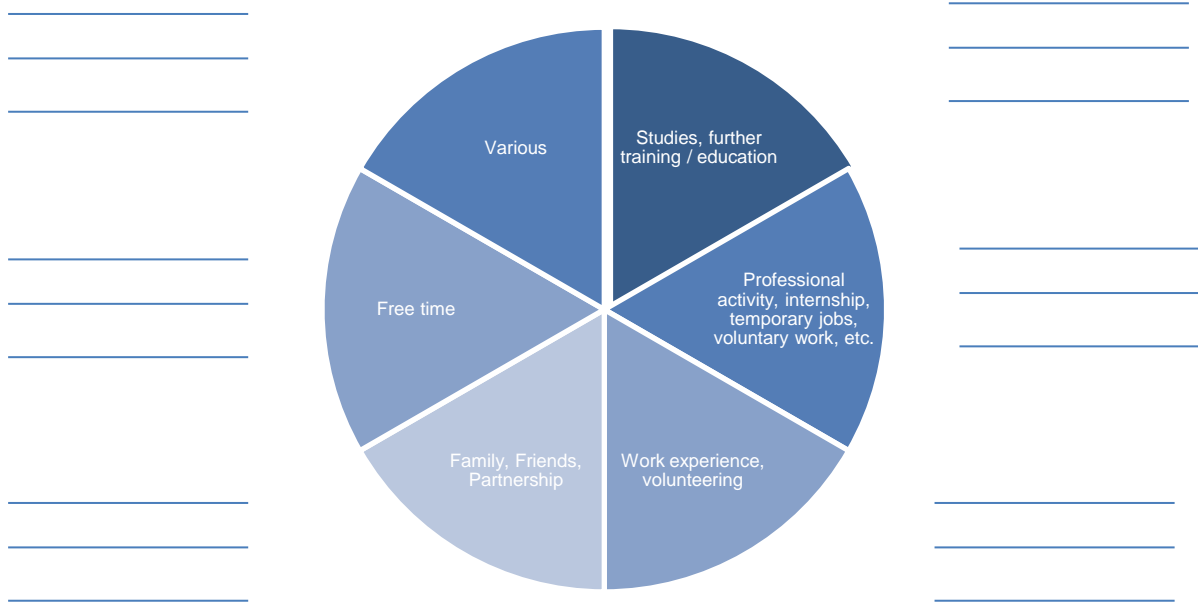




Create a competence profile

- Use the chart below. For each area of life, write down the stages that you consider to be instructive.
- For each stage, create a mind map in which you write down your most important learning experiences (knowledge, skills, abilities). Describe them as vividly and precisely as possible. An example: In the mind map for the stage «social internship in intermediate year», the following competences could be acquired, among others: «being able to listen», «empathising with others», «organising group activities», etc.

Areas of life



Self-assessment of your competences

- Assign the competences from the mind maps to the three competence categories: professional and methodological, personal and social competences.
- Assess your current level of these competencies: 1 = low; 2 = medium; 3 = high.

1. technical and methodological competences

Competences	1	2	3	Examples from everyday life
Technical knowledge / knowledge acquisition				
Knowledge about development in the subject area				

Knowledge about specific methods, procedures, technologies				
Time management				
Learning and working techniques				
Work organisation				
Presentation techniques				

2. Personal competences

Competences	1	2	3	Examples from everyday life
Personal responsibility				
Loyalty				
Goal and result orientation				
Resilience				
Self-reflection				
Ability to learn and change				
Analytical and conceptual thinking				
Networked thinking				
Creativity / innovative ability				
Assertiveness				
Decision-making and implementation skills				

Achievements

- Write down experiences of success from all areas of your life.
- How did you yourself contribute to success? Was it due to your commitment, special talent or specific skills?
- Then complete your competence profile with these particularly valuable competences.

Achievements	Your own concrete contribution

External assessment

External assessments reveal how others perceive and judge you. There will hardly ever be an overall match between external and self-assessment.

- The external assessment is carried out using the same three competence grids.
- The following table can be used as an alternative short version.
- Discuss the differences from your self-assessment with the person assessing you. This will put your self-assessment into perspective to some extent. It can boost your self-confidence, especially if you tend to be very self-critical.
- You can also include staff appraisals or job references as third-party assessments.

What are the strengths of.....? What is he/she good at?	In which situations were you able to observe this?
Which five adjectives would you use to describe him/her?	

Personal conclusion and outlook

Now take stock.

- **What are your main strengths, your core competences?**

- **Which competences would you definitely like to use professionally?**

- **Which competences have you identified as having potential for improvement?**

- **How would you like to acquire missing competences?**

- **What does this mean for your career entry or your further career?**

- **What else should you clarify?**

Sources:

- Bader, R., Eller, A. & Nagel Henzi, J. (2012). My competences A tool for university graduates. SDBB.
- Vocational guidance of the city of St. Gallen. (1999). Key qualifications – keys to success. A guide for adults.
- Federal Personnel Office (2013). Overview of the competence model of the Federal Administration.