



Guidance on how to complete your Three Key Achievements.

1. The achievements that you choose can be from any area of your life.
2. Each achievement should demonstrate at least one of the competencies identified as key for the position.
3. They must be specific – giving an actual date/time; where you were at that time, who was involved, what you actually did and the outcome. Effectively it is an actual episode in your life that demonstrates the behaviour/competency that is required to achieve results in this position.
4. It should be on a separate page, no longer than one A4 page, in 12 point. 5. It will be used in the assessment/selection/interview process.