**Selection Criteria**

Wollongong City Council uses a merit based recruitment process. It is essential to respond to each of the Criteria outlined in the job advertisement, writing at least one to two paragraphs using specific and actual examples of how you have demonstrated the particular skill, qualification or experience.

The position description will help you understand the responsibilities and tasks required in the job. The selection criteria describes the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

* **Situation -** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
* **Task -** What was your role?
* **Actions -** What did you do and how did you do it?
* **Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?

The Recruitment panel team will assess the responses of all applicants to each criterion. This process creates a shortlist of applicants suitable to move to Interview.

*This form is a template to assist you in your application. Begin by adding in each Selection criteria to the heading from the job advertisement on our website and your response below.*

Applications that do not answer **all** questions will not be considered. **Your CV alone will not be enough information for your application to be assessed.**

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| **Applicant Name:**  |
| **Recruitment Name: Senior Library Services Officer – Local Studies** |
| **Recruitment Number: 22137** |

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| **Selection Criteria 1: Hold a relevant diploma or higher-level qualification Please outline how your qualification is relevant to the position.**  |
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| Selection Criteria 2: Hold a valid Working with Children Check.  |
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| **Selection Criteria 3: Knowledge and experience in delivering high quality customer services including promoting collections and services.** |
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| **Selection Criteria 4: Ability to respond to complex enquiries using a range of search strategies and resources.** |
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| **Selection Criteria 5: Proven ability to catalogue a range of materials according to agreed bibliographic standards; and indexing skills.** |
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| **Selection Criteria 6: Ability to work collaboratively with a wide range of internal and external stakeholders.** |
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