

Evidence of competence in team work

Use this template to record your experiences of **working in a team** and refer to it when proving your skills to a potential employer.

1.	The best example.	
2.	The purpose of the team, the nature of the team activities and membership.	
3.	Context: brief details of the circumstances, event or activity when I showed good team skills.	
4.	Level of responsibility in this team. The scale and scope of the work or event.	
5.	Personal contribution: what I did; the role(s) I played in the team.	
6.	Example of leadership: (e.g. planning, negotiating, persuading).	
7.	Example of ability to work with others (e.g. accepting others' views, following directions, working out a compromise, etc.)	
8.	What worked well on this occasion?	
9.	The lessons I learned from this occasion.	

10.	What would I do differently on another occasion?	
11.	How typical is this example for me (a daily occurrence/weekly/occasionally/rarely)?	
12.	Brief details of a recent (or second) example.	
13.	Brief details of a third, preferably contrasting, example.	
14.	How do I measure my success for this competence?	
15.	How could this competence be applied to other situations?	