



Telecoaching Sessions for Selection Criteria Writing

One and a half hour workshops with Australia's **First and Only** Certified APS Resume and Selection Criteria Writer (CRS+PSAU). By applying the practical tips and strategies that I outline as part of this workshop/coaching session you will radically improve the quality of your written application (selection criteria statement) guaranteeing more interviews and improving career and job choice.

Telecoaching sessions are completely customised and bespoke offering you the best opportunity to secure an interview. They are loosely based and structured on my best-selling, online ebook "**How to Write Selection Criteria: A Step-by-Step Guide**" and are facilitated by telephone at a time and location that is convenient to you.

Telecoaching Workshops for Selection Criteria Writing may include:

- **How to conduct job and application research** including assessing your own suitability when applying for roles
- **Questions to ask the contact officer** before you invest time, energy and motivation in applying for positions
- **Understanding application requirements** and brainstorming examples of evidence in meeting criteria/competency requirements
- **Customised, informational interview questions** designed to uncover your "unique selling points" and support you in transforming these into winning CAR statements
- **Tailoring your resume to the APS** and writing a winning cover letter
- Structuring your responses, using a selection criteria model and validating your claims
- Essential tips for writing success!
- Any additional selection criteria writing questions/issues that you need support with

Investment for your selection criteria writing telecoaching session includes:

- **One and a half hours of practical, personalised, one-on-one selection criteria writing telecoaching sessions.** I note that I will work with you exclusively on your application which means that you will benefit directly from my recruitment and human resources experience within the public and private sectors.
- **Personal online consultation.** This includes analysis and review of your current resume and application information (application requirements, position description, selection criteria, core competencies required, duties and responsibilities and related supplementary information) including suitability assessment.
- **Development of customised informational interview questions designed to uncover your "unique selling points" which will set you apart from other job-seekers and give you a competitive edge.** Many clients find this workshop component invaluable as it ensures that you are well-equipped in identifying your unique accomplishments and successes, quantifying them and communicating them within the context of the role that you are applying for.
- **Selection criteria writing templates** to use as a framework and assist with layout and visual presentation.

- **Selection criteria worksheets and exercises.** Information from these can be applied to current and future job applications requiring expressions of interest, statements addressing selection criteria and government job applications.
- **"How to Write Selection Criteria: A Step-by-Step Guide"**, 128 pages of practical steps and proven strategies to use when writing winning selection criteria applications including bonus supplementary information for private sector applications, graduates, migrants, mature-aged applicants and job-seekers overcoming employment barriers and changing careers **valued at \$29.95.**

If you are faced with writing selection criteria regardless of your level, experience or background you will benefit from selection criteria telecoaching applying practical tips and strategies that I outline as essential when radically improving the quality of your written application, securing more interviews and ensuring career and job choice.

For more information on this telecoaching program please drop me an email
Nikky@CareerPro.net.au - I look forward to hearing from you!