Career Profile

Afbeelding met buitenshuis, persoon, hemel, horloge

Automatisch gegenereerde beschrijving

Team Sustainable Employability

Afdeling Strategy Policy Development

Human Resources

Afbeelding met tekst, Lettertype, logo, symbool

Automatisch gegenereerde beschrijving

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# Introduction

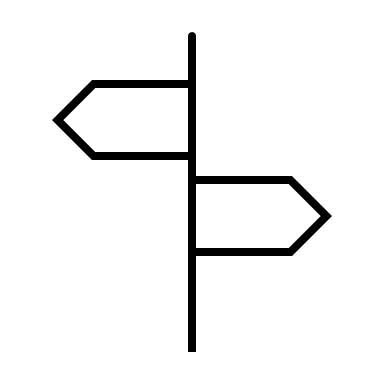
*What gives you energy? What are you good at and what is important to you?*

*In short, who are you, what can you do and what are your preferences?*

This career profile gives you direction and helps you to take control of your career. It consist of a combination of what you have to offer (personal profile or ‘know yourself’) and what is asked for (labour market). The better you will be able to describe both, the better you will be able to make a match and find a suitable job.

By completing the assignments below you will obtain a number of building blocks for your profile. You will become more aware of what you are capable of and which direction you want to take. And it will help you to make the right choices for your future.

TIPS



* When deciding on your answers, the advice is not to think too long, first impressions are often the best.
* This exercise requires an average time commitment of 2 to 3 hours. You do not have to complete this exercise in one go; you can stop at any time and pick up the exercise again at a later time.
* In three assignments you will use glossaries, which you will find at the end of this document.

Have fun and good luck!

# 1 Energy

You may have beautiful and important goals in your work and life, but it is important that the daily activities you engage in also give you enough energy.

What gives you energy (and why)? Think of tasks, situations, activities, inside and outside work.

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| **Energy providers** |
| **Lean new things(tutorial for coding, manual for experimental device, in-time feedback( experiment presentation), supportive help, Good communication and collaboration(honest, open, mutual-benefiting),share my knowledge/experience which I gained from hard try and error, New opinion/idea/angle/constructive input from others, clear plan, Positive thinking, walking, siting in grass, music, friendly chatting, playing with/taking care of my birds or other animals, good movie/book** |

And which activities or situations consume a lot of energy?

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| **Energy consumers** |
| **Guess/unclear communications, misunderstood and being treated, many efforts but no results, comparison(feeling of unfairness), pretending, presentation, report , worrying about future, please others/prove myself to others** |

# 2 Values

Values are the things that you as a person really find important in life. It is important not to confuse them with norms, which you could see more as rules imposed from outside. These personal values can provide you with something to hold on to, they give you direction in your life (like a compass). Sometimes it is not so easy to answer the question: What really matters to me?

Look at the List of Values in [Appendix I](#_I__Values) (at the end of this document). Choose the 10 most important values and list them in order of importance. Try to be as honest with yourself as possible. You can also add values to this list yourself.

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| **Values Top 10** |
| 1. Good salary/good reward |
| 1. Nature & environment |
| 1. fun |
| 1. responsibility / delivering quality work |
| 1. learning |
| 1. Respect/appreciation |
| 1. Free/independence |
| 1. Creativity |
| 1. relaxation |
| 1. collaboration |

a. Why are these values so important to you?

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| 1 Good salary/good reward: I want to take good care of my mom, ensure her that I live a good live, financial pressure feels bad  2 Nature & environment makes me feel relaxation and happy,  3 fun, learning, creativity makes me feel happy  4 responsibility is the rule of how I interact with other people and the world  5 mutual respect and free is my boundary,  6 when collaboration I learn new things, get to know people, make myself helpful |

b. Where are these values given sufficient room in your life, both at work and privately? And where not?

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| Good salary/good reward: not given  Nature & environment: privately  Fun: work  Responsibility: work, privately  Learning: work  Respect: work not give, privately gives  Free: privately give, work generally feels this way  Creativity: work and privately  Relaxation: privately  Collaboration: work and privately |

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| c. Which values are vital to you in your ideal position?  fun, good salary/reward, respect, collaboration |

# 3 Qualities

Look at the Quality List in [Appendix II](#_II__Qualities) (at the end of this document). Choose your 6 most important qualities.

