

SELECTION CRITERIA - EXAMPLES

Ensure you have read the information about how to respond to Selection Criteria.

Demonstrated ability to network effectively.

BEFORE:

"My networking skills are excellent. I have formed and recruited a number of committees such as a group of computer members on a volunteer basis to develop a consumer awareness guide for the purchase of computer hardware. I have established many good relationships with those within the welfare sector. I have made numerous fruitful relationships with people outside of the organisations I have worked for. I seek to understand the reality and situations of people I need to liaise with involve or seek input from. Recently I met with a logistics company several times to establish an understanding and to seek to establish a more effective way of distributing our brochures. This strategy has proved effective. Moreover my success in effective networking is demonstrated by inclusive outcomes such as the establishment of information booths in various welfare agencies."

AFTER:

In my current role as Health Advisor with XYZ Department, building cooperative and lasting relationships with stakeholders in the welfare sector is essential to maintaining credibility and confidence in the department's advice. Establishing links within the department and with suppliers is also critical to providing the best service to our welfare clients. *(indicates why effectiveness is important, and what effective networking is)*

My ability to network with suppliers, within the department and with welfare sector stakeholders and build cooperative working relationships has been demonstrated by:

- Persuading several welfare agencies to provide departmental information booths in their foyers. This result was achieved after building confidence in our ability to provide information, which took nine months to establish.
- Forming and recruiting members for a departmental computer group to develop a consumer awareness guide for the purchase of computer hardware. Five people volunteered their time and we produced a two-page guide.
- Building a relationship with a logistics company that agreed, after meeting with them several times, to distribute our brochures.

(the examples indicate that relationships took time to establish and there was an outcome, which indicates effectiveness.)

Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities.

My ability to reliably meet deadlines and commitments is demonstrated by these examples:

- As Chairperson of the local primary school fete committee I changed the approach to organising this major fundraising event by producing a plan for the fete, with realistic targets and a project plan with deadlines for each of the seven sections of the fete. This plan solved several problems that had plagued past fetes, including not having sufficient time to gather/produce stock for stalls. The plan also established work priorities by indicating a financial target and the components of each section. By working with the coordinator of each section, we were able to set realistic deadlines and gain the commitment of most people contributing to the fete. The end result was that we not only met our targets but raised a record amount at this fete. I have now written a manual based on this experience so that next year's coordinator can build upon my experience.

(rather than break this criterion down into its components, the components are clearly referred to in the one example.)

Selection Criteria Examples Administration Officer

SJ Ball



Selection Criteria Examples Administration Officer:

Writing Responses to Selection Criteria Robin Henry, 2004 Manual of Office-based Anesthesia Procedures , 2007

This concise easy to use manual presents the most current and safe anesthesia formulas protocols and guidelines for office based surgical procedures It offers guidance on how to set up and maintain a safe office based anesthesia practice in line with standards of the American Association for Accreditation of Ambulatory Surgery Facilities the American Society of Anesthesiologists and the American Medical Association The book covers all procedures commonly performed in an office setting including cosmetic surgery dentistry ophthalmology obstetrics and gynecology gastrointestinal endoscopy and post bariatric surgery *Using Microsoft Office XP* Ed Bott, Woody Leonhard, 2001 With this edition of Special Edition Using Office XP there is a continual emphasis on realistic applications and uses of the program features While there are many other big books in the Office market today there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does delivering more focused value for the customer It has been updated to reflect Office XP s Smart tags collaboration features speech and dictation tools built in recovery features add network place wizard and much more **Global Real Estate Investment Trusts** David Parker, 2012-01-17 As real estate investment trusts continue to grow exponentially in Asia and Europe being already well established in the USA and Australasia a comprehensive guide to the issues involved in REIT property investment decision making is badly needed This book draws together the most recent developments in REIT management from academic research and professional practice It is based on current original academic research including structured interviews with the managers of a wide range of different types of REITs as well as the research and publications of others together with the author s 25 years experience in REIT management It provides a theoretically robust and practically relevant up to date guide to the property investment decision making process for REITs Presenting new insights the author breaks the REIT property investment decision making process down into three phases comprising six stages with 30 sequential steps Each chapter focuses on one stage of the property investment decision making process and introduces the key people in the REIT management team relevant to the activities in that chapter The theory and principles are considered and illustrated by application to Super REIT a 15bn diversified REIT Global Real Estate Investment Trusts People Process and Management fuses not only how REITs should undertake property investment decision making based on how it is undertaken and the underlying property theory capital market theory and finance theory but also why each part of the decision making process is important This book provides the first sole authored scholarly work specifically on REITs as a business enterprise and REIT property investment decision making as an holistic and cyclical process The focus is on principles making it relevant in each of the four major REIT markets around the world USA Europe Asia and Australasia An essential book for REIT managers and all those practising professionals involved in the REIT industry including property practitioners researchers lawyers accountants bankers and directors around the world **The Colonial**

Office List for ... Great Britain. Colonial Office,1886 British Somaliland Brock Millman,2013-12-04 British Somaliland provides a history of the administration of the British Somaliland Protectorate from the time when Somaliland first became governable following the defeat of Abdullah Hassan to independence Describing the interplay between general imperial policies and greater realities and developments in Somaliland the focus of the book remains on the mechanism by which the Protectorate was operated The regime that developed was in the end a highly autocratic despotism generally benign but occasionally predatory Independence when it arrived was in retrospect a tragedy Somaliland was absorbed into Somalia and a governmental style which suited the conditions of the Protectorate was dissolved into something very different Since the collapse of Somalia re emergent Somaliland appears to be attempting to re connect to a past remembered as something of a golden age Highly topical as Somaliland is re emerging this book is an invaluable resource for students and scholars of African History Imperial History and British History **Opinions of the Office of Legal Counsel of the United States Department of Justice** United States. Department of Justice. Office of Legal Counsel,2005 *United States Official Postal Guide* ,1887 The Complete Project Management Office Handbook Gerard M. Hill,2013-09-05 This updated and completely revised edition of a bestseller extends the concepts and considerations of modern project management into the realm of project management oversight control and support Illustrating the implications of project management in today s organizations The Complete Project Management Office Handbook Third Edition explains how to use the project management office PMO as a business integrator to influence project outcomes in a manner that serves both project and business management interests Helping you determine if a PMO is right for your organization this edition presents a five stage PMO competency continuum to help you understand how to develop PMOs at different competency levels and associated functionalities It also identifies five progressive PMO development levels to help you identify which level is best for your organization Updates to this edition include A refinement of the 20 PMO functions that guide PMO setup and operations A new section that provides an effective evaluation of PMO maturity indicators based on the prescribed 20 PMO functions presented in the handbook A new section on Establishing a Project Management Office that details a comprehensive process for determining the needs purpose and functionality for a new PMO Best practices that have cross industry value and applicability The book includes checklists detailed process steps and descriptive guidance for developing PMO functional capability The up to date PMO model defined will not only help you better understand business practices in project management but will also help you to adapt and integrate those practices into the project management environment in your organization For anyone associated with start up and smaller PMOs the book explains what can be done to create less rigorous PMO functional capabilities It also includes helpful insights for those who need to specify and demonstrate quick wins and early PMO based accomplishments in their organization *Commerce Business Daily* ,1998-03

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