

## Create a good first impression

- Proof read your application
- Choose your words carefully
- Think about our City of Launceston values



### Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



### We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



### We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



### We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit



A CAREER THAT TAKES YOU PLACES

## Addressing the Selection Criteria

when applying for a job at City of Launceston

YOUR CAREER  
IN EVENTS,  
THE ARTS, IT,  
ACCOUNTING,  
HORTICULTURE,  
MECHANICAL  
MAINTENANCE,  
ENGINEERING,  
MARKETING, LAW  
STARTS HERE.

Visit our organisations website  
and research what our organisation does:  
[www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)



We know that addressing the selection criteria can be a daunting task when applying for a job. You ask yourself - what do they want to know? What if I can't supply an answer?

So we have put together this brochure with some tips and tricks to help you succeed when applying for a job with City of Launceston. Good luck!



### What does my cover letter need?

- Write a new cover letter for each job you apply for!
- Introduce us to your history relevant to the role.
- Tell us WHY you want to work with us!
- Talk about your soft skills!

### What are soft skills?

#### Examples of soft skills are:

Adaptability, verbal communication, creative thinking, problem solving, ability to work in a team environment.

**You can elaborate on these skills when addressing the selection criteria.**

### Why do we use selection criteria?

Selection criteria are the key skills, knowledge and work experience a candidate needs to perform the role effectively.

**We use the selection criteria to assess applications and determine who we would like to interview.**

### Tell us you're a STAR!

**STAR** stands for Situation, Task, Action, Result

When addressing selection criteria think about and use the following:

#### Situation

Describe the setting and give context to a situation at work where you achieved a goal, performed a task or were presented with a challenge.

#### Task

Provide information about what your role was in the situation and how much responsibility you had.

#### Action

Talk about what you did to complete the task or overcome the challenge. Emphasise what you did, you don't need to focus on what your boss or co-workers did in the situation.

#### Result

Tell us about the results! What was the outcome? What did you learn?

Some selection criteria may not need to be addressed this way, such as your qualifications or licences.

**Make your answers short and to the point.**

