

## Selection Criteria Checklist:

<b>How many criteria are on the list?</b>  Listing more than 6 criteria may discourage applicants from applying.	
<b>How many parts are there within each criterion?</b>  A criterion composed of four or more parts becomes confusing and creates more work for the applicant and the selection committee.	
<b>Are the criteria overlapping or repetitive?</b>  Check whether you are asking for the same thing twice.	
<b>Are you certain about what all the terms in each criterion mean?</b>  For example, do you understand the differences between 'supervise', 'lead' and 'manage'?	
<b>Are you clear about what the qualifiers mean?</b>  For example, can you define how you will clearly distinguish the difference between good and excellent communication skills?	
<b>Can the criteria be assessed by the selection committee?</b>  Criteria that cannot be measured/ assessed should not be included.	
<b>Are the criteria consistent with the classification descriptors in the Enterprise Agreement?</b>	
<b>Are the criteria consistent with the duties of the position?</b>  Have you listed any requirements in the selection criteria which are not mentioned in the role statement and vice versa?	
<b>Have equity and diversity principles been observed?</b>  Are the criteria free from direct and indirect discrimination? Have you listed only the inherent requirements of the job?	