

Top tips

Here are some tips on gathering and presenting the evidence needed for behaviour-based examples for the application and interview.

Think about what you have done

Use evidence from any employment if you can. There may be behaviours where you can't provide an example from a job and in this case, think of ways in which you have demonstrated a behaviour outside work, maybe through volunteering.

Assemble evidence and match it up

Gather your evidence and analyse it. Match up your achievements to the behaviour(s) required for the job.

Take your time

Writing a good example can take time, so allow yourself enough time. However, you need to be mindful of closing dates to ensure you submit your application before the deadline.

Write your first draft of answers

Write down your behaviour example(s) before adding them to the application form. You may want to bullet point the key messages, this can be helpful to structure your answer. You can use this structure to add specific details that outline what you did and how you did it. Use more of your word count on your actions, behaviours and the impact achieved rather than the situation or factors outside of your control. Ensure your answers focus on what you did not your team.

Read it through

Make sure that you read through your example(s). This is often a good point to compare your answer to the behaviour indicators and the 'what does good look like' points from the Success Profiles Behaviours document. This helps to keep your answer focused.

Keep within the word count

The word count for the Work Coach application is 500 words and it is there to give you the opportunity to tell us about your evidence. Use the full word count. Avoid jargon and acronyms, make your evidence easy to understand. Make sure you correct any spelling, punctuation or grammar issues.

Finalise your answers

Make sure you read back over what you've written with a critical eye; is there anything you could remove and still get your point across? Refer back to the job description in the advert and in the behavioural indicators to ensure your evidence is relevant to the role.