

Addressing Key Selection Criteria



Key Selection Criteria (KSC) outline the qualities, knowledge and skills needed to do a job. Many large employers, including those within the public sector, require that key selection criteria be addressed as part of a job application. Failure to do so may mean that your application is passed over, so it is important that you understand how you do this properly.

You will need to write brief responses to sell your specific capabilities for each of the criteria. It is important to include specific examples or situations where you have demonstrated the behaviour, knowledge, skills and personal qualities outlined in the KSC.

Make sure you check your KSC for correct spelling and grammar.

How to respond to Key Selection Criteria

- Take the time to carefully read the entire Position Description including the KSC. Highlight key words and think about what the employer is asking for.
- A good method to apply when responding to KSC is:
 - Remember a situation (where and when)
 - Outline the action you took and how you did it
 - What was the outcome as a result of your actions?
- Once you have compiled a list, make a summary (60–120 words) to demonstrate how you meet the KSC. If you are able to quantify the results achieved, include the outcome. For example: “I reduced annual energy costs by 18% by...”
- Make your responses easy to read.
- Consider bullet points to demonstrate your experience.
- Your KSC response should be a separate document from your resume.

Summary

- Refer to a specific situation that shows how you obtained the relevant experience or knowledge required.
- Demonstrate your knowledge of a particular area by describing key information that you have gained.
- Make it easy for the selection panel to assess your qualifications for the role.