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| **Qualities Top 6** |
| 1. independent |
| 1. tactful(sensitive ,considerate ,avoid offense, diplomatic, emphathy) |
| 1. dedicated |
| 1. responsible |
| 1. humorous |
| 1. friendly |

# 4 Competencies

By competencies we mean the interplay between capabilities, skills, personality, motivation and knowledge which results in observable behaviour.

a. Look at the Competency List in [Appendix III](#_III__Competencies).

For each competency, **first look at your motivation and then your ability** and then record the competency in the correct box of the matrix below.

* *motivation*: the extent to which you enjoy doing something (vertical axis)
* *ability*: the degree of expertise with which you do something (horizontal axis)

Tip: trust your feelings. Work quickly, your first impression is usually the best. Try to think beyond your current work and include experiences and activities outside your work too.

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| **Ability** | | | | | |
| **Motivation** |  | **Very skilled** | **Skilled** | **Not so skilled** | **Not skilled at all** |
| **Love** | Independence, technical functional design | Decisiveness, innovation-oriented , interactive learning ability, quality orientation, reliability, using tools, | Creativity, pattern recognition, people-oriented leadership, Assertiveness, |  |
| **Like** | taking responsibility | capacity for change, careful/accurate,  Cognitive learning ability, environmental awareness, helpfulness, Tact/ sensitive behaviour, flexibility/adaptability | Collaborating, communicating, innovation, sociability , initiative(independence, proactive action), | Judgement formation |
| **Don’t like** |  | Analytical,  planning and organising, customer focus(experiment participant?), result oriented, self-management, using procedures | Collecting information,  listening, motivating, oral expression skills, problem analysis, delegation, stress resistance, task-orientated leadership , vision | leadership, negotiation |
| **Don’t like at all** |  | Checking, go setting, goal orientation, sensitivity | Presenting, progress monitoring . Coaching, impact, influence, | Conflict management, organisational sensitivity, team building |

b. Core competencies. These are competencies that you really enjoy using (or would like to use) and that you are also good at; they should ideally be present in your current or future position. Write down your 7 most important core competencies.

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| **Core competencies Top 7** |
| 1. independence |
| 1. technical functional design |
| 1. innovation-oriented |
| 1. quality orientation |
| 1. reliability |
| 1. interactive learning ability |
| 1. taking responsibility, |

c. To what extent are these core competencies reflected in your current (or previous) job?

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| Very well: Reliability , taking responsibility  Good :Independence, technical functional design, quality orientation,  partly : interactive , Innovation-oriented |

d. Which competencies (max. 5) do you want to develop further in the coming years?

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| 1.stess resistance |
| 2. communicating |
| 3. oral expression skill |
| 4. judgement formation |
| 5. collecting information |

# 5 Feedback

Approach three people around you (colleagues, family, friends) and ask them: “What do you appreciate in me and what could I develop more?”

Record your findings from the feedback here

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| **Mom**  Appreciate: sunshine(optimistic, pleasant), kind/friendly, passionate, goal-oriented, persistent, good at self-reflection and adapt yourself immediately, honest, responsible, tolerant/open, sense of justice/righteous, mild, leadership(?)  Develop: stress resistance, literature ability(?), handle emotion, widen vision/horizontal/big picture, courage, communication  **Boyfriend**  Appreciate: caring, supportive, loving, ‘accept my imperfections’, motivating, accompany, considerate, like to share  Develop: focus more on yourself and care less about what others think. Some eating habits. |

# 6 Interests

a. What do you find interesting? Think of knowledge, expertise, themes that concern you.

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| Observing human being exploring/interact with a virtual/imaginary environment , or similarly how my budgies explore/interact with my hand-made toys , observing animals in general  Eye-movement: how eye-movement reflect cognitive process  Visualization  Virtual reality  Computer language, programming, computer system(how it works, how it can be used more flexible),  Human computer interaction (a computing glasses)  understand better about myself and other people(people have different values how it’s reflected in their behavior) |

b. How do you view the world? How do you view work? What is your ambition? What would you like to contribute?

