



Skills assessment

It is best to write down your thoughts so that you can recognise your wishes more clearly and will notice inconsistencies more easily. The following questions will help you to determine your location:

Qualifications & Experience

What education and courses have I completed so far (including in my free time)?

What degree and what certificates do I have?

What jobs have I done so far (including voluntary and casual work)?

What skills and (specialist) knowledge have I acquired?

Where do I have any gaps?

What else do I want to learn?

Objectives

What professional goals do I have?

What personal goals do I have?

When do I want to reach my goals?

Interests

What do I like to do?

What motivates me?

What am I not interested in?

Potential

What can I do well (in my studies, professionally and in my personal life)?

What are my strengths?

What are my weaknesses?

Personality and Values

What kind of person am I?

What is important to me in life?

What values are important to me?

What characteristics do I have?

What do I believe I am capable of doing?

How resilient am I? Career Service of the Bern University of Applied Sciences



Work Life Balance

How much do I want to work?

Do I want to take a permanent job, a temporary job, an internship or make a move into self-employment?

How much time do I want to take for personal projects and plans?

How can I make more time if necessary?

Cooperation

What company / work culture corresponds to my way of thinking and working?

What kind of dealing and interaction do I want?

Do I prefer to work alone or in a team?

Practical Considerations

Where do I want to work (geographically)?

Do I have to / wish to consider someone else (family, partner, social environment, other obligations)?

What income do I need?

Can I cover my expenses with my work (especially if you are / want to be self-employed or in a start-up) or do I need an additional bread-and-butter job?

In what areas do I not want to restrict myself?

Where can I limit myself? (in terms of time, finance.)