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

Phase 1		Phase 2	Phase 3
Education **Work experience** **Hobbies / interests**	**Tasks / responsibilities**	**Competences**	**Categorisation**
University of Southern Denmark	Engineering project management Machine learning Software development		
COWI	Product development Design calculations Documentation Customer presentations		
Board work	Treasurer and President		

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 **Work experience** **Hobbies / interests**	**Tasks / responsibilities**	**Competences**	**Categorisation**
COWI	Product development Design calculations Documentation Customer presentations	• Power supplies • Batteries and chargers • Internal/external connectors/cables • DC and stepper motors for positioning • Preparation of specification of requirements • Documentation of electronics and mechanics • Quality assurance • Testing, planning and execution • Embedded software • Introduction of new products into production • Programming languages: C++, Python • Sourcing in China • Management of subcontractors	

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 Work experience Hobbies / interests	**Tasks / responsibilities**	**Competences**	**Categorisation**
COWI	Product development Design calculations Documentation Customer presentations	• Power supplies • Batteries and chargers • Internal/external connectors/cables • DC and stepper motors for positioning • Preparation of specification of requirements • Documentation of electronics and mechanics • Quality assurance • Testing, planning and execution • Embedded software • Introduction of new products into production • Programming languages: C++, Python • Sourcing in China • Management of subcontractors	**Construction/Calculation** • Power supplies • Batteries and chargers • Internal/external connectors/cables • DC and stepper motors for positioning **Documentation/ knowledge collection** • Preparation of specification of requirements • Documentation of electronics and mechanics • Quality assurance • Testing, planning and execution **Development** • Embedded software Introduction of new products in production • Programming languages: C++, Python **Project Management** • Sourcing in China • Management of subcontractors

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.

Construction/calculation
- Power supplies
- Batteries and chargers
- Internal/external connectors/cables
- DC and stepper motors for positioning

Development
- Embedded software Introduction of new products in production
- Programming languages: C++, Python

Documentation/knowledge connection
- Preparation of specification of requirements
- Documentation of electronics and mechanics
- Quality assurance
- Testing, planning and execution

Project management
- Sourcing in China
- Management of subcontractors

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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Phase 1		Phase 2	Phase 3
Education **Work experience** **Hobbies / interests**	**Tasks / responsibilities**	**Competences**	**Categorisation**