**PURPOSE WITH THE EXERCISE:**

In Denmark, personal competencies and personality are important when hiring new employees. Some even find that it is the most important thing, and that the professional skills will be learned further down the road!

This exercise will help you reflect on your personal competencies and thereby get even better at writing your CV and job applications as well as preparing for the job interview.

**HOW TO DO IT:**

1. Start at **Table 1: MY CHARACTERISTICS**:
   1. Think about a work situation, including (but not limited to) group work and project work at AAU.
   2. Mark the words that you think characterises you in that situation.
   3. Pick the 5 characteristics that you think describe you the best. Draw a circle around them.
2. Fill out **Table 2: MY 5 KEY PERSONAL COMPETENCIES**:  
   1. Fill out the 1st column: “Personal competency” with your 5 chosen characteristics.
   2. Then fill out the 2nd column: “Sub-characteristics”.
      1. What other characteristics that you chose could fit as subcategories to explain or elaborate on the competency?
      2. Try to think about how you express the chosen characteristic toward others.
      3. Only use every word 1 time, and only use the words that make sense to you.
   3. Finally, fill out the 3rd column: “Where did you use this competency?”
      1. At each personal competency, write down examples of how and when your characteristics are expressed in your work (what situations).
      2. You can use the subcategories above as inspiration.
      3. The examples don’t have to be all successful – when you share a challenging example you get the chance to show that you can learn and gain insight about yourself.
3. When we use our characteristics and qualifications, they become competencies.  
   Therefore, by thinking of examples, your characteristics are now competencies, and you are ready to use this knowledge in your job search!

**EXAMPLE OF TABLE 2:**

|  |  |  |
| --- | --- | --- |
| **PERSONAL COMPETENCY** | **SUB-CHARACTERISTICS** | **WHERE DID YOU USE THIS COMPETENCY?** |
| Engaged | Motivated  Meticulous  Reliable  Realistic | I am easily excitable. Usually, I am good at finding the interesting elements in seemingly “boring” tasks. One example was when I had to coordinate meetings with different departments at my previous job – eventually it helped me expand my network, understand the organisation even better and help reach the greater goal. Some things must be done, so why not enjoy the ride? |
| Result-oriented | Goal-oriented  Fiery tempered  Efficient  Dynamic | I am result-oriented, but not solely with the focus on getting there quickly. A good balance between using the accelerator and the brakes is what I define af an efficient way of not just getting stuff done but also done properly. |

**Table 1: MY CHARACTERISTICS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X** | **CHARACTERISTIC** | **X** | **CHARACTERISTIC** | **X** | **CHARACTERISTIC** |
|  | Ambitious |  | Extrovert |  | Pleasant |
|  | Analytical |  | Factual |  | Practical |
|  | Aspirational |  | Flexible |  | Proactive |
|  | Attentive |  | Formal |  | Realistic |
|  | Balanced |  | Good listener |  | Reasonable |
|  | Calm |  | Happy |  | Reckless |
|  | Cautious |  | Hearty |  | Reliable |
|  | Charming |  | Helpful |  | Responsible |
|  | Compassionate |  | Honest |  | Result oriented |
|  | Competitive |  | Humble |  | Risk taker |
|  | Considerate |  | Humoristic |  | Sceptical |
|  | Controlled |  | Impulsive |  | Serious |
|  | Controlling |  | Independent |  | Specific |
|  | Convincing |  | Initiating contact |  | Spontaneous |
|  | Cooperative |  | Inspiring |  | Stable |
|  | Creative |  | Intelligent |  | Strong character |
|  | Critical |  | Inventive |  | Strong minded |
|  | Defensive |  | Investigative |  | Structured |
|  | Demanding |  | Irreconcilable |  | Stubborn |
|  | Dependent |  | Irrepressible |  | Systematic |
|  | Detail-oriented |  | Kind |  | Tactical |
|  | Determined |  | Knowingly |  | Targeted |
|  | Diplomatic |  | Loyal |  | Temperamental |
|  | Disciplined |  | Methodological |  | Thorough |
|  | Discreet |  | Moral |  | Thoughtful |
|  | Dominating |  | Motivating |  | Tolerant |
|  | Dynamic |  | Objective |  | Trusting |
|  | Easy-going |  | Opaque |  | Uncompromising |
|  | Efficient |  | Open |  | Understanding |
|  | Elusive |  | Optimistic |  | Undetermined |
|  | Emotive |  | Overwrought |  | Undiplomatic |
|  | Empathic |  | Patient |  | Unshakable |
|  | Energetic |  | Pending |  | Unstructured |
|  | Engaged |  | People oriented |  | Vulnerable |
|  | Enterprising |  | Perfectionistic |  | Withdrawn |
|  | Enthusiastic |  | Persevering |  | Worried |

**Table 2: MY 5 KEY PERSONAL COMPETENCIES:**

|  |  |  |
| --- | --- | --- |
| **PERSONAL COMPETENCY** | **SUB-CHARACTERISTICS** | **WHERE DID YOU USE THIS COMPETENCY?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |