

## Step 2 Self-examination

Who are you, what can you do and what interests you?

What are your strong personal characteristics and do other people who know you well agree with you?

What competences and skills do you have at your disposal?

### Exercise 2a Who are you? What are your personal characteristics?

Understanding your personal qualities helps you achieve what you want. In addition, certain professions require certain characteristics. A researcher must not be sloppy; for a job where you are often in the spotlight, it is not useful if you are very shy; if you do operational work, you must be able to accept orders from a manager, and so on.

The list of personal characteristics contains several characteristics that you can choose from. Fill out what applies to you:

1. Applies to me to a large extent.
2. Applies to me to an average extent.
3. Applies to me to a lesser extent.

Have someone who knows you well fill in this list as well, and then compare the 'score'. If there are differences, discuss them. How did you make your choice and how did the other person make theirs?

It is a common tendency to think of yourself as the average and thus to think that you are somewhere in between on the scale. Of course, this is not the case. Some people are more flexible than others. Others are more systematic, more practical, and so on.

Make sure that when you make your choice, you do not think of the image that others should have of you, but of what you really think of yourself. It is about getting a realistic picture of yourself.

#### List of personal characteristics

I am (a)...	to a large extent	to an average extent	to a lesser extent
analytical			
artistic			
adventurous			
helpful			
modest			
decisive			
commercial			
communicative			
thinker			
doer			
creative thinker			
creative doer			
detail-oriented			
dominant			
efficient			

balanced			
imaginative			
formal			
mood setter			
patient			
good listener			
idealistic			
enterprising			
inventive			
calm			
critical			
inquisitive			
managerial			
logical thinking			
loyal			
compassionate			
accurate			
independent			
entrepreneurial			
orderly			
perfectionist			
practical			
performance-oriented			
result-oriented			
sensitive			
smart			
socially skilled			
stress-resistant			
systematic			
tenacious			
independent			
self-confident			
caring			

**List of personal characteristics to be filled in by another person**

He/she is (a)...	to a large extent	to an average extent	to a lesser extent
analytical			
artistic			
adventurous			
helpful			
modest			
decisive			
commercial			
communicative			
thinker			
doer			
creative thinker			
creative doer			
detail-oriented			
dominant			
efficient			
balanced			
imaginative			
formal			
mood setter			
patient			
good listener			
idealistic			
enterprising			
inventive			
calm			
critical			
inquisitive			
managerial			
logical thinking			
loyal			
compassionate			
accurate			
independent			
entrepreneurial			
orderly			
perfectionist			
practical			
performance-oriented			
result-oriented			
sensitive			
smart			
socially skilled			
stress-resistant			
systematic			
tenacious			
independent			
self-confident			
caring			

**Personal characteristics that apply to me the most:**

1.	
2.	
3.	
4.	
5.	

## Exercise 2b Skills

In addition to your personal characteristics, you also have skills. Select from the list below which skills you think you have and put the most important ones in order.

### Intellectual skills:

- assimilate new knowledge quickly
- take decisions
- clarify problems
- look up information quickly in archival libraries or on the internet
- reasoning/argumentation
- logical thinking
- .....
- .....

### Writing skills:

- writing a paper/ thesis/ report/ memorandum/ review
- checking texts
- working with a word processing programme
- writing business letters
- writing advertisements
- writing captivating/clear writing
- .....
- .....

### Spatial awareness:

- orientate quickly in unfamiliar surroundings
- reading maps
- draw maps
- pattern drawing
- perspective or 3D drawing
- understanding technical drawings
- putting together 3D structures or puzzles
- .....
- .....

### Technical insight:

- solving a technical problem
- writing a computer programme
- building a website
- designing an electronic installation
- working with an electron microscope
- carrying out a chemical test
- analysing data
- .....
- .....

### Mathematical/economical insight:

- arithmetic/numeracy
- drawing up a balance sheet
- using mathematical models
- .....

### Caring/medical:

- helping others
- empathise with others
- accompany patients
- making a medical diagnosis
- holding an intake interview
- listen to others
- .....
- .....

**Physical skills**

- acrobatics/ gymnastics
  - exercise
  - lifting heavy things
  - working irregular shifts
  - .....
- .....

**Social skills:**

- taking initiative
  - making contact with strangers
  - presenting/teaching/lecturing in front of a group
  - making others enthusiastic
  - dealing with difficult people
  - cooperating
  - .....
- .....

**Leadership skills:**

- coordinating tasks
  - organising purposeful meetings
  - delegating
  - leading a small group
  - persuading others
  - seeing what others are good at
  - .....
- .....

**Practical crafts:**

- work accurately with tools
  - laying a floor
  - culinary skills (cooking)
  - textile processing (sewing)
  - .....
- .....

**Service oriented:**

- advising others
  - dealing with difficult clients
  - talking to people
  - handling complaints
  - analysing problems
  - solving problems
  - .....
- .....

**Commercial/ business  
insights:**

- making sales calls
  - drawing up a budget
  - defending business interests
  - planning a project
  - speaking in a small group
  - negotiating
  - .....
- .....

