

4. Determine the expected behaviour selection criteria

With your 'must haves' for the role in mind, select the expected behaviour descriptors that will demonstrate these non-negotiable requirements.

Select at least one descriptor for each of the 7 expected behaviours and update the position description to include the expected behaviour selection criteria.

An example is provided below as well as in the [sample position description](#).

| Role specific requirements | |
|---|--|
| Role specific requirement 1 | |
| Role specific requirement 2 | |
| Expected behaviours <i>(Insert the context-specific expected behaviour descriptors selected for the role)</i> | |
| Lead collectively | You complete your work to a high standard and ensure information is accurate. You identify opportunities for improvements in your team, ensuring the work and services you provide always add value to Western Australians. |
| Think through complexity | You use information and analysis to initiate problem resolution and seek guidance as necessary. |
| Dynamically sense the environment | You communicate clearly, presenting relevant technical and professional information without jargon. |
| Deliver on high leverage areas | You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary. |
| Build capability | You provide technical and professional support to your peers, making time to mentor others in your team. |
| Embody the spirit of public service | You show empathy and compassion, integrity and humility. |
| Lead adaptively | You are continually learning and adjusting your approach to be effective in the changing work environment. |

Important to note

You do not have to use all of the expected behaviour descriptors as selection criteria. One or 2 descriptors for each expected behaviour should be enough. For more complex and critical roles, you may want to use multiple descriptors.

Another option would be to request a one page written application or cover letter addressing only one or 2 specific selection criteria.

To save time for candidates and selection panel, consider if you can combine