

Show us what you can do

What are your skills and competencies? Which new skills and competencies could you learn or improve?

After doing this exercise, you can use the competencies and areas of improvement that you discovered when you are thinking about your future job requirements, writing job applications or going to a job interview.

Instructions:

- Look for materials that you have about your applications and studies:
 - CVs, certificates for summer jobs and internships, recommendations from superiors and other people, interesting job advertisements, academic transcripts
 - other certificates for completed courses or career planning exercises that you may have already done
- Choose two jobs/internships that you think are the most important to examine for this exercise. Furthermore, choose the most important jobs you have had outside of work. They can be related to student activities or voluntary work, for example.
 - The table below has some questions regarding your job. Fill in the table with your thoughts and answers. You may be asked to consider the same thing from two different points of view. In such cases, you can answer one or both questions. If a question seems difficult, you can skip it.
 - Use your job application and study material when you are thinking about your jobs.
 - A short and informative answer is enough, but you can keep writing on another piece of paper if you need to.

By the end, you will have a diverse view of your competencies and areas of interest.

Show us what you can do	Job	Job	School projects, hobbies, student activities, positions of trust, voluntary work etc.
YOUR COMPETENCIES			
<i>Which competencies did your work require most?</i>			
<i>What was easy for you?</i>			
COMPETENCIES THAT OTHERS RECOGNISED			
<i>In which situations did your co-workers ask you for help?</i>			
SUCCESES			
<i>Where did you succeed?</i>			
<i>What were you praised for?</i>			

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COMPETENCE DEVELOPMENT			
<i>What new information/ which skills did you learn while working?</i>			
INTERESTS			
<i>What new things did you become interested in through this job?</i>			
<i>Did something in your work excite you? What was it?</i>			
WORK PERSONALITY			
<i>What did you learn about yourself as an employee?</i>			
<i>What kind of person did other people know you as?</i>			

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USING YOUR COMPETENCIES:			
<i>Would you have liked to do something else at work? (The kind you felt you could manage, but it wasn't possible at the time.)</i>			
THE BEST BITS			
<i>What did you enjoy most about your work? e.g. co-workers, money, night shifts, clients...</i>			

Summary

Examine your answers.

What kind of a co-worker are you?

What are your strengths?

What kind of person do you want to be with your competencies?