

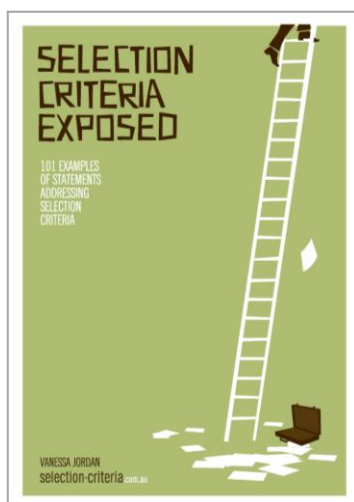


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Product Spotlight– 50% Discount Offer

Selection Criteria Exposed: 101 Examples of Statements Addressing Selection Criteria



We are proud to announce that our latest e-book, "Selection Criteria Exposed: 101 Examples of Statements Addressing Selection Criteria" will be released to the general public later this week. But for our valued newsletter subscribers, we are releasing the publication early – that's today!

And even better, we'll give you 50% off the purchase price until the end of October to celebrate its arrival.

Each week there are approximately 3000 government jobs advertised. With an average of 6 criteria per position, that's 18,000 selection criteria! We spent the first half of 2008 researching the most common criteria, and now they've been addressed for you in Selection Criteria Exposed, the ultimate selection criteria guide.

To take up the discount offer or read more about the publication, visit <http://www.selection-criteria.com.au/newsletterspecial.html> and enter the discount code "newsletter" (without the quotation marks) and get the e-book for only \$19.95* (usually \$39.95).

* The discount is only available for credit card purchases until the end of October.



Back to Basics:

Choosing and Preparing Examples for your Written Application

One of the hardest parts of addressing selection criteria is coming up with appropriate examples to demonstrate your skills. Below are a few different pointers for coming up with and choosing the best examples to write about.

- Keep brainstorming lists and drafts of previous applications for future applications. Even better, keep a career journal (templates for keeping a career journal are included in both *The Selection Criteria Coach* and *Get That Job* if you have either of these publications). Having a point of reference will make your example writing a lot easier than just starting with a blank page.
- Examples should not extend to more than five years in the past. The more recent the example the better, because the selection panel will see this is a current capability. Examples of events that have occurred within the past two years will provide more credibility.
- Only where you do not have relevant work related examples should you use examples from different aspects of your life, for example university, clubs, community organisations. It is acceptable to talk about volunteer work. But remember, your work examples should always come first.
- Select which examples to use, based on their relevance to the criterion and their strength. Remember that you are trying to prove that you are the best person for the job, not just an acceptable one, so make your examples strong ones!
- Consider the following when using examples:
 - What was the situation?
 - What were you trying to accomplish?
 - Was there a problem that you were trying to solve?
 - What was your task?
 - How did you address the situation or the problem?
 - What strategies did you come up with?
 - What tools did you use?
 - What process did you follow?
 - What was the result?
 - Can you provide any specific measure of success (e.g. increased sales figures, quicker turn around times etc.)
- Ensure your example is pitched at the right level. Higher level jobs require complex skill sets and therefore high level examples. Every day tasks do not demonstrate great skills or consistent performance. Even the worst worker in the organisation can come up with one basic example, so try to establish that you have experience carrying out complex tasks or bringing about major changes or initiatives.
- Avoid examples that cannot be verified or claims that are not supported.
- It is acceptable to use one experience or example to satisfy the requirements of more than one selection criterion. However, it is important that you specifically mention this. Ensure that you still title each criterion separately and cite your example separately for each selection criterion, tailoring it to that criterion. Do not refer your reader to another part of your application.



Feature Article

Managing Your Career: Creating Success (Part II)

We are what we repeatedly do. Excellence, then, is not an act but a habit. Aristotle

Do you feel like you've gone as far as you can in your current role? With your current employer? Are you struggling to know what step to take next or knowing how to get your next promotion? Do you feel a glass ceiling looming up ahead?

Use these strategies to help you move forward in your career.

Part I (from the August 2008 newsletter can be [viewed here](#))

Manage Up

Despite being labeled your "manager" or "supervisor", their job is not to manage your career. While they can help you with this, you will need to take the initiative, make the first step and essentially manage your manager.

Firstly, you should make sure that you and your manager are in agreement about your main functions and what is expected of you. You should then seek regular feedback to make sure you are meeting and exceeding these expectations. This feedback should be formal and detailed and more than just a "good job" comment made in passing. This may require you to specifically schedule regular appointments with your manager to get your feedback. If you are waiting for your annual or biannual performance review to find out this information then you are wasting a fantastic opportunity to develop your skills and make it known to others that you are a top performer.

Ideally, meetings with your manager should be monthly and there is nothing wrong with letting your manager know that you would like to schedule these meetings because you are trying to manage your performance and career. These meetings are also a fantastic opportunity to work with someone more senior in developing goals and objectives.

