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ONLINE COURSE

Get the job you love

MODULE 4.
Selection criteria



Selection criteria

Answer the selection criteria for the job you are applying for – include headings for each selection criteria

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Checklist:

- ☐ Have you used the STAR method in responding to the selection criteria?
- ☐ Have you used strong action words with a focus on unique skills and attributes?
- ☐ Have you avoided generic statements?
- ☐ Have you focused on demonstrating outcomes and results?
- ☐ Have you used different examples, where possible?
- ☐ Have you checked for spelling and grammar errors?
- ☐ Have you exceeded any word/page limit requirements?
- ☐ Have you kept some “white space” in your application?

Example responses

Imagine you are a member of a recruitment panel. Screen these examples of written applications and critique them using the new found knowledge and skills you have developed. (Hint: they can all be improved!)

Communication/team work -

"I was a regular contributor to multidisciplinary team meeting discussions on patient progress and provided my opinion on patients from a nutritional perspective. For example, I communicated with the speech pathologist and expressed my concerns for a patient admitted with a recent stroke as he appeared to show signs of dysphagia. As a result of our discussion, the patient was assessed and placed onto moderately thick fluids to reduce his risk of aspirating."

"While on community placement I collaborated and worked effectively with the Allied Health Assistant, who is a key stakeholder in the administration support and effective running of the 'Food Facts' group program. Building a strong relationship with this key stakeholder allowed me to effectively advocate for changes within the 'Food Facts' program, resulting in the new resources I created being integrated into the program."

Clinical -

"I have clinical dietetics experience in a large tertiary hospital inpatient and outpatient service, as well as experience working in a primary healthcare clinic. I have experience working in Cardiovascular, Diabetes, Renal, Medical Assessment and Planning, and Spinal Injury units, as well as with malnutrition, obesity and weight management, oncology and gastroenterology. In addition, I have completed a course in paediatric dietetics."

"I have demonstrated clinical knowledge, expertise and skill in provision of clinical nutrition and dietetic services as outlined in the following example. I assessed a 69 year old male referred for poor oral intake and recent weight loss, with a background of mild ETOH abuse and medically diagnosed depression. His diet history revealed he was consuming two small meals/day, due to lack of motivation to eat and had limited access to food/supermarket. My nutrition diagnosis was malnutrition as he was meeting less than 50% of his protein and energy requirements, had significant unintentional weight loss, and muscle wasting. My nutrition intervention included strategies to increase protein and energy at home in relation to poor appetite, including supplementing meals/drinks, meals on wheels (MOW) and frozen meal options. After discussion with the patient who thought MOW would be the best option, I consulted with the social worker to request assessment of patient for MOW eligibility. I also referred the patient to a psychologist, which resulted in him being referred to a community counselling service. I reviewed the patient via phone interview one-week post discharge to evaluate my intervention and the outcomes the patient reported were, high satisfaction with MOW, improved meal intake to 3 meals/day and larger portion sizes, no evidence of further weight loss and feeling more energetic."

Example responses continued:

Quality Improvement -

"Whilst working as a Nutrition Assistant, I identified that enteral feeds remained on the hospital wards beyond their expiry date."

"I identified this to be contributing to a number of clinical incidents in which patients were given out-of-date enteral feeds, and high wastage costs of expired stock, compromising patient safety and the overall service efficiency."

"I developed a procedure to assess and monitor the current stock levels of enteral feeds and their associated date of expiration throughout all wards in the hospital."

"I implemented a trial of monthly stock audits, and redistribution of feeds close to expiration date to wards with a current high demand."

"After three months, an evaluation revealed this new procedure was feasible and effective and led to improved patient safety through a reduced number of clinical incidents, and decreased costs associated with wastage."

Leadership -

"I have acted as a resource to staff through the provision of information, guidance and training during my time as assistant manager at store X."

"I provided leadership on a daily basis to my team to ensure the store ran smoothly; this included conducting daily meetings with staff to discuss the tasks for the day and the current issues highlighted by head office and seeking feedback from them with regard to how we could address these issues."

"I conducted group training sessions with new staff and followed up with one-on-one training with staff during their shifts. This enabled me to spend more time with staff that required extra assistance whilst ensuring all team members had the same base level of knowledge."

"Another of my responsibilities was to provide feedback on work performance and create an environment conducive to learning; this meant I needed to be able to objectively assess performance (sales targets, KPIs) and provide constructive feedback while maintaining working relationships."