

Tips to collate effective behaviour based evidence and examples:

- Review the [professional values and behaviours booklet](#) to read the detailed descriptions of what we specifically mean by our values; professional, ambitious, innovative and inclusive. This way it will be easier to come up with relevant examples and we all use the same descriptions as a standard to reflect on.
- For every objective set, reflect which values would be most relevant and when you start describing what you have achieved, also reflect on how you went about doing this.

Not useful	Useful behaviour based self-assessment examples
<p><u>Inclusive:</u> I always include others in the work I do, it is important for me that relevant people are involved.</p>	<p><u>Inclusive:</u> When working on project XYZ as part of my main objectives, I had to make sure I involved the following stakeholders; XXXX. I did this by setting up 1-1 meetings with all of them before I even started the project. I used their input and feedback and also checked the type of involvement they wanted to have. Based on that I information, I then drafted my proposal</p>
<p><u>Professional:</u> I show passion and professionalism in all aspects of my role</p>	<p><u>Professional:</u> After process XYZ was implemented in our department, I received a lot of questions from stakeholder XYZ about how we managed to implement this process. I offered to give a presentation around – what made it work and the positive feedback we received but also some of the challenges we came across. This presentation was well received by stakeholder XYZ (refer to feedback email) and they are now in the process of implementing XYZ process themselves.</p>
<p><u>Ambitious:</u> I continued to work hard to achieve my objectives by setting challenging objectives</p>	<p><u>Ambitious:</u> I provided peer support to colleague X, who struggled with completing task XYZ and asked me for my help. Task XYZ is something I feel passionate about and I am in a position to help others who struggle. For about 1 month, we would meet weekly and I tried using a coaching approach to support her, by asking questions like XYZ, we could build her confidence and ability to complete task XYZ effectively.</p>
<p><u>Innovative:</u> wherever I can I look at trying to do things differently</p>	<p><u>Innovative:</u> I put forward an idea on how we can improve the experience of our students. I did this by identifying key benefits we could achieve if we did XYZ differently. I put my recommendations in a presentation and first run it by my direct line manager, I had anticipated questions like XYZ so I was well prepared. Then we invited a group of colleagues to run a short small project to get the idea implemented. Project XYZ is now implemented and we collated feedback through XYZ channels, feedback scores are XYZ</p>