To assist a selection panel assess job applicants on merit, applicants are often requested to respond to key selection criteria when submitting a job application. This enables all job applicants to be assessed fairly and consistently. The key selection criteria is contained in the position description and is a list of the skills, qualifications, experience and attributes required to perform a role effectively.

Your key selection criteria (KSC) response needs to demonstrate how your previous experience, skills, education and training have equipped you to meet the requirements of the position.

As well as fulfilling the application requirements, producing a good KSC response statement will also assist you to prepare for an interview as you will now have specific examples that will help you demonstrate your skills and your ability to do a job.

**Guidelines for addressing key selection criteria:**

- Take your time and think about what the employer is really looking for in each criteria
- Respond to each criteria individually in an easy to read format. Ideally your response to each criteria should consist of a paragraph or 2-3 sentences and as a general guide your overall document should not be more than 2 pages in total
- Be clear and to the point but also ensure each response provides enough detail to enable the selection panel to assess if you have the skills, knowledge and experience for the role.
- Provide evidence to back up your claims. Where appropriate include short examples from your past experience describing the situations you have experienced, work that you have done and what you have achieved. Examples from your previous work, study or community roles are all acceptable.
- Be factual and positive, without exaggerating or minimising your capabilities and experience
- Check your final document to ensure correct grammar, spelling and punctuation