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| World: complex, many unknown, all connected but diverse, changing, partially hierarchical  China: bureaucracy, familiar but not agree, many I can contribute but constrained, eager to technology, overwhelming  Netherlands: friendly, peaceful, practical, raining weather, less good pleasure, supportive, advanced (esp. human resource), not that welcoming , direct and clear  US: ‘familiar’ with the TV/music culture, diversity, pressure, competence, city(boring), innovative,  Australian: good natural environment, relax, sunshine,  Others: ?  Work: support life, should be fun and meaningful, serious(responsibility), make the society function and develop, only part of life  Ambition: bring people happiness/ good spirit, grateful for life and nature, more advanced technology(human brain interaction), expand imagination and possibilities to live  Like to contribute: animal welfare, natural environment, social fairness, help the vulnerable/ordinal people, culture understanding, more advanced technology(human brain interaction) |

# 7 Labour market

a. What are your personal preferences?

What do you find interesting? Think of knowledge, expertise, themes that concern you, sectors, functions, colleagues, organisations, etc.

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| Device can help disables/elderly, or make ordinal life fun  help owner better take care of their pets (monitoring, knowledge accessibility, illness)  information accessibility to vulnerable/ less priority people  help government improve environment/animal welfare/ human welfare  improve a smoothness of computer program usage(debug)  sector, functions: technic support, product development/improve,  colleagues: collaborative, mutual support, passionate about work, expert to some extent |

b. What knowledge and experience do you want to develop in the coming years?

Explanatory note: what developments do you see in your own (or future) position and organisation that you would like to respond to? And what does that require of you in terms of practice, developing competencies and knowledge?

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| Programming (deeper understanding about a computer language/package/toolkit, do more flexible things)  Statistics  neuroimaging analysis: brain human interaction  Eye-movement monitor technique  Illustration  Collaboration skills |

c. What are your preconditions? Consider, for example, types of tasks, number of working hours, travel time, etc.

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| A descent income  Not too risk(have to make something work, otherwise terrible consequences)  learning opportunities and platform, good relationship, healthy organisation  Not be forced work excessively |

# 8 Profile

All the previous sections are intended as input for the final story (profile) about yourself.

How would you describe in ten sentences who you are, what you can do and what you want?

Write a piece about yourself here (which you can possibly use when communicating with the outside world, for example for a profile sketch on your CV or a brief introduction about yourself during a networking interview).

Some questions to help you here:

* What is your strength or quality? (qualities and competencies)
* What is your passion or motivation? What makes you happy? What do you want to contribute to? (values, interests, energy providers)
* In which environment (type of culture/work context/organisation/sector) do you thrive best? (values, interests and preconditions)
* For which problem do you offer a solution? Or what work or assignment should they ask you for?

And for the above questions: can you give a concrete (short) example of this?

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# 9 Reflection

With this document you have selected, organised and analysed various elements that are important to you and your career. Compare the results to your current (or previous) position.

Where are you now and what does this mean for your career? Are your talents coming into their own? Are you comfortable in your current position/department? Are you ready for a new step or challenge? What does it take to be able to work vitally and with energy and motivation?

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# 10 Personal action plan

What are you going to do now? Are you planning something? Do you want to develop or change something in your work?

Examples here are a development interview with your manager, looking for a training course, networking, orienting yourself on the labour market, updating your CV and/or planning a new evaluation moment with yourself.

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| **What activity** | **Who** | **When** |
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# 11 Possible next steps after creating this career profile

**Working independently**

[gROW](https://www.ru.nl/medewerkers/services/personele-zaken/ontwikkeling-en-loopbaan/persoonlijke-ontwikkeling/online-leeromgeving-grow) contains various e-learning courses and articles in the Career channel [# Loopbaan | Career](https://ru.capp12.nl/c/loopbaan-career) .

