UNIT 2
Recognising & validating the own skills/competences

DIGI.JOB.ID.
Digital Job Identities

Erasmus+

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Deciding on a career, looking for a job, or engaging in a business is a planned, structured, and designed process. It is not a game of lottery where you let luck take over. It is a deliberate, conscious and well thought out undertaking, one that requires YOU to be in control.

Looking for a job is a 24-hour job.

Job search can be a nerve-racking, tension-filled and frustrating endeavor, but it is and can also be a most fulfilling time of life. If you approach it with enthusiasm, careful planning, and adequate know-how, you will find that it is a journey that you will look back to and cherish as the learning adventure that it is. So buckle up and enjoy the ride!

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Know Your Work Skills

To get started, think about some of your favorite skills. Think about a time when you did something you were proud of. Which skills did you use?

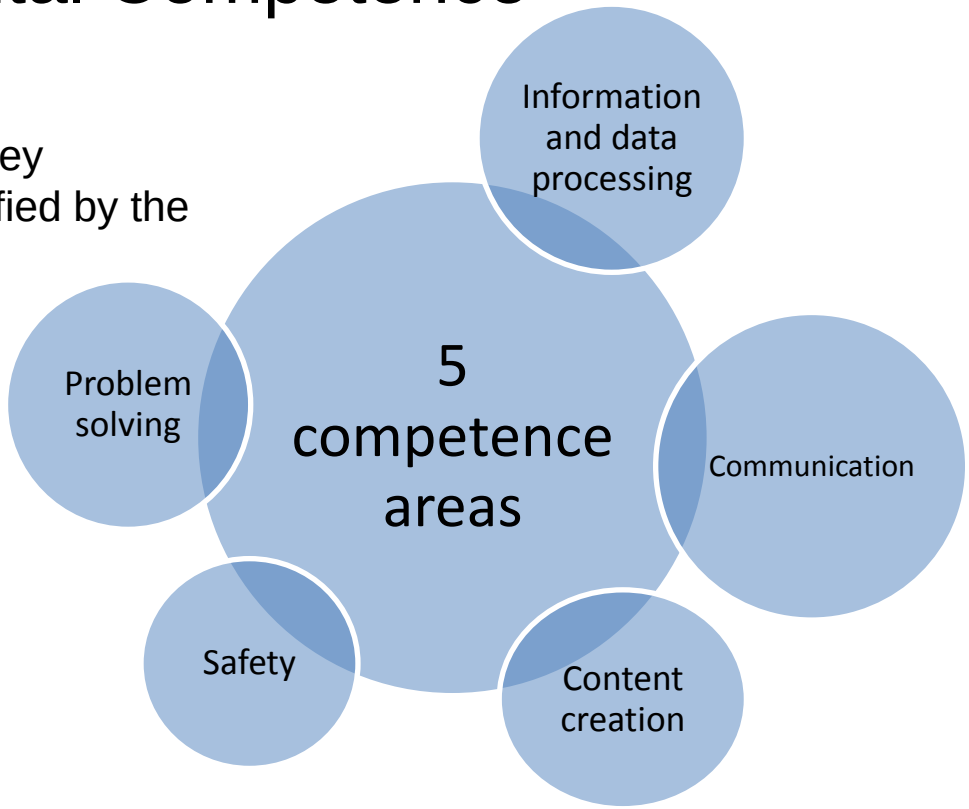
There are 4 categories of skills:

People skills	Data skills	Thing skills	Idea skills
those that have to do with working with people, including serving, helping, influencing, thinking and acting, entertaining	those that have to do with facts, records, files, numbers, details, systems and procedures	those that have to do with building, maintaining, processing, handling equipment or machinery, physical, biological or chemical functions	those that have to do with abstractions, ideas, creative expression, problem solving

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

The importance of Digital Competence

Digital competence is one of the eight key competences for lifelong learning identified by the European Union.



RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Match Your Skills to Occupations

What are my skills, talents, abilities, competencies?

