Build your evidence bank

Choose one real criterion and one true example. Keep these notes with you; this website does not receive your answers. Avoid names and confidential details.

01 Target role and source

Role title, employer's page or document, date checked and application instructions.

02 Criterion

The exact requirement, whether it is essential or desirable and the part this example addresses.

03 Situation

Enough context to understand the problem, without names or unnecessary personal detail.

04 Your task

What you were responsible for and any important limit on your authority.

05 Your actions

What you personally did, in what order, and why you chose that approach.

Reflect and check the limits

Continue the same example. Explain what you can support, what remains uncertain and what you would do differently next time.

06 Result

What happened, how you know and what remained unresolved. Use numbers only when you can support them.

07 Learning

What worked, what you would change and what the example taught you.

08 Evidence

A record, feedback or observation you can appropriately refer to; do not copy confidential material.

09 Gap or limitation

What the example does not demonstrate, or what you still need to learn.

10 Next step

A question to clarify, a learning action or a way to make the explanation more precise.

A fictional practice example

This invented illustration is not a real applicant's experience. Use the structure to explain your own example; do not copy it as a claim about yourself.

Target role and source	A practice exercise; no employer or vacancy is represented.
Criterion	Communicate an agreed change clearly to other people.
Situation	Two volunteers had different versions of the timetable for a community-room event.
Your task	Help the coordinator establish and share the correct timetable; I could not approve changes myself.
Your actions	I compared the two versions, marked the differences, checked them with the coordinator and sent the approved version to both volunteers. I asked them to confirm which version they would use.
Result	Both volunteers confirmed the same timetable before the event. I did not have evidence of a wider improvement.
Learning	Checking understanding mattered as much as sending an update. Next time I would agree one dated source at the start.
Evidence	In a real example, an appropriate confirmation message or the applicant's own contemporaneous notes might help recall the sequence.
Gap or limitation	The example shows communication and coordination; it does not establish knowledge of tenancy law or housing systems.
Next step	Match the example to the precise criterion and prepare to explain why confirmation was requested.