



Guide: How to create your competency profile

This guide will help you to map your competencies. You may have skills you haven't yet spotted, or that you usually take for granted. The aim is therefore to map out your specific competency profile in order to highlight career opportunities that may be relevant to you.

You can use your competency profile as a foundation for your job search. It is essential that you clarify your competences when you target your résumé towards a specific company, or you need to describe in an application or at an interview, how you handle different tasks and challenges.

You can also use your competency profile on an ongoing basis when you need to highlight your strengths, for example at a personal development review, when looking for your next job, or for salary negotiations. As a personal clarification tool, you can use the following method, which consists of three phases:

PHASE 1: Tasks and responsibilities

In phase 1, make a logical outline of everything you can do. Make sure to include subjects and projects from your studies, and tasks from both student jobs and full time jobs. What responsibilities did you have? Also include volunteer work, positions of trust and relevant hobbies. For the sake of overview, you can put it up in a chart, as show on the next page in example A. The data is provided by a newly graduated IDA member.

Example A

Phase 1		Phase 2	Phase 3	Phase 4
Education Work experience Hobbies / interests	Tasks / responsibilities	Success stories / results	Competences	Motivation
Thesis	Identification of risks related to contaminants in food.			
Internship - Tanzania	I built an infrastructure in collaboration with the villages.			
Instructor	Dissemination of academic material			
Tutor	Introduction for new students			
Scout master	Planning activities/trips			

PHASE 2: Success stories and results

Review your assignments and subjects and describe some concrete results or success stories you have had. Below are examples from an IDA members' thesis and a leisure activity. See example B.

Example B

Phase 1		Phase 2	Phase 3	Phase 4
Education Work experience Hobbies / interests	Tasks / responsibilities	Success stories / results	Competences	Motivation
Thesis	Identification of risks related to contaminants in food.	Found errors in the production facility, which were resolved and followed up with continuous quality control.		
Scout master	Planning activities/trips	Organized a scout trip one week during the summer holidays with games and tasks and got positive feedback from both children and parents.		

PHASE 3: Competences

When seeking a job, you need to highlight your competences. There are three different types of competences you need to consider: professional, personal, and social. Review your tasks and responsibilities one by one and consider the following: What skills did you use at the beginning, during the process and at the end? You may want to refresh your memory by talking to your friends, your former managers and colleagues, or seek inspiration on LinkedIn from people who work in the same field as you. See example C.

Example C

Phase 1		Phase 2	Phase 3	Phase 4
Education Work experience Hobbies / interests	Tasks / responsibilities	Success stories / results	Competences	Motivation
Thesis	Identification of risks related to contaminants in food.	Found errors in the production facility, which were resolved and followed up with continuous quality control.	<ul style="list-style-type: none"> • QC • Legislation • Laboratory work • Authority contact 	
Scout master	Planning activities/trips	Organized a scout trip one week during the summer holidays with games and tasks and got positive feedback from both children and parents.	<ul style="list-style-type: none"> • Presentations • Coordination • Graphic design • Budgets • Activity design 	

Phase 4: Motivation

You now need to rate your competences in order to discover, what gives you the biggest motivation and job satisfaction. On a scale from 1-5 (5 being the highest, 1 the lowest) rate what competences motivates you the least and the most. See example D on the next page.

Example D

Phase 1		Phase 2	Phase 3	Phase 4
Education Work experience Hobbies / interests	Tasks / responsibilities	Success stories / results	Competences	Motivation
Thesis	Identification of risks related to contaminants in food.	Found errors in the production facility, which were resolved and followed up with continuous quality control.	<ul style="list-style-type: none"> • QC • Legislation • Laboratory work • Authority contact 	3 2 5 4
Scout master	Planning activities/trips	Organized a scout trip one week during the summer holidays with games and tasks and got positive feedback from both children and parents.	<ul style="list-style-type: none"> • Presentations • Coordination • Graphic design • Budgets • Activity design 	4 2 3 1 5

You now have an overview of your skills, and this gives you a basis for assessing which of them you would prefer to use in your work in the future. This will strengthen you in your job search and/or during a possible personal development review.

You can use the competency profile in your job search by integrating your competency CV into your normal CV. Remember to only include the competences relevant to the specific position or company you're seeking.

Fill in the form yourself

Click on the fields in the form to fill it in. You can also print out the form and fill it in by hand if you prefer.

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