**Artistic/creative skills:**

- Design
- creating solutions to a problem
- painting
- create a setting
- invent slogans
- .....

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**The most important skills I own are:**

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.....  
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**Skills that I have little or no knowledge of but are important for the study I want to follow are:**

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.....  
.....  
.....  
.....  
.....

**Summary**

The previous exercise shows that I have .....  
(name a minimum of 2 and a maximum of 4 skills)

1. This is evident from:  
(give a concrete example to demonstrate this, e.g.: taking initiative. During group work, I am often the one who takes the initiative to divide the tasks).

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2. What do I get appreciated for by others?

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3. What skills do I like to use?

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4. In any case, I should not look for a study programme that calls for:

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**Exercise 2c                      Competences**

Rate how good you are in the competences below by giving each competence a mark from 0 to 5. 0 means that you do not have this competence, 5 means that you are excellent in it.

Name	Description	Assessment
Assertiveness	Standing up for one's own opinions, needs or interests in a non-abusive, tactful way	
Decisiveness	Daring to make decisions or take actions, even if you do not know all the consequences of the alternatives, or in case of strongly conflicting interests	
Coaching	Stimulate the achievement of personal goals by allowing knowledge, competencies and talents to develop	
Cognitive learning skills	Quickly analyse, process and absorb new information and ideas and apply them effectively in the work situation	
Conflict management	Handle and resolve conflicts of interest with great emotional impact in a tactful way	
Confrontation (giving feedback)	Raise the issue of other people's behaviour in a direct way, making them aware of their own behaviour and its effects on others	
Creativity	Comes up with original solutions to problems related to the job and imaginatively devises new ways of working	
Delegating	Assign responsibilities to employees, making use of their time, skills and potential	
Goal-orientation / result-orientation	Engage intensively in a task for a longer period of time and stick to a view or plan until the intended goal is achieved	

Name	Description	Assessment
Perseverance	Remain focused on achieving the goal despite problems, setbacks, opposition or distractions	
Daring / taking risks	Takes calculated risks to ultimately achieve a certain benefit	
Flexibility / ability to adapt	Adapts readily to a changing environment, working methods, working hours, tasks, responsibilities, policy changes as well as the behaviour of others	
Conversational skills	Listen well and structure, act and intervene in conversations to effectively achieve intended results	
Initiative / pro-activity	Identifying problems or obstacles and solving them as quickly as possible. Being alert to and anticipating opportunities, new situations or problems and acting on them at an early stage	
Innovation / renewal	Focus with an inquiring and curious mind on the future renewal of strategy, products, services and markets	
Interactive learning	Learning from interaction, cooperation and communication with others and quickly converting the learning points into more effective behaviour	
Customer orientation	Give high priority to customer or employee satisfaction and providing service or assistance, and act accordingly	
Listening	Show interest and pick up important information from verbal conversations	
People-oriented leadership	Give direction and guidance to employees in a stimulating way, adapt your style and method of leadership to the individuals involved and encourage cooperation	

Name	Description	Assessment
Verbal expression skills	Communicate ideas, opinions, positions and decisions to others in understandable language, tailored to the listener	
Environmental awareness	Be well informed about organisational, economic, social and political developments or other environmental factors	
Independence	Independently form an opinion or judgement or act without being influenced by others and follow your own course of action	
Negotiation	Achieve optimal results in conversations with conflicting interests, both in terms of content and in terms of maintaining a good relationship	
Making judgements	Weighing up data and actions against relevant criteria and making well-founded judgements	
Organisational sensitivity	Being aware of the influence and consequences of decisions and behaviour of people in an organisation. Being aware of your own position in relation to others within an organisation	
Dominance	Naturally exert influence on others and be accepted as an authority	
Planning and organising	Effectively determine goals and priorities and indicate the times, actions, resources and people needed and then organise effectively to achieve these goals	
Presenting	Communicate your own vision, ideas or opinions to others clearly and, if necessary, in an engaging or enthusiastic way	
Problem analysis	Come to a good understanding of problems by retrieving and examining important data and making connections in order to find the cause	

Name	Description	Assessment
Collaboration	Contributing to a collective result by optimally attuning one's own qualities and interests to those of the group	
Written communication skills	Writing down ideas, opinions, standpoints and decisions in understandable and correct language, attuned to the reader	
Stress resistance	Continues to perform effectively under time pressure, pressure from difficult tasks, social pressure, or in the face of setbacks, disappointment, opposition or crises	
Task-oriented leadership	Giving direction and control to employees in a result and goal-oriented way, formulating departmental and job goals, dividing tasks, giving instructions, making agreements and monitoring and correcting progress	
Tact / sensitive behaviour	Responding to the thoughts, feelings, point of view or situation of the other in such a way that unnecessary irritations are prevented or eliminated	
Technical insight	Insight into or feeling for practical-mechanical and physical laws	
Vision	Developing and communicating an inspiring image of the future for the organisation, department, products and services, taking distance from daily practice	
Monitoring progress	Anticipating and monitoring the progress of agreements and plans made	
Self-management	A combination of self-management (choosing one's own course), self-knowledge and self-development	
Accuracy	Working accurately and precisely	