



Worksheet for the preparation of a career counseling

At the beginning of every career search there is the question of personal interests, abilities and values. After all, enjoying and being interested in your work are important criteria for a satisfied and successful career. Based on specific experiences in your biography, you can find out what you are good at and what you like to do - so before you start your career counseling with us, take some time for self-reflection so that you can clarify as many of your questions as possible during the consultation and thus take a step forward. It's best to write down your thoughts in the graphic on page 4 and take them with you into the consultation. Have fun!

1. Interests & Wishes

Imagine you are working in an environment that means something to you and in which you are willing to get involved. The work then does not become a duty but contributes a lot to your personal fulfilment! Whoever approaches a matter with interest, usually works with a lot of motivation and enthusiasm and thus becomes the designer of their career. This will also be noticed by employers, because enthusiasm is ultimately contagious.

Take a moment and think about the last time you were particularly motivated. What exactly drove you? What mobilized your energy reserves? Consider all possible areas of life, leisure, study and work. Perhaps the following questions will help you:

- When was the last time you were really excited about something?
- Which subjects interested you during your school/study?
- With which activities do you forget about time?
- Which current social topics/issues do you care about?
- What do you like to discuss/read about?
- What have you always wanted to be?
- If you couldn't fail under any circumstances, you would like to...
- Whose profession would you like to have?

If you have thought about your interests or, even better, have written them down, it is worth discussing them with a trusted person from your circle of friends or family. Perhaps you have discovered long-awaited wishes, or recurring needs have been confirmed. Keep an eye on your interests, because they show you the professional environment in which you feel comfortable.



2. Skills and Abilities

We all tend to take our abilities for granted. However, if you are aware of what you can do (and that is likely much more than you think), you can tackle your career in a goal-oriented way, reflect on your application documents and convince in an interview!

In order to find out what you are particularly good at, it is worth taking a look at your CV. Think about specific situations in which you were proud of yourself and that meant something to you. Try to analyze which skills you have used in these situations and find out more about your skills.

Additional hint: create a list of 10-20 skills. Be as precise as possible when formulating the list and think of competences you have acquired and applied in part-time jobs, internships or in your spare time as well. Perhaps the following distinction will help you:

- Professional skills from studies and work
- Methodical competencies
- Social skills

If you find this self-assessment difficult, then you can also ask 3-4 people from your private or professional environment to name your 5 particular strengths and to provide an example where they have noticed these skills on you.

Example: Activity as a member of the board of directors of the history student council

Tasks: Competences:

1. Planning and implementation of events - time / project management

- resilience
- team player
- assertiveness

2. Support of the website - write texts in German/English.

- good CMS knowledge
- solution-oriented

3. Acquisition of sponsorship money - developing concepts

- presentation technology
- communication skills
- responsible

At the end, go through all the skills and write down in one sentence what you are particularly good at:



3. Values

The last step is to find out what is important to you and what you expect from your future employer. Values are fundamental factors that shape our behavior and attitudes. Whether we feel comfortable and thrive in our professional environment largely depends on whether our values are met. Use the following questions to think about which values guide you in everyday life and which are particularly important to you.

- What is important to you in your life?
- What beliefs do you let yourself be guided by?
- How do you recognize in everyday situations that a value is fulfilled or disregarded?
- Who do you admire most and why?
- What does success mean to you?
- What does family mean to you?
- What career goals do you want to achieve?
- What values must a company embody for you?

Draw out the ten most important values in a value pyramid according to which you want to shape your life. Then decide which values need to be covered in your job and which you can realize in your free time. Can you deduce from the list of your values what an ideal job should look like?

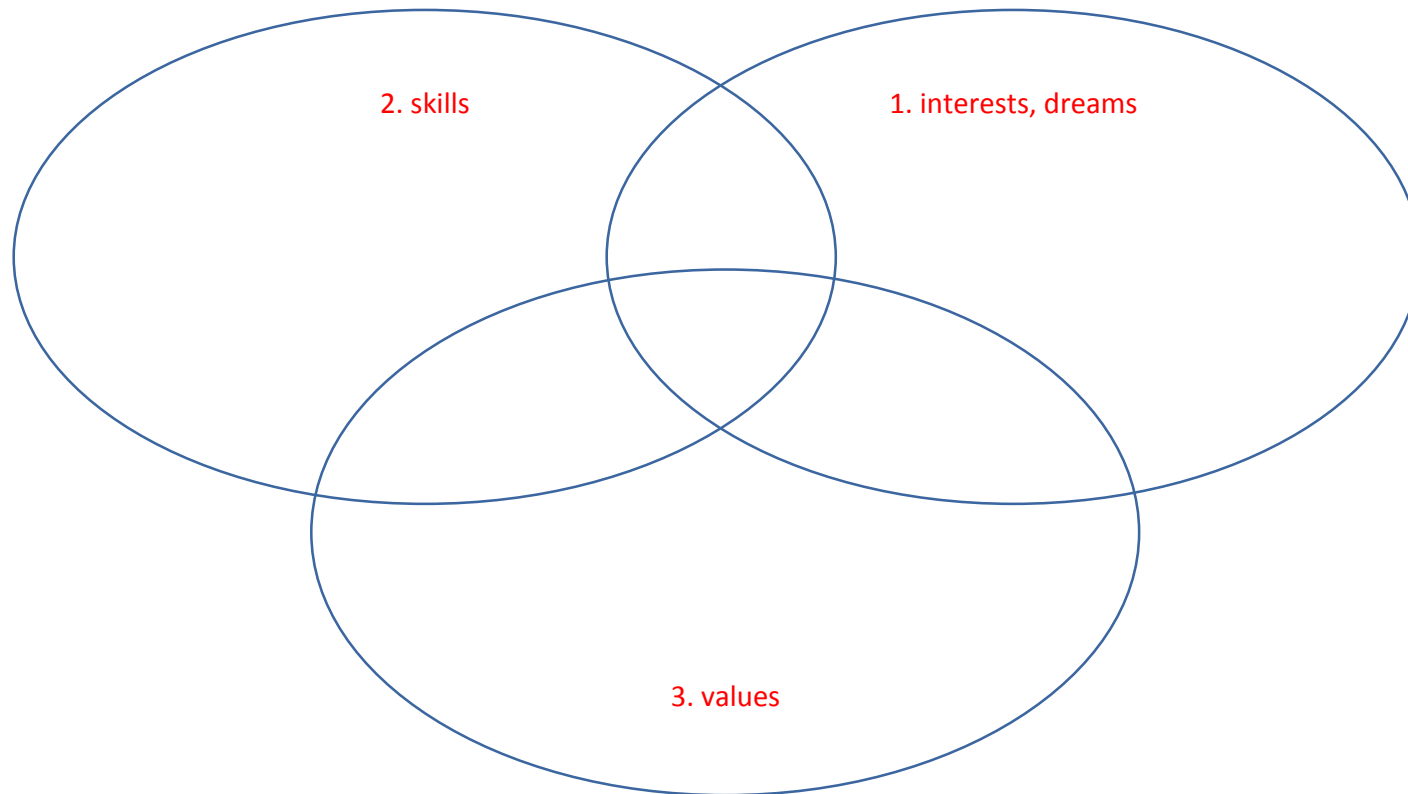
The summary of your interests, abilities and values forms the basis for your consultation with us. Based on your thoughts and notes, we will support you in your search for your dream job!

Your Career Services Team @ UZH



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Write down your thoughts and bring this sheet to your meeting with the counselor.