

## Guidance on how to complete your Supporting statement

We have created this document, to help guide you in completing the supporting statement section of your application.

### Why is the Supporting Statement important?

It is important because the information you provide in this section, is used by the shortlisting panel to assess how your skills, experience and abilities, demonstrate your suitability for the role.

For the panel to assess the above, we ask that you to provide specific examples, for each criteria point listed on the application form. We welcome transferrable skills, so if you do not have direct experience in the role you are applying for, we encourage you to provide examples that can meet the requirements, using other areas, such as volunteering, training/studying or personal life.

### How can I create a successful Supporting Statement?

There are various methods that you can use, to make sure that you are fully addressing the supporting statement section.

One of these methods is the STAR technique, which you could use, to ensure that you have provided an example, that addresses the essential criteria point.



- Remember, the STAR technique is just one of a few methods out there, that you could use (if you choose to do so) to help you. These other methods can be found on the internet.

### What is the STAR technique?

STAR stands for:

**Situation** – Set the scene and background to your example – The when, where and what happened?

- In my current role as Support Worker at Denver Orchards, I had to deal with a difficult situation, when we had an intruder on the premises
- Three years ago, I worked as a volunteer at a local community centre. In this role, I was able to put my written communication skills into practice, when I was asked to help produce a monthly newsletter for the community

**Task** - You describe the role that you played – What was your involvement?

- I was responsible for the safety and security of everyone in the building ...
- One of my duties/tasks for the newsletter was to .....

**Action-** Detail your actions (not someone else's or the team' actions) - What did you do and How did you it?



Don't summarise or bullet point what you did.

- E.g. Through the one-to-one sessions, that I had with the client, I was able to support them in getting suitable accommodation. (summarising)
- E.g., Through the one-to-one sessions that I had with the client - I talked to them about action plans. I supported them to set personalised goals. I provided support with daily living activities. I documented our one - to -one sessions. (Bullet pointing).



Instead, do explain what you did

- The one – to- one sessions that I had with the client, involved us talking through their expectations and goals for the future. I discussed with them, how we could together achieve one of their main goals, which was to be housed in suitable accommodation according to their needs. I helped the client create a realistic plan and timeline on how they could achieve this.



And how you did it

- I supported them in contacting social, housing and support services and I also supported the client with filling out their application for housing benefit and completing other paperwork. I then contacted housing agencies and liaised with them to get my client suitable accommodation. Suitable accommodation was found, and I was there to support the client to meet with the housing officer, as well as helped them to complete their licence agreement application.

**Result-** Conclude your response with: What was the result/outcome of your actions?



Wherever possible, the result/outcome should be highlighting what you had achieved by your actions.

For example, as a possible result/outcome sentence for the essential point criteria for – *'the ability to prioritise and manage your own workload'*

- E.g., As a result of my actions, I was able to complete the two urgent deadlines that I had been given. This led to my department being able to finish their bi -annual reports on time and my second deadline meant that I had responded to the customer's request for an updated information, within the company's agreed timeframes.

**Once you have completed your supporting statement, please review it, asking yourself the following:**

- Have I provided an example, that fully answers the essential criteria point(s)?
- Do my examples demonstrate my skills, experience, and abilities for the role?