

Facts Sheet - Applying for a job with SAHSSI

Your CV or resume alone will not be enough to get you a job with SAHSSI. When applying for a position ***you will be required to address selection criteria.***

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

SAHSSI's interview panel will assess the responses of all applicants against these selection criteria. ***If you have not addressed the criteria, you will not be considered for an interview.*** A short list of applicants who have met the selection criteria will be chosen for interview.

Some common examples of selection criteria include:

- demonstrated understanding of domestic violence
- demonstrated ability to work as part of a team
- tertiary qualifications (includes Diploma) in community services or welfare

It is essential to respond to each selection criteria for the job you are applying for, writing at least one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide ***relevant examples*** from your work, study or community roles. ***Be clear and to the point.*** Edit your responses for ***grammar, spelling and punctuation.***

It is important to ***provide evidence*** to back up your claims. Where possible use actual examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job.

In Summary

Do

- address each criterion
- use relevant examples
- be clear and to the point
- be honest and factual

Don't

- write lengthy responses
 - rely just on your CV/ resume
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