



WRITING KSAs TO ADVANCE YOUR CAREER

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WORKSHOP OVERVIEW

- ◆ WHAT ARE KSA's?
- ◆ WHY ARE KSAs IMPORTANT?
- ◆ 9 TIPS FOR WRITING KSAs
- ◆ PARTING ADVICE FOR CAREER DEVELOPMENT



WHAT ARE KSAs?

- ◆ KNOWLEDGE

- ◆ SKILLS

- ◆ ABILITIES



WHY ARE KSAs IMPORTANT?

IT'S A CANVAS

- ◆ PAINTS A WRITTEN PICTURE OF YOU
- ◆ SHOWS YOUR TRUE COLORS
- ◆ HIGHLIGHTS YOU IN THE BEST LIGHT
- ◆ INVALUABLE TO YOUR WORTH



IMPORTANCE OF KSAs

LOOK OF THE CANVAS YOU PAINT

- ◆ APPEARANCE
- ◆ SPELLING, GRAMMAR & PUNCTUATION
- ◆ CONCISENESS
- ◆ STRONG POINTS
- ◆ COMPLETENESS



IMPORTANCE OF KSAs

PORTRAIT ASSISTS RANKING & INTERVIEWING PANELS TO:

- ◆ COMPLETE A JOB ANALYSIS
- ◆ NARROW THE FIELD
- ◆ DETERMINE THE BEST QUALIFIED CANDIDATES
- ◆ SELECT THE RIGHT PERSON FOR THE RIGHT JOB



9 TIPS FOR WRITING KSAs

- ◆ List all experience, accomplishments, awards and education that relate to each KSA.
- ◆ Don't use wording from the position description.
- ◆ Don't assume the reader's familiarity with acronyms and technical terms.



9 TIPS FOR WRITING KSAs

- ◆ Look for “holes” in your narrative.
- ◆ Don’t ignore any KSA.
- ◆ Limit each KSA narrative to one page or less.



9 TIPS FOR WRITING KSAs

- ◆ Demonstrate your professional development.
- ◆ Reference KSA in opening statements.
- ◆ Use 2-3 examples per KSA using the Challenge, Context, Action & Result (CCAR) approach.



PARTING ADVICE FOR CAREER DEVELOPMENT

- ◆ Avoid Taking Cover
- ◆ Build a Circle of Allies
- ◆ Load up on New Tools
- ◆ Look Beyond Your Job Description
- ◆ Manage Your own PR
- ◆ Be Creative
- ◆ Take Responsibility for Your Success
- ◆ Adjust Your Attitude