

UNIT 2: PERSONAL ASSESMENT

SCRIPT

➤ **SLIDE 1**

" Personal Assessment"

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Personal Assessment is a crucial element of a personal

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Job hunting strategy. Through the specific unit, you will find various information on how to

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identify

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strengths and successfully

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setting professional goals, to be accurate in

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defining expectations. In plain words - how to develop the

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'marketing myself'. Let's take it from scratch! Often, you hear us referring to

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skills and

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competences, as well as

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qualifications with which we address the job market. What do we mean by these terms?

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Are they synonymous or does each one refer to different characteristics of ourselves? Skills as well as competences and qualifications are very important elements and information. That's why we should be accurate

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and honest when we refer to them. A well-documented presentation of one's self becomes a

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ticket when one tries to claim a certain job position. So, it is very important to be able to distinguish our skills from our professional qualifications in order to refer to them either in written form or orally when having a job interview – let alone a web interview.

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First of all, a skill is the ability to do something well, usually through training or certain activities.

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While Professional skills are the skills that graduates need to succeed in professional practice

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Skills are obtained through different ways either through apprenticeship or education or experience – both positive and negative.

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Our professional skills are also divided into

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specialized – when they result from a successful educational process – but also

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in general and transferable ones such as communication skills and ethical behavior. Now, we will focus on

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communication skills because they play an interestingly important role in personal expression and in the way we claim a job position. They are analyzed in

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Oral like for example: presentation, audience awareness and critical listening

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nonverbal like personal presentations and body language) and finally

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written (like professional – level writing, critical reading and presentation of data)

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Another important question that we could ask is “How can someone describe the level of general (transferable) skills?” There are several tests that can help you with that. Indicatively we suggest

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this test that you can sit by clicking on the test icon below.

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Qualifications are more complete systems of reference as far as skills are concerned because they express one’s knowledge, skills and competences.

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as a cloud (it will not be read by the narrator). The EU, in order to guide its citizens to a more accurate expression of their qualifications and facilitate their self-perception as well as being able to match them to the offered or desired job positions, has adopted several indicators that reflect the learning outcomes to a comparative equivalence scale of the educational systems

The EU has adopted several indicators that reflect the learning outcomes to a comparative equivalence scale of the educational systems in order for the individual to express his or her qualifications more accurately.

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Click on the table icon to check the compatibility of your qualification with the Framework for Qualifications of the European Higher Education Area.
(link: the TABLE)

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(practical tip) After you have clearly recognized your skills and qualifications, a good exercise is to write them down to a list. You can constantly update the list

and match it to a second list comprised of possible job positions – either available or desired ones. Click Here to see [ESCO's](#) helpful paradigms [ESCO](#) identifies and categorizes skills, competences, qualifications and occupations in a standard way, using standard terminology in all EU languages and an open format that can be used by third parties' software. It enables users to exchange CVs and job vacancies stored in different IT systems.

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Epbe. By now you must have found out that writing down your skills and qualifications needs a strategic plan, a planning that leads to a goal.

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But how do we define a professional goal? Which criteria and which ways do we use to specify our goals?

This is a very crucial mental/intellectual and self-reflective activity that we should follow when applying to get a certain job position.

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Setting goals means that I know where I want to go. That consequently leads us to widen our possible ways that will help us reach our destination. This should help us

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understand the definition of goal and the importance of setting a professional goal, as well as

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to develop steps of personal and professional goal setting,

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to review and update plans for goal achievement and

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apply to rewarding aspects of setting a goal.

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If we visualized the mental route of goal definition and setting, we would describe it as a crooked line whose peaks or if you prefer milestones are the clear definition of the following

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State each goal as a positive statement:

f.e: I can / am able to...I want to succeed in ...

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Be precise

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and set priorities

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Epbe

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This internal process of searching your professional goals is not a silent process, an inward-looking situation. It is research and action with starting point the definition of personal **meaning and getting to know What you want!** In this context of research, the following questions are in order

(background text -> to not be read by narrator:

Alice in wonderland

“Can you tell me please which way I ought to go from here?”

“That depends a good deal on where you want to get to” said the Cat.

“I don’t much care where” said Alice.

“Then it doesn’t matter which way you walk” said the Cat

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First of all, what does profession and work generally mean and represent to you. These are the values that are reflected in professional goals.

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Take your time to check through the following lists of work values and feel free to pause whenever you need more time.

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Intrinsic Values. These are the intangible rewards, those related to motivation and satisfaction at work on a daily basis. They provide the inner satisfaction and motivation that make people say, "I love getting up and going to work!" How important (on a scale of one to five; five being most important) are these intrinsic values to you?

|5 second pause|

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Extrinsic Values. These are the tangible rewards or conditions you find at work, including the physical setting, job titles, benefits and earnings/earning potential. Extrinsic values often trap people into staying at jobs they don't like, saying: "I just can't give up my paycheck!" They are commonly called "golden handcuffs." How important (on a scale of one to five; five being most important) are these "golden handcuffs" to you?

|5 second pause|

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Lifestyle Values. These are the personal values associated with how and where you want to live, how you choose to spend your leisure time and how you feel about money. How important (on a scale of one to five; five being most important) are these lifestyle values to you?

|5 second pause|

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Once you have completed all three checklists, take your time and write down all the values you rated as 5s. If you have less than five, add the values you rated as 4s to the list. If your list of 4s and 5s has more than 20 values, you need to stop and prioritize your list. To prioritize, select no more than four or five values from each category.

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Up next ...What do you practically pursue to succeed in the real work world, as well as what

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are the roles you want to have inside a professional schema, in a work community concerning the scope of the position? In order to understand that you can take the following exercise.

After visiting the link [Job descriptions](#)

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by clicking on the arrow icon, make a list of the relevant skills and qualifications you can justify in order to meet the job critical listed there. Then make your critical

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reflection and get ready to organize your JOB HUNTING. For example, Search for a couple of job websites and make a note of any positions of interest that you find and try to detail: Position details; Source of advert; Why I'm interested in this position; What will I do to follow this up. Feel free to pause the video now and take your time with the exercise.

[3 second pause]

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For Further work on your career plan we encourage you to take the following

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Quiz: (Quiz : [cure my career](#))

Here you can find a simple set of questions that result to a customized career plan in accordance to the personality of the job hunter

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By now you should have specified, in some extent, your goals and have located possible desired job positions – in description level. What remains is to locate the offered, matching or relevant job positions.

It is very important before you address for a position to prepare yourselves

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about competitiveness.

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The following is a risk facing exercise that can be achieved using the SWOT analysis personal technique.

PERSONAL SWOT ANALYSIS is the matrix of identification of the

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Strengths, the

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weaknesses, the

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Opportunities and the

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Threats one confronts in its planning of targets.

You can build your one SWOT Analysis following

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this example.
| 5 seconds pause|

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Epbe

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As you understand, it is very important to know who we are. What are our qualifications, our skills as well as our values and goals. This knowledge is reflected in the way we apply for a job. When applying we actually put into practice our strategy – and of course a test of personality and self-awareness. By knowing who we are, we

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maximize the benefits that emerge from our positive self and

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minimize the inexpediencies of our disadvantages in order to make use of all the opportunities that are presented and holding back possible dangers.

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From self-awareness we draw

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self-esteem and

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positive self-image. This is a necessary ingredient in order to enter with confidence the practical – active part of our search: developing and writing cvs, the alternative presentation through social media (as you will see in the following units).

Finally, what is of high importance is to learn how you can build your own Personal Brand!!! For that visit our MOOC on Personal Branding by

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clicking on the MOOC icon.

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This is the end of Unit 2

Thank you for your participation!!