

## Self-assessment/strengths - weaknesses

A job-seeker, who does not know in which field he/she wants to work, will have a hard time at the job-interview. At the latest during the job-interview it will become visible that he/she cannot identify specific aims.

The main question is: what could be a good field for me to work in the next 10, 20 or 30 years? To find the answer to this question is the key to success. So you have to invest enough time in self-assessment. And you can use the help of friends.

Which questions can be useful? General questions like: "Which things do I want to do?" are not useful.

Some questions to get an objective picture are:

- Are you able to work in a team?
- Are you able to accept criticism?
- Are you able to take responsibility for something?
- What are your strengths?
- Are you an expert and in which field?
- Do you have special competences based on your activities in your free time?
- Which professional skills/competences do you have?

It is not only important to answer the questions with „yes“ or „no“. In the analysis of your own skills it is important to see both sides: strengths and weaknesses.

Self-assessment/strengths - weaknesses

characteristic	dominant ++	average +	weak ○
Aggressive			
Active			
Analytical intellectual power			
Adaptable			
Open minded			
Balanced			
Authoritarian			
Enthusiastic			
Able to work under pressure			
Dynamic			
Ambitious			
Spontaneous			
Sensitive			
Ready for action			
Emotional			
Resolute			
Success oriented			
Able to coordinate			
Able to motivate others			
Able to motivate oneself			
Able to organise			
Able to structure			
Able to influence others			
Flexible			
Friendly			
Happy			
Patient			
Egotistic			
Direct			
Special skills interacting with people			
Able to communicate on the phone			
Helpful			
Good sense of humour			
Impulsive			
Innovative acting			
Young			
Competent			
Ready to make compromises			
Sociable			
Concentrated			
Cooperative			
Creative			

characteristic	dominant ++	average +	weak ○
Critical			
Able to accept criticism			
Willing to learn			
Mathematically skilled			
Mobile			
To have nerve			
To act naturally			
Curious			
Optimistic			
Dutiful			
Visionary			
To keep calm			
To be matter-of fact			
To work very quickly			
Self-possessed			
Self-confident			
Sensible			
Confident appearance			
Confident			
Social competence			
Sportive			
Linguistically skilled			
Likeable			
Systematic working			
Team player			
Technically skilled			
Full of spirit			
Tolerant			
Entrepreneurial thinking			
Responsible			
Negotiating skills			
All-round			
Warmhearted			
Eloquent			
Goal-oriented			
Determined			
Reliable			

Task

Please prepare two sentences about your strengths. Please use these characteristics which are important for your job/career.