



CARL Competency Preparation Sheet

Complete a sheet for each competency in the Job Description

Competency _____

C

Briefly describe the **CONTEXT** (What was the situation? Was this your initiative? What was your objective?)

A

Briefly describe the **ACTION** steps that you took.

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R

Highlight the specific **RESULTS** that you achieved. (Ask yourself: "So what"? How did it benefit the business: in terms of service provided; methods improved; money, manpower, materials, or time saved?)

L

Where appropriate, briefly note your key **LEARNING** from this experience.