_____

_____

_____

_____

_____

_____

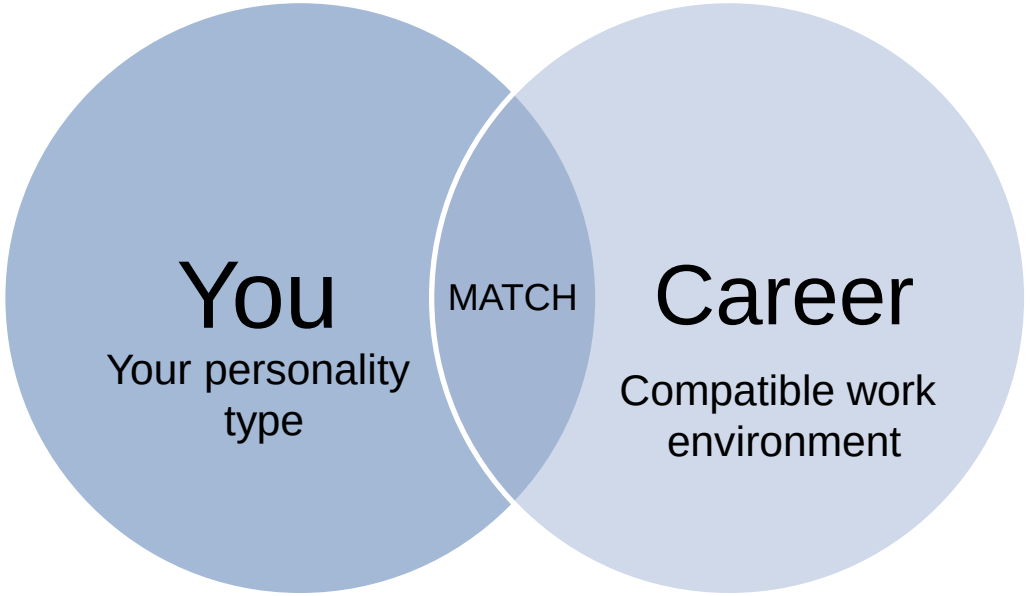
_____

_____

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

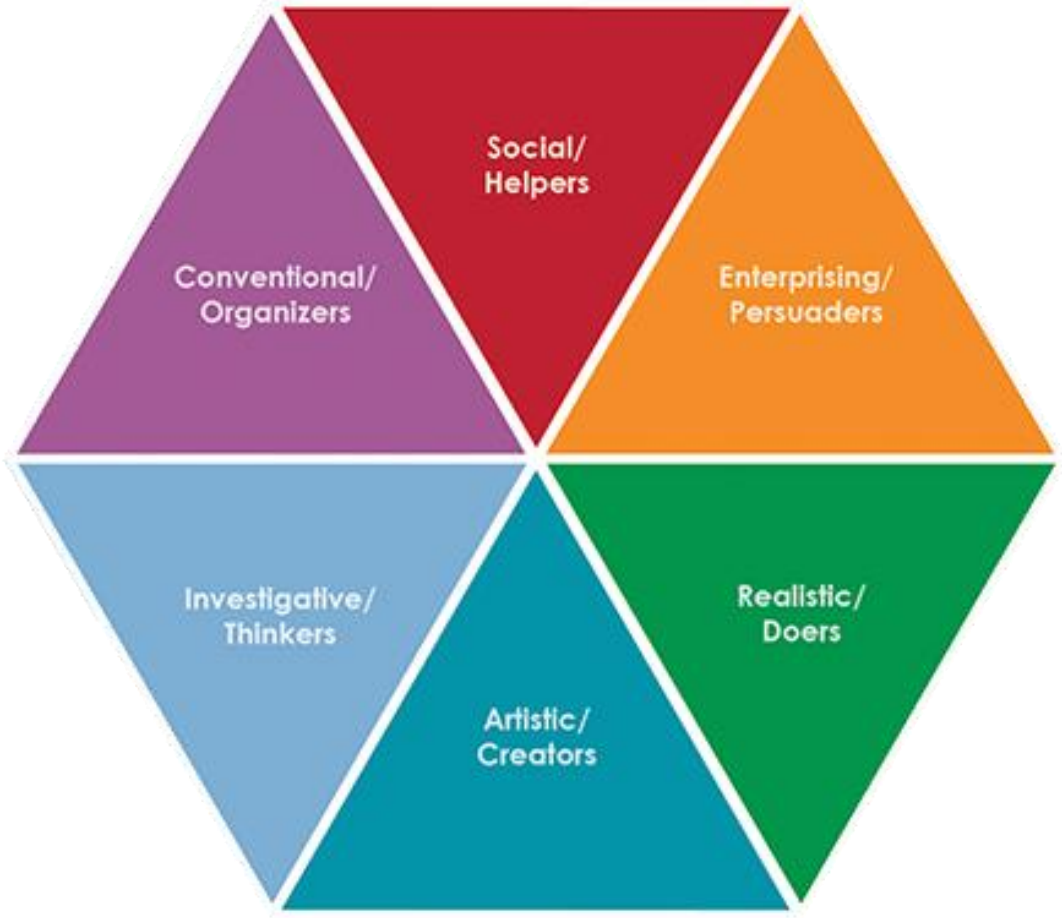
Match Your Interests to Occupations

Before you choose a career or start a job search, you should know which careers match your personality. Picking the right job increases your chances of future job satisfaction and career success.



Leads to greater success and satisfaction

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES



The Holland Code

While you may have some interests in and similarities to several of the six groups, you may be attracted primarily to two or three of the areas.

For further information please see **“Appendix 1: Match Your Interests to Occupations”.**

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

What is your Personality Type?

R	Realistic people are **DOERS**. They are often good at mechanical or athletic jobs. They like to work with things like machines, tools, or plants and they like to work with their hands. They are often practical and good at solving problems.
I	Investigative people are **THINKERS**. They like to watch, learn, and solve problems. They often like to work by themselves, tend to be good at math and science, and enjoy analyzing data.
A	Artistic people are **CREATORS**. They like to use their creativity and come up with new ideas. They usually want to work with less rules or structure. They enjoy performing (theater or music) and visual arts.
S	Social people are **HELPERS**. They like to work directly with people rather than things. They enjoy teaching, counseling, or curing others. They are often good public speakers with helpful, kind personalities.
