

# **eCareer LifeLine**

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## **Frequently Asked Questions**

### **Candidate Profile - Applicant Questions**

Q. How are the KSA pages attached to the application? 2) How do I enter the KSAs into the statement of accomplishments - do I use the STAR (Situation/Task, Action, Result) format? 3) Do I have to put all 9 pages of KSAs in the statement of accomplishments?

A. KSA pages are NOT attached to the application. Applicants must review the 'Qualifications/Requirements' on the job posting, and prepare a narrative of how their own qualifications relate to the job that is posted. Use of the STAR format is not required, but may provide a template for preparing the narrative. It is also helpful to prepare the narrative in a word processing program and then 'copy and paste' it to the Summary of Accomplishments. When completing your Summary of Accomplishments, the primary goal is to ensure that you include enough detail to clearly describe accomplishments that demonstrate that you meet the requirements of the job

The summary of accomplishment is the place and the **ONLY** place where applicants are suppose to address the KSAs of the position.