2. Addressing selection criteria

Australian blueprint for career development

Career Management Competency											
1	2	3	4	5	6	7	8	9	10	11	12

Learning intention

Students will:
- recognise essential criteria in a job advertisement
- understand how their skills and attributes meet selection criteria.

Success criteria

Students can:
- state the criteria required by an employer
- identify how, and to what extent, their skills and attributes meet selection criteria.

Resources

- Online job search websites
- Highlighters
- Worksheet – Identifying selection criteria

Classroom organisation

- Whole class
- Pairs

Preparation

- Print Identifying selection criteria worksheet for each student.
- The fast food and retail industries commonly employ young workers. Students search the internet for larger organisation websites for job application information and identify an entry level job they can apply for (Activity 1).

Activity 1

- Display a chosen job advertisement.
- Model to students highlighting key words and phrases that reflect the requirements of the job.
- As a class, complete the first table (Job 1) on the worksheet.

Activity 2

- Students access online job search and business websites to identify an entry level job they could apply for.
- In pairs, students repeat the modelled process and complete the second table (Job 2) on their worksheet.

Reflection

Students consider if they would feel confident applying for either of these jobs. Keep these examples for lessons 3 and 4 on resumes and cover letters.

Worksheet – Identifying selection criteria

Job 1

Complete the table below to identify requirements for a selected job.

Organisation/business: Job:	
Duties/responsibilities:	Qualifications/experience:
Required skills and abilities:	Personal skills and attributes:
How to apply:	Other information:
Would this job suit you? Why/why not?	

Job 2

Refer to the job advertisement and complete the table below.

Organisation/business: Job:	
Duties/responsibilities:	Qualifications/experience:
Required skills and abilities:	Personal skills and attributes:
How to apply:	Other information:
Would this job suit you? Why/why not?	