

Competence Profile

The competence profile records the current state of your competence acquisition. It shows knowledge, skills and abilities that you have acquired formally or informally. The acquisition of competences may have taken place within the framework of (academic) training, but also outside school and university, and implies both theoretical knowledge and practical experience.

Professional Competence

The professional competence includes specific knowledge and abilities to carry out typical professional activities. Therefore, a context-specific knowledge is often required. You may have acquired it within a specific field of activity, industry or position.

What are your professional focuses during your (academic) education? How can these focal points be identified (e.g. course of study, modules taken, student research projects and dissertations, special subjects, further trainings ,etc.)? What industry- or position-specific knowledge do you already have? What practical experience have you gained so far (e.g. internships, part-time jobs, voluntary work, hobbies, stays abroad, etc.)?

Methodological Competence

The methodological competence describes cognitive and metacognitive skills that you can use across situations to solve complex tasks – for example by applying certain work techniques, procedures or learning strategies.

What methods have you already acquired (e.g. computer or statistical programs, presentations, moderation or creativity techniques, project or time management tools, etc.)? Which languages do you speak at which level? How do you approach problems?

Self-Competence

The self-competence stands for attitudes, values and motives that influence your working behaviour. At the same time, this area of competence includes the ability for self-awareness and self-organisation.

What is particularly important to you? How do you organize yourself? How do you cope with stress? How do you deal with resistance and setbacks? How do you make decisions?

Social Competence

The social competence includes all skills to successfully realise goals and plans in social interactions. Among other things, it can be seen in a cooperative or communicative behaviour.

Which personal experiences do you have in the context of your studies or profession? Do you enjoy approaching to other people? How sociable are you? How should working with others look like? How do you behave in groups, what role(s) do you play here? Would you like to take responsibility for others? What kind of conflict behaviour is “typical” for you?

Digital Competence

For some years now, the labour market has been in a state of change: digitalisation is constantly changing the demands on the job market. It is therefore important to acquire digital competences in order to be able to assert oneself on the “labour market 4.0”.

On the one hand, this involves the usage of digital tools, such as software, but also the personal dealing with the constant changes. Important buzzwords here are for example flexibility and adaptability.

Resources

Deutsches Jugendinstitut e.V. (2016). *Infos und Materialien zur Kompetenzbilanz aus Freiwilligen-Engagement*. Abgerufen von https://www.dji.de/fileadmin/user_upload/5_kompetenznachweis/KB_Infos_281206.pdf

Meinenberger, B. (2007/2008). *Bewerbungsratgeber für Hochschulabsolventen – Sicher im Umgang mit der Bewerbung* (7. überarb. Aufl.). St. Gallen: Career Service Center.

WILA Arbeitsmarkt (09. Oktober 2017). *Mit digitalen Kompetenzen Punkten*. Abgerufen von <https://www.wila-arbeitsmarkt.de/blog/2017/10/09/punkten-mit-digitalen-kompetenzen/>

Professional Competence

What are your strengths in your studies?	How do you identify these strengths? (work results, grades, feedback, etc.)
What have you focused on in your studies?	How can these priorities be identified? (e.g. course of studies, modules taken, student research projects or thesis, etc.)
What position-specific knowledge do you have? (e.g. team member, coordinator, tutor etc.)	Where did you acquire this knowledge?
Which industries have you already got to know better? (e.g. education sector, automotive industry, gastronomy, etc.)	How did you gain these insights?
What practical experience have you gained? (internships, part-time work, honorary position, hobby, stay abroad etc.)	Where did you acquire this knowledge?



Methodological Competence

Which subject-specific / scientific methods are you familiar with?

Where and how did you get to know them?

Which IT skills do you have at which competence level?

Where and how did you acquire them?

Which languages do you speak at which level?

Where and how did you acquire them?

What other interdisciplinary methods have you acquired? (presentation, moderation, conversation, creativity techniques, project or time management, etc.)

Where and how did you get to know them?



Self-Competence

What is your personality like?

Are you:	yes, very	rather yes	rather no	not at all
honest				
reflected				
autonomous				
willing to perform				
decisive				
flexible				
organised				
impulsive				
calm				
initiative				
pragmatic				
enthusiastic				
traditional				
analytical				
creative				
concentrated				
responsible				
persevering				
observant				
balanced				
resilient				

Write down three self-competencies that make you stand out:	Describing what you understand by this quality, e.g. to be "creative", means for me... or to be "creative", is important to me, because...
1.	
Describe a situation / example where you could apply this property.	
2.	
Describe a situation / example where you could apply this property.	
3.	
Describe a situation / example where you could apply this property.	



Social Competence

How do you deal with other people?

Are you:	yes, very	rather yes	rather no	not at all
willing to communicate				
able to communicate				
... with colleagues				
... with superiors				
... with subordinates				
able to solve conflicts				
... with colleagues				
... with superiors				
... with subordinates				
cooperative				
combative				
restrained				
ready to compete				
awaiting				
leading				
diplomatic				
respectful				
helpful				
autonomous				
determinant				
sociable				
polite				
intercultural sensitive				
caring				
with a strong sense of justice				
sensitive				
socially engaged				

Write down three social competencies that make you stand out:	Describing what you understand by the this quality, e.g. to be "polite", means for me... or to be "polite", is important to me, because...
1.	
Describe a situation / example where you could apply this property.	
2.	
Describe a situation / example where you could apply this property.	
3.	
Describe a situation / example where you could apply this property.	