**In a group**

* Workshop [‘Aan de slag met je loopbaan’](https://ru.capp12.nl/courses/393) (Dutch, for all employees)
* Training [Career Guidance](https://ru.capp12.nl/courses/40) (English, for PhDs and Postdocs)
* Training [Een Phd en dan?](https://ru.capp12.nl/courses/47) (Dutch, for PhDs and Postdocs)

**Work reintegration support**

If your contract is expiring, click [here](https://www.ru.nl/en/staff/services/employment-conditions/end-of-employment/unemployment-and-unemployment-benefits).

# Appendix

## I Values

Choose 10 values that are important to you in your life.

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| * Accuracy * Achievement and success * Achieving results * Adventure * Ambition * Appreciation * Balance * Being your own boss * Beauty / Aesthetics * Being taken seriously * Belonging * Carefulness * Certainty * Challenges * Change and variety * Cheerfulness * Collaboration * Coming up with solutions yourself * Competition * Complicated challenges * Connection * Contact with people * Contribute to society * Craftsmanship * Creativity * Curiosity * Committed to others * Delivering quality * Doing meaningful work * Doing volunteer work * Depth * Drive * Excitement * Experimenting * Expertise * Fast pace * Fixed working pattern * Fixed workplace * Free time * Freedom * Friendships * Fun * Goal oriented * Good salary / good reward * Growing in the work * Hard work * Having control * Helpfulness * Helping others | * Honesty * Humour * Ideals * Improvisation * Independence * Influence * Innovation * Integrity * Intellectual interest * Involvement * Justice * Knowledge * Knowledge development * Leadership * Learning * Living environment * Making a profit * Making decisions * Moving up * Nature and environment * Own time schedule * Participation * Peace at work * Physical challenge / physical work * Pleasant working environment * Practical * Professionalism * Recreation * Relaxation * Respect * Responsibility * Self-development * Readiness to help * Social activities * Solidarity * Spirituality * Stability * Status * Structure * Success * Supervision * Sustainability * Taking risks * Travel * Troubleshooting * Trust * Working alone * Working under time pressure |

## II Qualities

Please tick the 6 most important qualities for you.

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| * Adventurous * Ambitious * Analytical * Attentive * Balanced * Can listen well * Can put things into perspective * Candid * Careful * Caring * Cheerful * Clear * Confident * Consistent * Convenient * Convivial * Courageous * Creating new things * Creative * Curious * Dedicated * Determined * Diligent * Disciplined * Easy talker * Empathy * Enthusiastic * Flexible * Friendly * Generous * Goal-oriented * Go-getter * Hedonist * Helpful * Honest * Humorous | * Idealistic * Direct * Independent * Inspirational * Intelligent * Interested * Knows how to convince * Knows how to distinguish * Lively * Mediator * Mild * Modest * Optimistic * Orderly * Organiser * Patient * Playful * Powerful * Practical * Quiet * Reliable * Respectful * Responsible * Enterprising * Satisfied * Sees coherence * Sensitive * Serious * Sober * Spontaneous * Standing up for myself * Tactful * Thoughtful * Tolerant * Versatile |

## III Competencies

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| --- | --- |
| * Analytical * Assertiveness * Capacity for change * Careful/accurate * Checking * Coaching * Cognitive learning ability * Collaborating * Collecting information * Communicating * Conflict management * Creativity * Customer focus * Decisiveness * Delegation * Environmental awareness * Flexibility/adaptability * Goal setting * Goal orientation * Helpfulness * Impact * Independence * Influence * Initiative (independence, proactive action) * Innovation * Innovation-oriented * Interactive learning ability * Judgment formation | * Leadership * Listening * Motivating * Negotiation * Oral expression skills * Organisational sensitivity * Pattern recognition * People-oriented leadership * Planning and organising * Presenting * Problem analysis * Progress monitoring * Quality orientation * Reliability * Result oriented * Self-management * Sensitivity * Sociability * Spatial design * Stress resistance * Tact / sensitive behaviour * Taking responsibility * Task-oriented leadership * Team building * Technical functional design * Using procedures * Using tools * Vision |