# KNOW YOURSELF

The first step in the career orientation process is to know who you are; to gain insight in your own unique personal profile. You call this process self-analysis or self-assessment (Know yourself) and it forms the basis for making good choices and decisions in your life.

If you know who you are, what your capabilities are and what you want (characteristics, competencies, interests, values, etc.), you can better determine what suits you and this helps you to give direction and make decisions.

In this part you will make various tests and assignments to discover your:

* Competencies
* Personality
* Career choice
* Work values
* Team roles

Perceive the outcome of the test(s) primarily as an indication and not so much as a complete and definite profile: the results of these tests represent snapshots taken at a certain state of mind/moment in life. Use them mainly as a tool for reflection.

## 1. Competencies

Gaining insight into your competencies and ongoing development is of great importance for your career. You can take a [Competency test](https://careerzone.universiteitleiden.nl/en/career-planning/1-know-yourself/competences/) on the Career zone. Read the report carefully so that it is clear how you should interpret the results.

**Assignment:**

1. View your results (Do you recognize the outcome? What stands out?) and also view the development tips.

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| I recognize:What else stands out: |

1. Write down your five strongest competencies in your Career Planning work document. For each competency, name an example of a situation where you have been able to use this competency. Also describe the result of your action.

My five strongest competencies are:

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| Competency 1:Example of a situation:Result:  |

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| Competency 2:Example of a situation:Result:  |

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| Competency 3:Example of a situation:Result:  |

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| Competency 4:Example of a situation:Result:  |

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| Competency 5:Example of a situation:Result:  |

1. Name three weaker competencies that you would like to develop further (also take a look at the development tips in your test report). And describe how you will approach the development of these competencies.

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| Competency 1: I can develop this competency by: |

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| Competency 2: I can develop this competency by: |

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| Competency 3: I can develop this competency by: |

1. Take a look at these competencies. These are skills that you are good at. However, it is also important that you get energy from the activity for which you use your competency. Take another look at your most important competencies in the test results: what are you not only good at, but also gives you energy?

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| Competencies I get energy from: |

## 2. Personality

People's personality is determined by their personality traits and behaviour. The [Personality test](https://careerzone.universiteitleiden.nl/en/career-planning/1-know-yourself/personality/) on the Career Zone gives you more insight into your personality. Read the report carefully so that it is clear how you should interpret the results.

**Assignment:**

1. View your results. Do you recognize the outcome? What stands out?

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1. Ask family and friends if they recognize the results from the report. What personality traits do they see in you?

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1. Write down the three greatest insights about yourself and the impression that others have about you.

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| My own insights:1.2.3. |

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| Insights gained through the image that others have of me: 1.2.3. |

## 3. Career choice (Interests)

In order to properly determine where your interests and ambitions really lie, it is advisable to take a career test. The career test at the Career Zone examines to what extent the following characteristics apply to you: Social (So), Conventional (Co), Artistic (Ar), Entrepreneurial (En), Investigative (In) and Realistic (Re). Everyone possesses these characteristics to some extent, but the characteristic(s) that is (are) the most dominant, determine(s) your professional personality. After completing the test, you will get a summary of personality profiles and corresponding professions.

Take the [Career test](https://careerzone.universiteitleiden.nl/en/career-planning/1-know-yourself/career-choice/) on the LU Career Zone. Read the report carefully so that it is clear how you should interpret the results. Also save your test results (pdf) in your Career Planning folder, for easy access. Then complete the assignment below.

Learning objective of this submodule:

* gaining insight in your personality profile;
* knowledge of which professions best fit your personality profile

**Assignments:**

1. Write down the outcome of the Career choice test:

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| Write down from the highest until the lowest score. Social (So), Conventional (Co), Artistic (Ar), Entrepreneurial (En), Investigative (In) and Realistic (Re).1. 2. 3. 4. 5.6.  |

1. Review your results. Do you recognize the outcome? What stands out?

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1. Which development tips came out of the career test and how would you like to apply them in the coming year?

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| Tips:How to apply: |

1. Reflect on the type of professions that suit you best (based on your test result). What are your ideas about these professions? For more options, use the job searchers of Job personality and / or Onet-online:

NL<https://www.jobpersonality.com/beroepenzoeker?riasoc_1>
ENG<https://www.onetonline.org/find/descriptor/browse/Interests/> Enter the first two characteristics from the profile, plus your education level.

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| Professions that suit you best:My ideas about these professions: |

## 4. Work Values

Do you want to know what makes you happy or unhappy in your work and career? Explore what your work values are and determine which ones are really important to you. Determining your work values will help to find positions that suit you. Moreover, it will help you better explain your enthusiasm in conversations with an employer. And enthusiasm is contagious!

You can take the [Work value test](https://careerzone.universiteitleiden.nl/en/career-planning/1-know-yourself/work-values/) on the Career zone. Read the report carefully so that it is clear how you should interpret the results.

**Assignments:**

1. Write down the five highest and five lowest scoring values.

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| Highest:1.2.3.4.5. |

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| Lowest:1.2.3.4.5. |

1. View your results. Do you recognize the outcome? What stands out?

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1. Which of these values would you like to be part of your potential job? Which of these values would you like to be central in the organization where you preferably would like to work? Which corporate culture would fit you?

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## 5. Team roles

A team consisting only of creative individuals runs the risk of getting drowned in ideas. A team consisting of only achievers runs the risk of getting lots of work done without an attractive result. So it can be useful to be aware of your natural role in a team. Via the team roles test on the Career zone you can determine to what extent different team roles appeal to you, based on your personality.

You can take a [Team roles test](https://careerzone.universiteitleiden.nl/en/career-planning/1-know-yourself/team-roles/) on the Career zone. Read the report carefully so that it is clear how you should interpret the results.

**Assignments:**

1. Write down the three roles with the highest percentage. Do you recognize the outcome? Give examples of situations where you had to collaborate with others and recognize yourself clearly in these roles. Can you also think of examples of your pitfalls in a team? How could you recognize these pitfalls and prevent falling into the same pitfall next time?

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| Team role 1:What I recognize:Examples of situations:Possible pitfall: |

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| Team role 2:What I recognize:Examples of situations:Possible pitfall: |

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| Team role 3:What I recognize:Examples of situations:Possible pitfall: |

1. Also indicate the two roles you received the lowest score in the test. Do you know of situations where you worked with people who fit this role (that you scored low)? If yes, did you experience any issues? How did you solve them / could you solve them?

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| Roles I use less often:1.2.Situations where you worked with people who fit this role: |

**6. Personal profile**
Your personal profile contains a summary of the most important results from the roadmap, the research you have done about yourself.

Based on the results of the tests and exercises in Know yourself, make an overview of the most important findings. By putting the various aspects together, you will get a total overview, which, together with the results from Exploring the labour market, form a complete profile.

**Assignment:**

1. Fill in the strongest / most important elements for each part.

**Personal profile - summary**

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| --- | --- |
| **Module Know yourself** | **Description of findings:** |
| Competencies |  |
| Personality |  |
| Career choice / Interests |  |
| Work values |  |
| Team roles |  |

1. To conclude this module, we ask you to provide a short description of yourself in a few sentences, based on your profile summary. Be sure to keep it short and powerful!

*Tip: take a look at existing LinkedIn profiles, which often includes keywords in a short description.*

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