Working with Hydro Tasmania

Application and Selection Criteria Guidelines

Hydro Tasmania generally requires all job applications to include a cover letter, resume and a statement addressing the selection criteria contained in the position description. A copy of your academic transcript may also be relevant (i.e. for Graduate positions).

Resume and cover letter preparation
It is always best if you can match your skills with the role accountabilities in the position description. You should also provide a brief overview of this experience and why you have applied for the position in your covering letter. We are interested to hear how your skills relate specifically to the position you are applying for, so make it relevant. Read the job advertisement and position description carefully and tailor your cover letter accordingly.

Your resume should include any previous jobs you have held, including the months and years that you held these jobs, your qualifications and your experience. A resume should only include information that will help convince us to interview you. Don’t forget your objective, keep it clear and keep it focused.

How to write selection criteria
Selection criteria are statements that describe the qualifications, knowledge, skills, abilities and experience that are required in a job. When we ask you to respond to selection criteria, we are asking you to describe how you meet the requirements of the job, providing examples.

Types of criteria
The kind of responses you will write for selection criteria will depend on the role you are applying for.

Some criteria will focus on your qualifications or your work skills, others will be based on your experience. You will be asked how you have responded to specific situations. For example, you may be asked if you have attained a specific qualification or if you have a licence for a certain kind of vehicle. You could be asked to explain how you have met deadlines and prioritised tasks. You might be asked how you have dealt with difficult people, or how you have shown leadership.

Our written selection criteria are broken down into 'essential' and 'desirable' qualities. You must be able to demonstrate the essential qualities that are necessary for the position. If you can also demonstrate the desirable qualities, this will strengthen your application.
Keep your answers focused and clearly written
Your aim should be to show how your workplace skills and experiences have helped you to successfully handle key situations which you will be likely to face in your job. Using specific examples is a good idea.

Remember that you are highlighting your qualities by relating a purpose-driven story. You need to supply enough detail to be clear. It is essential that you keep focused on answering the specific requests of each criterion. For open-ended criterion, you should aim to write around half a page, or two to three solid paragraphs for each response.

Addressing selection criteria
The most important aspect of addressing selection criteria is to provide evidence or proof through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it. One way to do this is to use the STAR model:

1. Situation - Outline a specific circumstance where you developed the particular experience or used the required skills or qualities. Set the context of the situation.
2. Task - What was your role? What did you have to do?
3. Actions - What did you do and how did you do it?
4. Results - What did you achieve? What were the results of what you did?

Example of addressing selection criteria
Here is an example of using the STAR approach to address selection criteria.

“Demonstrated capacity to communicate effectively”

‘My ability to communicate effectively with people was demonstrated in my position as receptionist with the XYZ community organisation. I dealt with members of the general public, officers from the local council, government departments and representatives from private businesses on a daily basis.

I communicated with these people face to face, over the phone and through email. I was the first point of contact for the organisation which meant it was very important that I was professional, courteous and helpful in my interactions. In recognition of my positive interpersonal skills my temporary position was extended for nine months beyond my initial contract.’
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Proof read your responses
As with any written communication to a potential employer, you should carefully proof read your responses before you send them. It is useful to ask a friend or your employment service provider to check your responses for spelling errors or typing errors before you send them.

Sending your responses
Follow the instructions provided in the job advertisement when sending your responses. You might need to ask us for more information, and you can email us at workwithus@hydro.com.au.

Keep your responses for future reference
Keeping a copy is also a good way for you to remember what you have written. This will help if you are selected for an interview and we ask you to expand on your answers. You will often be asked questions in the interview that relate specifically to the selection criteria.

Ask others to help you
It is okay to phone us to ask for more information about what we are looking for in the selection criteria, length of response, format and so on. You might also find it useful to speak to other people who have applied for jobs using selection criteria.