
 - Title
 - Company
 - Dates employed (month and year – month and year)
 - Purpose of the role, responsibilities (number of staff and budgets managed, size of the organisation)
 - Achievements (outcomes/improvements as a direct result of your work/initiative)
- Other information (Professional development, Presentations, Research papers etc)

General formatting tips – Use one font throughout the whole document, create in **word** and do not use tables (as the cannot be read by skills matching databases).