



Key Selection Criteria Tips

Key selection criteria (KSC) is designed to help make the most accurate match between the requirements of a position and the qualifications, experience, knowledge and skills of an applicant.

Some pointers to get you started: Understand the job and key selection criteria and decide if you are qualified to do the job.

1. Understand the job and key selection criteria

Study the position description, including the key selection criteria, along with any other relevant information you have collected. If you are unsure about any aspects of the job, call Human Resources or the Hiring Manager, and they will be happy to answer your questions.

2. Decide if you are qualified to do the job

Ask yourself these questions:

- Do I think I meet all or most of the key selection criteria for the job?
- Could I do the job with some training - either formal or on-the-job training?
- Do I have skills gained in other fields of work that may be transferable?

If so, then you are ready to apply. But before you start your application, start making notes on the following:

- Summarise your background and the skills you can offer
- Highlight your strengths and relevant experiences, achievements and capabilities
- Highlight relevant achievements from past jobs
- Address any obvious weaknesses and what training you are willing to do to address these
- Address each key selection criterion for the job, if required
- Prepare or update your resume
- Talk to your referees about the job you are applying for, the general key selection criteria, and what they will say about you.

3. Key selection criteria

We must assess all job applicants fairly and consistently, so we can select on merit. We do this by providing key selection criteria (KSC) that all candidates are assessed against.

The key selection criteria outline the qualities, knowledge and skills needed to do the job. It is important to include specific examples or situations where you have demonstrated the behaviour, knowledge, skills and personal qualities asked for in the key selection criteria.

Writing a good KSC response statement is also invaluable in preparing you for the interview stage of the selection process. You now have specific examples that will help you answer questions about your ability to do the job.



3.1 Six steps to addressing Key selection criteria

No matter how the key selection criteria appear, follow these six steps to ensure your application covers all the required information:

1. Read and re-read the advertisement, KSC (experience, qualifications, knowledge, skills and other relevant information outlined in the Position Description)
2. Print or save the job details and position description, so you can easily refer to them later
3. Highlight key words in the KSC and think about what AMES Australia is looking for
4. List examples of how you meet the KSC - describe relevant skills, experience, incidents, training, personal qualities and expertise

3.2 The specifics of writing KSC statements

When writing your KSC statements we suggest, for each criteria, that you follow the 'STAR' method:

- **Situation** - Describe the situation/environment you were in. Where and when you did something
- **Task** - What were you required to do concerning the problem, issue or situation?
- **Action** - Set out the steps you took to resolve the problem, issue or situation. Provide detail. What you did and how you did it
- **Result** - What was the outcome? What did you accomplish? What did you learn? What would you do differently if this situation arose again?

Try to address each part of the STAR response in just a few sentences. Be factual and positive, without exaggerating or minimising your capabilities and experience

4. Qualifications

Some roles will include formal or mandatory qualifications, such as a degree or a technical qualification, as part of the key selection criteria. It is likely that you will be asked to produce documentary evidence of these qualifications before being appointed to the job. If the qualification was obtained outside Australia, you may need to provide evidence that it has been accredited and recognised as the equivalent qualification in Australia.