



ARTICLE RE-PRINT

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KSAs Are Used In Both The Federal And Private Hiring Process

When used by federal agencies:

Knowledge: A KSA Reviewer needs to have verifiable experience to a knowledge inquiry. If your response is not validate the knowledge you claim to have derived from your life experience (i.e., civic service, formal volunteer service, entrepreneurial endeavor, etc.), professional work experience, and/or education, then you have not accurately responded to the Knowledge inquiry.

Skills: A KSA Reviewer needs to see a response that confirms that you have the necessary skills required to perform the tasks of the job. Your response should state definitively any scores, grades, awards, achievements, and any other measurable data that can demonstrate your level of expertise.

Abilities: A KSA Review is looking for responses that demonstrate your willingness to learn whatever it takes to do the job, and to improve your skill set for the good of the company. Indicating your prior expertise is not necessary in this written submission. However, correlating your life experience to your capacity to learn the job well is necessary in order to score high on an Ability inquiry.

When used by the private employer:

Knowledge: A potential employer is looking for the candidate with the most knowledge and experience for the job. If you have prior working experience or classroom knowledge of the position, you must demonstrate this through your resume and face-to-face interview. It is also a plus when your knowledge can be validated through professional references.

Skills: Some jobs require a level of skill in one or more areas. Positions requiring technical expertise, computer skills and communication skills are measurable through simple tests. Many recruiters and employers measure their candidates in these areas in the early stages of the applicant review process.

Abilities: All employers, federal or private, need to know an applicant's aptitude for learning. Your flexibility and capacity for learning brings added value to you as a potential candidate. Demonstrate your aptitude with examples from previous experience.

Workshop Facilitators

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