E	Enterprising people are **PERSUADERS**. They like to work with other people. They often like to influence, persuade, or perform for people. They like to lead. They tend to be assertive and enthusiastic.
C	Conventional people are **ORGANIZERS**. They are very detail oriented and like to work with data. They are often organized and good with numbers. They are also good at following instructions. They also like working in structured situations.

For further information please see **“Appendix 1: Match Your Interests to Occupations”.**

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Your Work Values

Job satisfaction comes from having a job that meets your needs and fits your goals. It is important to choose an occupation that meets most of your work values. You're more likely to enjoy your job. You will also be more motivated to succeed.

The list below includes things people often want or value in their job. Not all these values will be met each day. However, you will enjoy your job more if you choose an occupation that meets most of your work values.

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

What are my values?

I LEARNED THE VALUE OF HARD WORK BY WORKING HARD

Margaret Mead

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Knowing what you've got

You have to know yourself in order that you can market yourself to others:

Skills, talents, abilities, competencies:
What can you do? What are you capable of?

Likes, interests, motivations, values:

What will make you do your best? What drives you?

Goals, dreams, ambitions:

What do you aim for in life? What would you like to be?

What would you like to do? What would you like to achieve?

Quality match (preferred work conditions):
What kind of career best suits you?

In what kind of environment will you be most happy in?

