

4: The Million Dollar Question- 'Should I apply for this job?'



To make this decision you need to thoroughly understand the requirements of the position.

1. **Take the first step: phone for an Information Pack.**
2. **Analyse the Position Description (read next chapter before moving on).**
3. **Find out as much as you can about the organisation by:**
 - Checking their listing in the Yellow Pages directory
 - Conducting research on the internet
 - Reading their promotional materials
 - Contacting the company directly to ask for information
4. **Decide if you have the determination to write a professional application.** Consider what is involved and decide if it is worth your while. It will take many hours to write a professional application. It may even take a few days to get it just right. Are you really, really, really motivated about getting this position?
5. **Can you supply actual examples for each of the Selection Criteria?** Write down examples where you have demonstrated your knowledge, skills or abilities for each of the Selection Criteria. For example, if the criterion is about Quality Customer Service, jot down examples of where you have provided quality customer service. If you can't provide concrete examples, you will be wasting your time and effort. If there is one criterion where you don't have the required skills, knowledge or abilities, but feel you have comparable experience or knowledge, it is probably worth completing an application.
6. **Do I really want this job?** You should only apply for this position if you can answer a resounding 'YES' to the following:
 - Have I analysed and understood the Position Description?
 - Have I researched the position and the organisation?
 - Can I provide concrete examples for all of the criteria?
 - Am I willing to commit the time and effort required?
 - Do I really, really, really want this job?

Congratulations, making that decision is one of the hardest parts of answering Selection Criteria. Now, the real work begins – get out the coffee ...

