

## PREPARATION FOR KEY SELECTION CRITERIA

Here is an example of how you might plan your responses to KSC. You might need to move examples around to ensure that you have two strong specific examples for each. Planning makes it far easier and quicker for you to write up the KSC responses and helps with your interview preparation. It can also help you to determine quickly if you can write a strong application.

| Criteria   | Context/Introduction   | Eg 1 (Best Example)  | Eg 2 (Next Best Example)   | Other  |
|--|--|--|--|--|
| Project management   | <ul style="list-style-type: none"> <li>Current role as PM</li> <li>10 years experience</li> <li>Projects ranging \$150K-1m</li> <li>Have never gone over time or budget</li> </ul>   | <ul style="list-style-type: none"> <li>Bike paths along Yarra (\$800K)</li> </ul>  | <ul style="list-style-type: none"> <li>Christmas lights Chapel Street (\$200K)</li> </ul>  | <ul style="list-style-type: none"> <li>Other minor projects (bin facades, retail art show, new plants in Smith Street)</li> <li>Post grad diploma in PM</li> </ul>   |
| Relationships/managing stakeholders                                      | <ul style="list-style-type: none"> <li>Real strengths in bringing together diverse and conflicting interests</li> <li>Important facet of my current and last role</li> </ul>   | <ul style="list-style-type: none"> <li>Getting everyone on board for the renovation of the Council offices (architects, builders, external PM, internal staff etc) – on time and budget</li> </ul> | <ul style="list-style-type: none"> <li>Negotiation on contract for road resurfacing – suppliers agreed to meet our budget</li> </ul>                               | <ul style="list-style-type: none"> <li>500+ industry contacts on LinkedIn</li> <li>Member of PM Group at own cost</li> <li>Invited by suppliers to attend Rugby World Cup over more senior decision-makers</li> </ul>  |
| Written/verbal communication [nb written skills would not form examples] | <ul style="list-style-type: none"> <li>Written – reports, processes, contract drafts, briefings, cost/benefit analysis, emails – always complimented by superiors</li> <li>Verbal – talk to contacts daily, negotiations, presentations, community consultations</li> </ul>  | <ul style="list-style-type: none"> <li>Presentation/community consultation with retailers on clearways – reached consensus</li> </ul>  | <ul style="list-style-type: none"> <li>Delivered training courses in A, B and C</li> </ul>   | <ul style="list-style-type: none"> <li>Professional Writing Course</li> <li>Getting to Yes</li> <li>Invited as guest speaker for PM Conference</li> </ul>  |
| Problem-solving  | <ul style="list-style-type: none"> <li>Integral part of job – solve problems on daily basis</li> </ul>   | <ul style="list-style-type: none"> <li>Yarra Trams issue – took over project from another PM who was sacked – resolved all problems to get it back on track</li> </ul>                             | <ul style="list-style-type: none"> <li>Proactive addressing of OHS risks – identified risk, sought funding for new equipment – improved Workcover stats</li> </ul> | <ul style="list-style-type: none"> <li>Psych test rated this at an “excellent” level</li> </ul>  |
| Managing staff   | <ul style="list-style-type: none"> <li>Managed teams of up to 20 people</li> <li>Staff, contractors and subcontractors</li> <li>Diverse roles in teams</li> <li>Pride myself on mentoring staff so that they get promoted</li> <li>Proactive in addressing training needs</li> <li>Relieved Executive Director while on leave</li> </ul> | <ul style="list-style-type: none"> <li>As Acting ED for 12 months, managed 20 direct and 45 indirect staff – implemented changes that have been replicated across the council</li> </ul>           | <ul style="list-style-type: none"> <li>Post restructure, handled the staff well resulting in no resignations (only division not have them)</li> </ul>              | <ul style="list-style-type: none"> <li>Introduced anonymous surveys and quarterly face-to-face upward assessments</li> <li>Overall rating of superior (highest possible)</li> <li>Mentored indigenous trainee</li> <li>Selected for executive training</li> <li>Awarded best manager 2013-4</li> </ul> |

MORE  
INFORMATION

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