

Spot your competence – nine questions about you

Immerse yourself for a moment in exploring your skills, competence and interest areas. These nine questions may lead you to valuable - and perhaps surprising - discoveries!

With this exercise, you can make your competence and skills more concrete and tangible. You can use the texts that you generated in this exercise when writing application letters, or when going to a job interview.

Instructions:

- First, find documents and material that relate to your studies, past work experiences and job search:
 - CV, certificates of employment from past summer jobs or internships, letters of reference, application letters you have sent, interesting job adverts you have kept, list of completed courses in the university
 - Other certificates or career planning material you may have.
- Then go ahead with the exercise: go through your work and internship experiences, as well as positions of trust in the student life or volunteer work, for example, one by one.
 - In the table, mark the jobs experiences that you want to process. Use chronological order. If you have had very similar jobs, you can treat them as one.
 - The table has 9 questions that relate to your work. Write down your answers in the table. One question may include two points of view. You may choose to answer one of them, or both.
 - In case some question feels difficult, feel free to skip it.
 - When recollecting your past job experiences, make use of the documents and material that you have.
 - A short and concise answer is enough, but if needed, you may continue on another paper.

Your reward from this labor will be a many-sided understanding of your skills, competence and interest areas.

	SPOT YOUR COMPETENCE	<i>Most recent job / employer</i> _____/_____	<i>Earlier job / employer</i> _____/_____	<i>Earlier job / employer</i> _____/_____	<i>Hobbies, student life, positions of trust etc.</i>
COMPETENCE	<p>What did you need to know to be able to do this job?</p> <p>What kind of things were easy for you?</p>				
COMPETENCE SPOTTED BY OTHERS	<p>Did your work colleagues ask for your help in certain situations?</p>				
SUCCESSSES	<p>Where did you feel you succeeded?</p> <p>Were you praised for doing something at work?</p>				
COMPETENCE INCREASE	<p>What did you learn in this job?</p>				

INTERESTS	Which new things did you become interested in during this job?				
WORK PERSONALITY	What did you learn about yourself as an employee?				
MOTIVATION	What kind of activities at work did you find inspiring? What kind of an impact you think your work had for the organisation you worked in?				
APPLYING COMPETENCE	Would you have liked to do something more? Something that you felt you had the skills for, but it was not possible at that time.				
THE BEST	What was the highlight for you in this job?				

SUMMARY	<p><u>Examine your answers.</u></p> <p>What kind of an employee are you?</p> <p>What does your development path look like? Until now, and onward?</p>				
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