



CAREER EVIDENCE GUIDE

How Your Career Evidence Becomes Useful

A practical guide to turning work examples, achievements, and documents into useful evidence for decisions and applications.

Use this guide to make one clearer, evidence-led next decision. Keep what is useful, question what is uncertain, and stay in control of the direction you choose.

Your career contains more useful evidence than any single CV can hold.

Achievements, projects, responsibilities, feedback, career stories, documents, decisions, and outcomes all contain information about what you can do and how you create value. The problem is that this evidence is often scattered across old files, online profiles, notes, and memory.

Personara uses Career Vault to turn that scattered material into a reusable evidence base.

Career Vault is more than file storage

A file store keeps documents. Career Vault is designed to retain the useful career evidence inside and around those documents so it can support future work.

It may include:

- Roles, responsibilities, and career history.
- Achievements, projects, and measurable outcomes.
- Career stories and examples.
- Strengths evidence and Career Signature material.
- CV and LinkedIn source material.
- Uploaded reports and career documents.
- Career Discovery responses.
- Goals, preferences, and target directions.
- Interview examples and application evidence.
- Decisions, opportunity outcomes, and progress.

The value does not come from collecting the largest possible amount of information. It comes from retaining the right evidence in a form that can be understood, checked, and reused.

What makes career evidence useful

Useful evidence is specific enough to explain what happened and why it matters.

Weak input	Stronger career evidence
Managed projects	Led a six-month service redesign across three teams and reduced customer response time by 25 percent.
Good communicator	Rebuilt weekly reporting so executives could see delivery risks and make decisions earlier.
Helped the team	Coached four new team members and created a practical onboarding guide that shortened time to independence.
Improved operations	Identified repeated handoff failures, clarified ownership, and reduced avoidable rework.

Not every example needs a number. Context, responsibility, action, and observable change can also provide credible evidence.

A simple evidence structure

When capturing an achievement or career story, consider:

- Situation: What was happening?
- Responsibility: What were you accountable for?
- Action: What did you personally do?
- Outcome: What changed?
- Evidence: What supports the result?
- Pattern: Which capability or contribution appeared?
- Reuse: Where could this example help again?

This structure makes it easier to distinguish real evidence from generic claims.

One piece of evidence can support many tasks

An achievement should not be trapped inside one document or one AI response.

For example, evidence that you aligned several stakeholders around a difficult operational change could support:

- A CV achievement.
- A LinkedIn experience section.
- An interview story.
- A leadership or collaboration theme.
- A cover-letter example.
- A role-fit explanation.
- A networking introduction.
- A future development priority.

Reusing evidence also improves consistency. Your CV, LinkedIn profile, interview answers, and opportunity decisions can reflect the same credible professional story instead of presenting different versions of you.

From Career Vault to Professional Identity

Career Vault provides the evidence. Professional Identity interprets what that evidence says about you.

Several examples may reveal that you repeatedly:

- Bring structure to unclear situations.
- Build trust across groups with different priorities.
- Turn strategy into practical delivery.
- Improve systems and working practices.
- Develop confidence and capability in other people.

- Notice risks before they become expensive problems.

These recurring patterns can strengthen Career Signature, Professional Identity, positioning, and future recommendations. The interpretation should remain connected to the examples that support it.

The Living Professional Identity loop

Career understanding becomes more useful when it can improve through action and feedback.

The loop works like this:

1. Capture evidence from your experience. 2. Identify recurring patterns and professional value. 3. Use that understanding to explore and evaluate opportunities. 4. Translate it into positioning, applications, interviews, and plans. 5. Take action and observe what happens. 6. Record useful outcomes, feedback, and new evidence. 7. Strengthen your Professional Identity for the next decision.

This is why Personara describes Professional Identity as living. It should change when meaningful new evidence appears rather than becoming a fixed label.

Why outcomes matter

Career decisions create new information.

An interview may show that an example needs clearer evidence. A role review may reveal a transferable capability you had undervalued. Employer feedback may identify a positioning gap. A successful project may strengthen a contribution pattern. A career change may alter which goals and environments matter most.

Capturing this learning can improve future guidance. The purpose is not to score every action. It is to avoid losing useful insight and repeating the same career thinking from scratch.

Evidence before recommendation

Career guidance is easier to trust when you can see the connection between the recommendation and your information.

A useful recommendation should help answer:

- What evidence was observed?
- How was it interpreted?
- Which trade-offs matter?
- What uncertainty remains?
- Why does the recommendation follow?
- What could you do next?

If the evidence is thin or unclear, the platform should say so and help identify what would strengthen the conclusion.

Privacy and user control

Career information can be sensitive. A useful evidence system should collect only what is genuinely needed and treat personal information with care.

Personara's intended principles are:

- Use career information to support the user's development and decisions.
- Keep important recommendations explainable.
- Avoid invasive behavioural inference.
- Do not infer sensitive psychological traits without legitimate evidence.
- Keep development guidance separate from automated employment judgement.
- Leave important career decisions with the user.

Career Vault should help you retain and reuse your evidence. It should not turn your career into an unexplained score or a hidden judgement about your worth.

Start with the evidence that matters most

You do not need to document every moment of your working life before Career Vault becomes useful.

Start with:

- Your current CV or executive biography.
- Three to five achievements you are proud of.
- Two examples of difficult problems you helped solve.
- Important projects, responsibilities, and outcomes.
- Your current goal and the roles or directions you want to explore.
- Useful feedback, reports, or strengths material you already have.

Add depth as it becomes relevant. The aim is a growing evidence base that supports better decisions, not an exhausting archive-building exercise.

The outcome

Career Vault turns scattered career material into a foundation you can use repeatedly.

When evidence is structured, interpreted, and connected to action, it can strengthen your Professional Identity, improve positioning, explain opportunity fit, prepare better interview stories, and make future career decisions clearer.

Capture it once. Understand what it shows. Use it wherever it matters next.

PERSONARA.AI | Build clarity from evidence, then turn it into the next useful action.