Find a Mentor

A mentor is a fantastic source of information and knowledge as well as ideas and feedback regarding your professional development. Having someone to model your performance and behavior off is a lot easier than trying to figure it out for yourself.

There are a number of ways of going about finding a mentor:

- Does your organisation have a mentoring program that you can join?
- Is your manager / supervisor a suitable mentor?
- Is there someone senior in the organisation who you admire that you could approach to be your mentor?
- Is there a development program that you can get involved in that will expose you to more people within the organisation, and potentially a mentor?

Build Your Reputation

The best way to get ahead in an organisation is to get noticed (for the right reasons!).

Getting your manager to give you formal feedback on a regular schedule will make them think more about what you do and assess your achievements, which will get you noticed (see point one). Performing above and beyond will get you noticed. Seeking high-profile project will get you noticed. Preparing for and contributing to meetings will get you noticed. If you notice an agenda item that



you think you can contribute to, do some research in advance and then speak up. Sharing your ideas will get you noticed. Identifying your strongest capabilities and using them where ever possible will get you noticed.

Network

Everyone has heard the phrase "it's not what you know, it's who you know" and this is very true when it comes to developing and progressing your career. The more people you know, or more specifically, the more people that know you, the more opportunities you will see open up.

To increase your networks, try the following:

- Volunteer for committees or working groups (this can including becoming OHS representative, fire warden, EEO Advisor etc).
- Seek out seminars and conferences that are applicable to your area of work.
- Participate in professional development programs.
- Join the social club or any other work related clubs.
- Get involved in cross-functional teams or special projects.
- Join a professional organisation.
- Join clubs or organisations or attend conferences or other activities related to your profession outside of your workplace.

Have a career plan in place

Set some goals and come up with a plan to meet them. There is a useful article about setting career goals in the April 2008 newsletter which can be [viewed here](#).

Part I of this article (from the August 2008 newsletter can be [viewed here](#))

Government News

How is the global economy crisis effecting available jobs? Find out in SEEK's employment index – [read more here](#).

Do you blog at work? Advice on the official and unofficial use of blogs by APS employees is now included in the electronic version of the APS Values and Code of Conduct. The two main themes regarding personal blogging stipulate that:

- Personal blogging should not be done in the APS's time using the APS's resources and doing so is considered a breach of the APS Code of Conduct.
- Comments should not be able to be interpreted as being an official statement on behalf of their agency.

Beware – big brother is watching! You can view the new guidelines here:

<http://www.apsc.gov.au/values/conductguidelines17.htm>

The Australian Public Service Commission has also released a new publication aiming at improving **succession management within the APS**. It is titled "Ensuring Leadership Continuity in the Australian Public Service: A guide to succession management" and is available from:

<http://www.apsc.gov.au/publications08/successionmanagement.htm>

Looking for a Government Job?

Don't forget that we have links to Commonwealth and State government vacancy pages, as well as information on Local Government jobs at

www.publicservicejobs.com.au



VIP Members Page @ www.selection-criteria.com.au

As a subscriber to the public service jobs newsletter you also have access to the VIP Members page at:

<http://www.selection-criteria.com.au/vip.html>

What's there at the moment?

Application Templates

These Microsoft Word documents contains a template for your cover letter, resume and statements against selection criteria.

Selection Criteria Myths

Could you be doing your selection criteria all wrong without even knowing it?

Interviews Inside Out

30 tips for your next government interview.

Interview with a Government Recruiter

What does a government recruiter think about applicants and panels?

Salary Surveys

Salary surveys, primarily from the private sector.

Employment Indexes

Where are your best chances of getting a job? What industries, & what states? Compiled by popular jobs & recruitment organisations employment indexes will keep you up to date on increases & decreases in job vacancy advertising & hot industries.

102 websites

If you're serious about your next government job application, you should know the department, their policies and their selection criteria inside out. Here are 102 websites that will spill the beans on everything government you need to know.

<http://www.selection-criteria.com.au/vip.html>

Reader Questions

Q. Should I email, fax or mail my application?

A. There are pros and cons for emailing, faxing mailing your application.

If you fax or mail it, your application will most likely be either faxed or sent to the selection chairperson before being photocopied numerous times for all of the selection panel. This will result in a very shabby looking application with fax and photocopy marks across the top and down the sides. The upside however, is that your formatting will remain intact.

If you email it, there is the possibility that some formatting may be lost in opening it and printing it on another system. However, it will look fresh and clean. In addition, you will often get an automatic acknowledgement that your application has been received and you have a record that you sent it.

Most government agencies now prefer you to email your application as more of them move to electronic recruitment systems that automatically store and distribute applications to panel members. So the best advice is to do what the agencies are asking for and email your application.

What Comes Next?

What to expect in the December newsletter:

- The interview cheat sheet
- How to avert a personal energy crisis at the end of the year
- What is the best time of year to apply for a government job?

And more! If you're not yet subscribed, join the team now to get the next newsletter delivered straight to your inbox.

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