

Writing your selection criteria

To find the right person for a job, you need to decide the skills, experience and qualifications required to succeed – these are the selection criteria. Use these as the basis for your decisions at every stage of the recruitment process including advertising the job.

On this Page:

[Selection criteria](#)

[What to include](#)

These guidelines should be read with our [Recruitment Policy](#), which outlines our principles when recruiting employees at MSD.

Selection criteria

It's important the selection criteria are well defined and written to ensure:

- you attract quality applicants
- people applying have a clear idea of the requirements for the role.

Specific

Your selection criteria needs to be specific to ensure:

- they accurately reflect the requirements of the role
- people understand what you are looking for
- consistent selection decisions by panel members.

Example:

The criteria 'good communication skills' is vague and covers a range of possible skills. Instead be specific about the nature and level of communication skills that the position requires (eg provide clear and concise written or verbal briefings to members of the senior leadership team).

Reasonable

Selection criteria must be reasonable for the role. Unreasonable criteria could put suitable people off applying for your role.

Example:

A requirement for an Administration Assistant to hold a degree is not reasonable. A competent administrator could perform the functions of the role effectively without a degree.

Measurable

When you're writing your selection criteria and looking at the specific skills and experience needed for the role, think about how you will assess applicants against the criteria.

Example:

The criteria 'A commitment to diversity' will be difficult to assess. The criteria would be better phrased as 'Experience promoting diversity'. At the interview you could ask people for examples of how they have promoted diversity through their work.

Non-discriminatory

The criteria must be fair, objective and directly relevant to the job requirements. Discriminatory language or statements concerning race, ethnicity, nationality, marital status, age, religious belief, sexual orientation and disability must not be used.

Example:

A criteria of 'ten years continuous employment in the field of ...' could exclude more women than men and be indirectly discriminatory.

What to include

What to include	What this looks like
Skills What specifically does the person need to DO? Skills are acquired through learning and practice. They are specific activities required to perform the role effectively. Skills should be clearly written, singular and concise. <i>It is recommended you include the top 5-7 that are essential for the role.</i>	<ul style="list-style-type: none">• Write project plans• Deliver training programmes• Analyse and respond to complex written information• Lead or implement organisational change across a work group

		<ul style="list-style-type: none"> • Evaluate, prepare and deliver files • Develop business cases using the Better Business Case methodology
Experience	What prior experience does the person need to <i>HAVE</i> ?	<ul style="list-style-type: none"> • Worked with Health and Safety Systems and coordinated solutions in a large organisation • Managed high data entry volumes accurately to meet timeliness standards • Supervised and reviewed ministerial communication responses • Coordinated projects and processes
Qualifications	Do they <i>NEED</i> any specific qualifications or professional memberships to perform the role?	<ul style="list-style-type: none"> • NZQA National Certificate in Adult Education Level 4 • Legal qualification (LLB) and practising certificate • PRINCE2 Foundation Qualification in project management
Competencies	What are the behaviours that will help them to perform in this role effectively? These are behaviours that are important to achieving our goals. They describe <i>HOW WE WORK</i> as opposed to what we do.	<ul style="list-style-type: none"> • Please refer to our competency library on Doogle

Content owner: [Human Resources](#) Last updated: 22 September 2020

RELEASED UNDER THE OFFICIAL INFORMATION ACT