



VERTICAL SCOPE
GROUP

CRITERIA RESPONSE GUIDE

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SECURITY CLEARED SPECIALISTS
PROVEN IN ICT & CYBER

Criteria Response Guide

Writing criteria responses in the 3rd person

We use a standardised criteria response when submitting our personnel for prospective job applications. This ensures consistency and makes it easier for the procurement or hiring manager to understand your experience and qualifications related to a specific part of the role and how it relates to the potential employer. Writing in the third person can be challenging as it is different to the traditional style of writing which uses first person language like "I, me, my, mine" to link yourself to your past experience. Writing in the third person is like writing your employment history from an observers or bird's eye point of view.

Some examples of third-person responses include:

David is a driven and motivated individual that sets a high standard for himself. This can be seen with his role as a Project Manager on the SEA1000 Program where he successfully met key milestones despite the COVID-19 pandemic despite substantial funding and technological disruption.

Ryan has worked as an Information Communications Systems Operator for over 15 years, giving him extensive experience across a range of ICT platforms and programs including {Microsoft Azure, Amazon Web Services etc...}

In this role, Ryan has been instrumental in developing network architecture and troubleshooting technical difficulties including Level 3 Service Desk Analyst incidents.

Clearly articulating your experience, in the third person, is essential as the past indicates the future and is used by employers as a predictor of your future performance.

Criteria responses checklist:

- Have you avoided using the following words: I, Me, Mine, My
- Is the spelling and grammar correct?
- Are the examples you have provided relevant to the skills, qualities and attributes needed for the job?
- Do your responses highlight what you can bring to the role and what makes you better than other candidates?

Below is an example of what a common criteria response template looks like.

Break down the criterion point that you have been asked to respond to and answer each part of the question. It is a good idea to rewrite the question in your response.

Criteria, Weighting & Word Limit	How does the candidate demonstrate this skill?
Example Question Determine security requirements by evaluating business strategies and leading threat risk assessment activities; research information security standards; conduct system security and vulnerability analyses and risk assessments. Weighting: 20% Word Limit: 500	Example Response Throughout [FIRST NAME'S] career as a [YOUR PREVIOUS ROLE], he/she has led a number of [CRITERION e.g. threat risk assessment activities] for government and corporate clients including [LIST CLIENTS IS APPROPRIATE]. In conducting these [CRITERION] assessments, [NAME] has implemented [STANDARDS USED] to analyse vulnerabilities and advise relevant stakeholders on the best course of action. This has led to his clients adopting more efficient solutions, leading to savings of [INSERT KEY ACHIEVEMENTS] for clients such as [CV EXAMPLE].