

## 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, both to yourself and to others, your specific competency profile in order to highlight opportunities in your career that you may not have previously considered. You can use your competency profile on an ongoing basis to highlight your strengths, for example at a personal development review, when looking for a new 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. Start with your CV and expand it significantly to include your projects and all tasks at your jobs. Also include volunteer work, positions of trust and relevant hobbies. For the sake of overview, you can put it up in a chart, as shown below in example A. The data is provided by an IDA member.

#### Example A

| <b>Education<br/>Work experience<br/>Hobbies / interests</b> | <b>Tasks /<br/>responsibilities</b>             | <b>Competences</b> | <b>Categorisation</b> |
|--|---|--------------------|-----------------------|
| <b>Aarhus University</b>                                     | Graduate engineer                               |                    |                       |
| <b>DTU</b>   | PhD (wind turbines)                             |                    |                       |
| <b>DTU</b>   | Researcher, Design of Vortex                    |                    |                       |
| <b>DTU</b>   | Senior researcher<br>- Project A<br>- Project B |                    |                       |
| <b>Siemens</b>   | Team Leader                                     |                    |                       |

## PHASE 2: Competences

A 'competence' consists of the knowledge you have + action. For example, if you imagine you are going to hang a picture, you take into account which nails to use, how to hang the picture, the structure of the wall, etc. Then you act based on your knowledge: you hang the picture. In the same way, your work skills are also characterised by knowledge + action.

Now 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 former managers and colleagues or get inspiration on LinkedIn from people who work in the same field as you. See example B.

### Example B

| Phase 1   |                             | Phase 2  | Phase 3        |
|---|-----------------------------|--|----------------|
| Education<br>Work experience<br>Hobbies / interests | Tasks /<br>responsibilities | Competences  | Categorisation |
| Siemens   | Team Leader                 | <ul style="list-style-type: none"><li>• Management of a team</li><li>• Negotiations with authorities</li><li>• Chairing meetings</li><li>• Cross-disciplinary analyses</li><li>• Contract negotiations</li><li>• Project responsibilities</li><li>• Negotiations with suppliers</li><li>• Strategic/tactical analysis</li><li>• Financial negotiations</li><li>• Financial responsibilities</li><li>• Development of administrative routines</li></ul> |                |

As you work your way through, the list of skills you have applied will become very long. For the sake of clarity, the list should therefore be systematised, as explained in phase 3.

## PHASE 3: Categorisation

You now need to group your skills under headings, across your job history. In other words, you need to look for some common themes by which your different competencies can be grouped. If you find this difficult, have a look at what skills are in demand in different job postings, or get inspiration from others on LinkedIn. In example C on the next page, you can see how one member has grouped his/her competencies under different headings.

### Example C

| Phase 1   |                          | Phase 2  | Phase 3  |
|---|--------------------------|--|--|
| Education<br>Work experience<br>Hobbies / interests | Tasks / responsibilities | Competences  | Categorisation   |
| Siemens   | Team Leader              | <ul style="list-style-type: none"> <li>• Management of a team</li> <li>• Negotiations with authorities</li> <li>• Chairing meetings</li> <li>• Cross-disciplinary analyses</li> <li>• Contract negotiations</li> <li>• Project management</li> <li>• Financial negotiations</li> <li>• Negotiations with suppliers</li> <li>• Strategic/tactical analysis</li> <li>• Financial responsibilities</li> <li>• Development of administrative routines</li> </ul> | <p><b>Management skills</b></p> <ul style="list-style-type: none"> <li>• Management of a team</li> <li>• Chairing meetings management</li> <li>• Cross-disciplinary analyses</li> </ul> <p><b>Negotiation skills</b></p> <ul style="list-style-type: none"> <li>• Negotiations with authorities</li> <li>• Contract negotiations</li> <li>• Financial negotiations</li> <li>• Negotiations with suppliers</li> </ul> <p><b>Administrative skills</b></p> <ul style="list-style-type: none"> <li>• Project management</li> <li>• Financial responsibilities</li> <li>• Strategic/tactical analysis</li> <li>• Development of administrative routines</li> </ul> |

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. If it's difficult to prioritise which skills you want to focus on most, you could rank them on a scale from 1-5. Remember to only include the competences relevant to the specific position or company you're seeking,

You can use the competency profile in your job search by integrating your competency CV into your normal CV. We have created an example for you to use as inspiration. The example is on the next page.

### Resumé

Jeg har mange års erfaring med elektronikutvikling, herunder strømforsyninger, batterier og ledere. Desuden har jeg 10 års erfaring med embeddet software, samt 5 års erfaring med mekanikutvikling – både aluminium og plaststøbning. Det ligger mig meget på sinde at integrere de tre discipliner i alle produkter, så produkterne bliver af høj kvalitet, og samtidig med høj ydelse og lav risiko for fejl hos kunderne. Jeg har bl.a. lavet 5 produkter lige fra ide-udviklingsfasen til kørende produktion, så jeg kender til, hvad der kræves, for at en ide kan skabe bundleværdi for virksomheden.



### Management skills

- Management of a team
- Chairing meetings management
- Cross-disciplinary analyses

### Negotiation skills

- Negotiations with authorities
- Contract negotiations
- Financial negotiations
- Negotiations with suppliers

### Administrative skills

- Project management
- Financial responsibilities
- Strategic/tactical analysis
- Development of administrative routines

### Erhvervs erfaring

2012 - 2022

**Konsulent, IDA**  
Kvalitetsudvikling i udvikling og produktion

2005 - 2013

**Udviklingsingeniør, TracStar A/S**  
Udvikling af elektronik og den generelle opbygning og integration af nye radarer samt projektledelse

2000 - 2005

**Embeddet software-udvikler, Konsulenthus**  
Udvikling af software på Texas Instruments DSP i C++

### Uddannelse

1994 - 2000

**Diplomingeniør, Syddansk universitet**

### 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.

| Phase 1   |                             | Phase 2     | Phase 3        |
|---|-----------------------------|-------------|----------------|
| Education<br>Work experience<br>Hobbies / interests | Tasks /<br>responsibilities | Competences | Categorisation |
|   |                             |             |                |

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|   |                             |             |                |