

# What to do when applying for a job in the Samoa Public Service

## Before you apply

Read the Job Description and Selection Criteria carefully. The Job Description describes the tasks and responsibilities of the role. The Selection Criteria lists any qualifications, abilities and experience that the Selection Committee will be seeking in the successful applicant.

## Preparing your Application

### 1. Job Application Form – Form 2

For an application to be considered by the selection panel all sections of this form **must** be completed. If any information provided on this form is found to be incorrect it may jeopardise your chances of securing the position.

Applicants should ensure that they are providing the most relevant and up to date information pertaining to their qualifications and work experience.

When supplying the names of two referees please ensure that they are able to comment on your past work performance in relation to the job you are applying for, such as past and current supervisors or work colleagues.

It is imperative that all applicants address the selection criteria using examples to demonstrate how they meet the particular criteria. The selection criteria should be addressed using a separate sheet of paper that should be attached to the application form. As a guide the suggested length of response to each criteria should be between one paragraph and one page (in some instances dot points may be appropriate to assist with clarity).

### A Guide to Addressing Selection Criteria

**Answering Selection Criteria:** Selection criteria describe the particular skills, abilities, knowledge and qualifications (if any) required to achieve the outcomes of a position. Applicants are rated against this criteria in order to select the most meritorious applicant.

The following process is a guide to assist you in answering selection criteria:

1. Read the selection criteria carefully
2. Identify the specific factors in each selection criteria
3. Determine how you meet each criteria
  - a. The introductory assertion may be 'I possess a high level of skill in ....'
  - b. You should then support this statement, such as 'In my role of .... I have ...' This is an example of a previous situation where you have demonstrated a particular skill or ability giving consideration to what tasks were involved, or how you would apply the particular skill or ability.
  - c. Expand your previous statement by describing (step by step), what was involved in the process.
  - d. You should then provide support or evidence of achievements, such as 'the attached statement from ...', 'this resulted in ...', 'I have improved ...'. These are the results or outcomes of your supporting statement and show how you were successful.
4. Check you have used positive and specific language. Instead of saying 'We produced a newsletter', outline specifically what you did, for example, 'I formatted and edited the newsletter'.
5. Check that you have addressed the specific factors in the selection criteria.
6. Check that you have not undersold or oversold yourself.

### 2. Resume

If you choose to attach your resume it should be as a separate document.