**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Job Application (selection criteria) |
| **Task type:** | Job Application |
| **Value:** | 10% |
| **Length:** | 750 words |
| **Level:** | Transition In |
| **Contributor:** | Amelia McFarland, Griffith University |

# Task Objectives:

1. Use appropriate communication skills to interact with peers, professional contacts, and healthcare professionals (communication; self-management)
2. Respond effectively to selection criteria (initiative; self-management; communication)

Task Rationale:

As part of the recruitment process, many businesses or agencies will release an advertisement, recruiting applicants for a position. Not only will these advertisements detail the requirements of the job on offer, they will also specify the employer’s requirements for the potential new recruit. In order to be considered for the position, the submission of a tailored résumé as well as a response to any proposed selection criteria is essential.

# Task Description:

For this task you need to **prepare responses to ALL the selection criteria** for **ONE** job (list provided below). Each response should be no more than **250 words** (**750 words** total). You should use **the STAR framework** to structure each response.

# Additional information:

* Choose ONE of the following job descriptions.
* In your responses to the selection criteria of your chosen job, ensure that you provide relevant examples of experience, ability or personal qualities where appropriate.
* Utilise experiences from the last 2-3 years, or the most relevant experiences, to emphasise your skills.
* You must respond to all the selection criteria for your chosen job.
* Your response must be formatted in a professional and presentable manner.
* Your response is being assessed on its professional suitability and how you link your skills / qualities with experiences you have had. It is not assessed on the amount or type of experiences that you have had.
* This assessment task does **not** include a cover letter.
* Go here for information about the [STAR Reflective Framework](http://www.swinburne.edu.au/corporate/careers/emerging-leaders-award/star.html).

Dear Job Seeker,

Here are the latest job advertisements for your search ‘Pharmacy Assistant’, ‘Medical Researcher’, ‘Health Promotion’ in South East Queensland! **Choose ONE of these for this assessment task.**

***Private Hospital*** *- Hospital Dispensary Assistant / Trainee Pharmacist*

*A position for a pharmacy student has become available at Private Hospital. Pharmacy experience preferable but not essential, on-site training will be provided. Applicants must be enthusiastic, willing to learn and be able to work as part of a team.*

*SELECTION CRITERIA:*

* *A tertiary qualification, or progress towards a tertiary qualification, in the field of pharmacy*
* *Evidence of, or demonstrated commitment towards developing, excellent therapeutic knowledge and ability to problem-solve*
* *Effective communication and interpersonal skills*

***Jerry White Chemists*** *– Pharmacy Assistant (Traineeship)*

*An exciting new position in one of our largest stores has recently become available. We are looking for recent school leavers or university students who are looking to start their career in community pharmacy. Applicants should have a passion for delivering excellent customer service, be willing to undertake continual training, and have a genuine interest in the pharmacy industry.*

*SELECTION CRITERIA:*

* *A tertiary qualification, or progress towards a tertiary qualification, in any health-related field*
* *Demonstrated ability to work both independently and as part of a team in an effective manner*
* *Excellent oral communication skills and evidence of resourcefulness.*

***Health Research Institute*** *– Research Assistant (Immunology / Cancer)*

*We are excited to offer a new position to undergraduate students in one of our largest and fastest growing research teams. This position primarily involves assistance with experimental research in the field of immunology and cancer, and health promotion activities with the local community. The ideal candidate will have excellent interpersonal skills, immaculate attention to detail and the ability to work independently.*

*SELECTION CRITERIA:*

* *A tertiary qualification, or progress towards a tertiary qualification, in any health-related field*
* *Demonstrated leadership skills and ability to use initiative*
* *Excellent communication skills and a demonstrated ability to work in a collegial manner*

# Rubric:

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| **CRITERIA** | **MARK** | **Excellent (4)** | **Good (3)** | **Average (2)** | **Poor (1)** | **Inappropriate (0)** |
| **20 marks total** |  |  |  |  |  |  |
| **SKILLS DESCRIPTION AND EVIDENCE;**  **LAYOUT AND CONTENT** | |  | | --- | |  | | **10** |  |  | | --- | |  | | * Layout of response is highly systematic * Each criterion is covered comprehensively * Relevant evidence is provided for all general requirements and specific selection criteria * Thoroughly describes skills and qualities, with excellent use of action verbs * STAR format is used regularly and effectively to justify responses | * Layout of response is systematic * Each criterion is covered in some detail * Relevant evidence is provided for all specific selection criteria * Describes skills and qualities, with use of action verbs * STAR format is used regularly to justify responses | * Layout of response is somewhat systematic * Each criterion is covered in some detail * Some evidence is provided for all specific selection criteria * Some description of skills and qualities, with inconsistent used of action verbs * STAR format is used occasionally to justify responses | * Layout of response is somewhat systematic * Responses for some criteria are missing * Evidence for some aspects of selection criteria is missing / irrelevant * Limited description of skills and qualities * STAR format is rarely used to justify responses | * Layout of response is not systematic * Responses for some criteria are missing * No evidence is provided to support responses * Does not contain skill description * STAR format is not used |
| **PRESENTATION AND FORMAT** | |  | | --- | |  | | **5** | | * Typed or computer generated * Balanced margins with eye appeal * Format highlights criterion being addressed * Appropriate font and point size used | * Typed or computer generated * Balanced margins * Format identifies criterion being addressed * Appropriate font and point size used | * Typed or computer generated * Somewhat balanced margins * Format identifies criterion being addressed * Font or point size is inappropriate | * Typed or computer generated * Unbalanced margins * Format detracts criterion being addressed * Font and point size distracts from readability | * Unbalanced margins * Format significantly detracts from criterion being addressed * Fonts are difficult to read and unprofessional |
| **SPELLING AND GRAMMAR** | |  | | --- | |  | | **5** | | * No spelling errors * No grammatical errors | * 1-2 spelling errors * 1-2 grammar errors | * 3-4 spelling errors * 3-4 grammar errors | * 5-6 spelling errors * 5-6 grammar errors | * >6 spelling errors * >6 grammatical errors |