



Worksheet for the preparation of a career counseling meeting

At the beginning of every career search there is the question of your personal interests, skills and values. After all, enjoying and being interested in your work are important criteria for a satisfied and successful career. Based on concrete 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 with us, take the time for self-reflection in order to clarify as many of your questions as possible during the consultation. It's best to write down your thoughts in the graphic on page 4 and take them with you into the consultation. We wish you a lot of fun!

1. interests & dreams

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 fulfillment! Whoever approaches a task with interest usually works with a lot of motivation and enthusiasm and thus becomes the designer of his career. Employers notice this 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 had the feeling that something really excited you?
- Which subjects interested you during your school/study?
- During which activities do you forget time?
- Which topics of our society are of concern to you?
- What do you like to discuss/read about?
- What did you ever want to become?
- If you couldn't fail under any circumstances, you would like to...
- Whose profession would you prefer?

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-lasting wishes or recurring needs have been confirmed. Take your interests seriously, because they show you the professional environment in which you feel comfortable.



2. Skills

We all tend to take our skills and abilities for granted. However, if you are aware of what you are good at (and that is often more than you think), you can tackle your career in a goal-oriented way, include your skills in your application documents and convince in the interview!

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

Tip: create a list of 10-20 skills. Be as precise as possible when formulating the list and also think of competencies you have acquired and applied in part-time jobs, internships or in your spare time.

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 5 particular strengths of yours and to describe how these show up in concrete situations.

Example: member of the board of directors of the history students' association

Tasks:

Planning and implementation of events

Support of the website

Acquisition of sponsorship money

Competencies:

- time / project management
- resilient
- team player
- assertive
- writing texts in German/English
- good CMS knowledge
- solution-oriented
- developing concepts
- presentation skills
- 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. They are decisive for whether we can feel comfortable and develop in our professional environment. 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 convictions do you let yourself be guided by?
- How do you recognize in everyday situations if a value is fulfilled or disregarded?
- Who do you admire most and why?
- What does success mean to you?
- What does family mean?
- 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 fulfilled 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?

.....

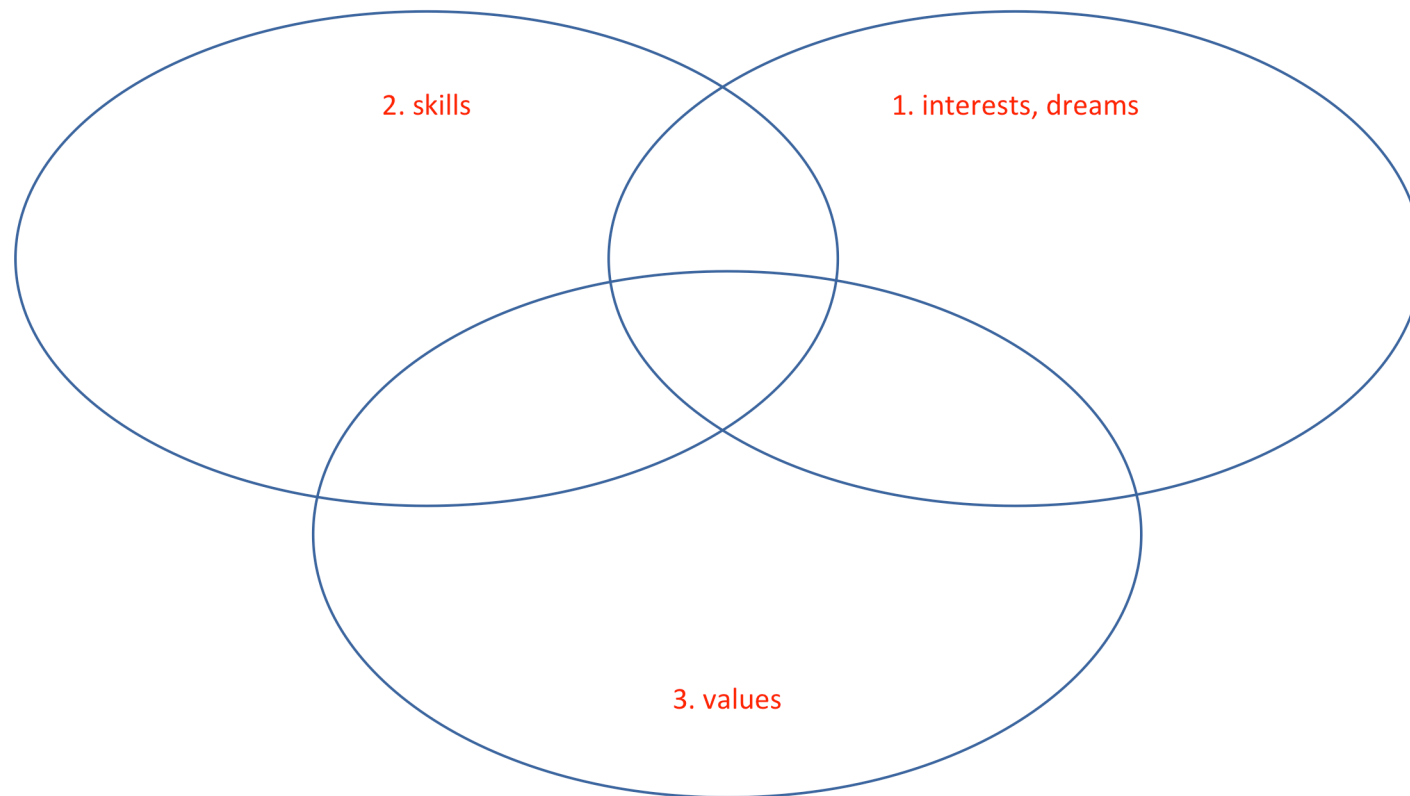
The summary of your interests, skills and values forms the basis for your consultation with us. Based on your thoughts and notes, we will support you in your search for your dream job!

Your Career Services Team @ UZH



Career Services

Universität Zürich
Career Services
Hirschengraben 60
CH-8001 Zürich
www.careerservices.uzh.ch



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