



# Deciphering Key Selection Criteria

Deciphering those key phrases or expressions used in key selection criteria with reference to the skills and abilities required can sometimes be a little confusing. Often there are only some subtle differences between each. Listed below are some of the more commonly used expressions with definitions to assist you.

- **Awareness of** involves the least amount of familiarity with a subject and can mean little more than having a perception or realisation.
- **Knowledge of** refers to familiarity gained from actual experience or from learning, suggesting you need more than a passing familiarity with these subjects.
- **Understanding** is more than knowledge. It requires having comprehension and perception of the significance of it. For example, to say you understand the 'Australian Advertising regulations' means you grasp why the regulations were established, why they are important, and how they relate to the role.
- **Ability** means having the skills, knowledge or competency to do the task required. For example, if a job requires a person to create presentations, then the ability to use Microsoft PowerPoint may be needed.
- **Aptitude** suggests suitability to carry out a task or role. That is, you have a leaning towards a particular skill or quality, such as aptitude for policy formulation in government.
- **Capacity** can mean able to or qualified to perform a task. There is some suggestion that you have the necessary skill or quality but may not have demonstrated it to any major extent. Examples of how capacity can be used include, 'capacity to meet deadlines', and 'capacity to lead a department'.
- **Background in** is often used in reference to educational qualifications or areas of specialisation, such as marketing or journalism.
- **Experience in** means you must have literally done the work as distinct from observed it or having had a sideline role. For example: experience in bookkeeping means you must show that you have performed in jobs requiring bookkeeping.
- **A proven record** means that you must be able to substantiate any claims to the experience or skill. Preferably with outcomes that have been documented. For example: 'a proven record in achieving sales targets', means that you must document what you have done and achieved in these areas.

The following expressions must be supported with actual examples that show some depth of experience and/or capability -

- **Well developed** - as in 'well developed understanding of immigration policy', 'well developed interpersonal skills'.
- **Demonstrated** - as in 'demonstrated ability to use a word processor', 'demonstrated qualifications and experience in marketing'.
- **Extensive** - as in 'extensive experience in journalism and leadership programs'.
- **High level of** - as in 'high level of appreciation of OH&S practices', 'high level experience in the preparation of speeches'.

The information contained in this guide was obtained from the following site:  
New South Wales. Newcastle City Council. *Addressing the key selection criteria* (c2006)  
< [http://www.ncc.nsw.gov.au/online/vacancies/pdfs/addressing\\_selection\\_criteria.pdf](http://www.ncc.nsw.gov.au/online/vacancies/pdfs/addressing_selection_criteria.pdf) > @  
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