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Introducing Yourself

Probably the most common question you will be asked is: **“Tell me about yourself.”**

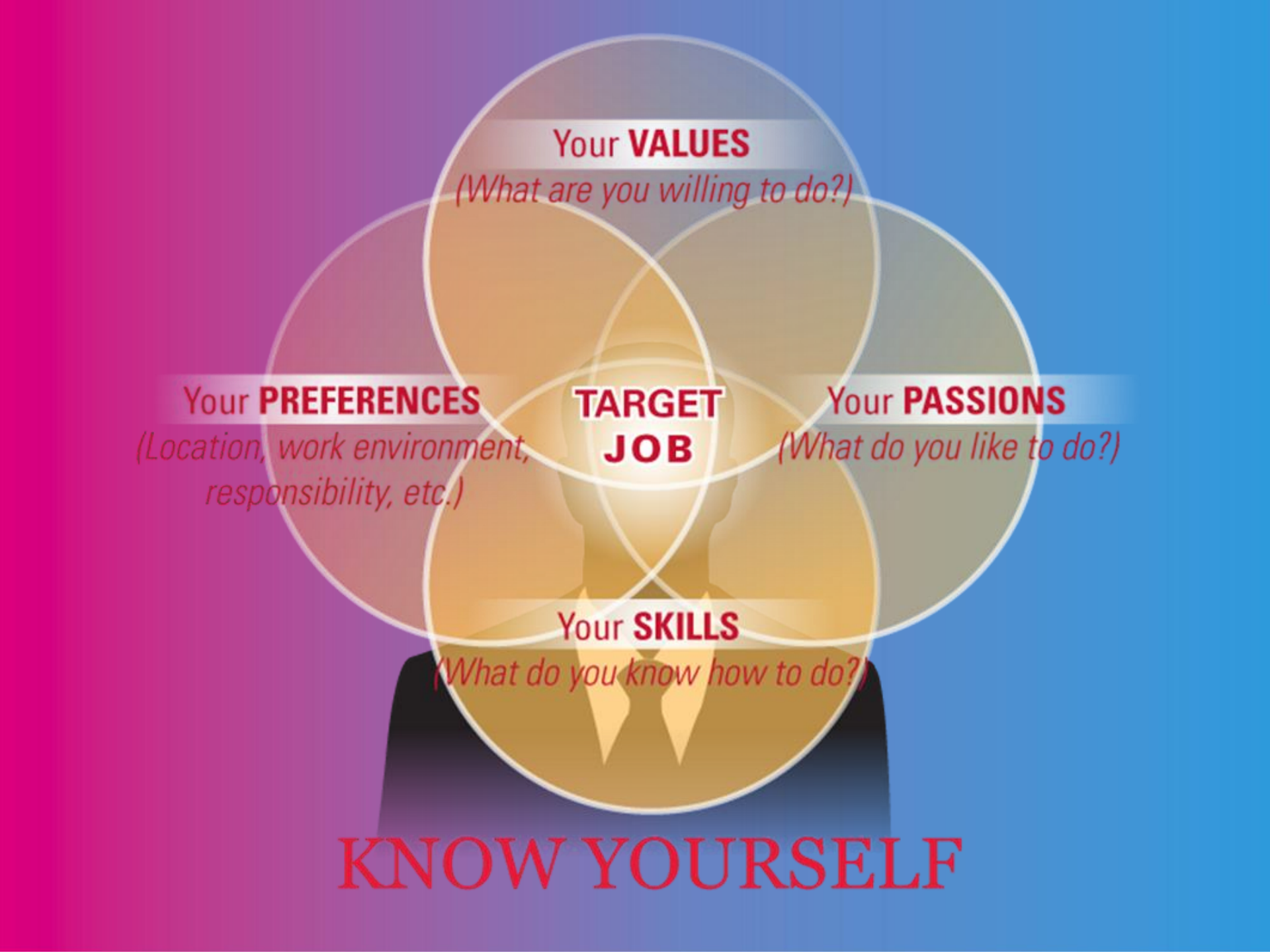
You will have to be ready with an answer that represents you well - where you’ve been, what you’ve got, what drives you, what you’re looking for.

You should be able to tell your story in two minutes or less. Your summary will be critical in getting your potential employer interested in finding out more about you.

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Know Yourself

My name is _____ and I come from (place). I graduated in (year) from (school) with a degree in (field). Since graduation I worked in (organization) as a (position) where I was responsible for (main area/s of responsibility). My skills include (skills). I work best in (preferred 24 work conditions). I am looking for a job in (areas) because (reasons). I believe I can contribute to your organization because (reasons).


Your VALUES
(What are you willing to do?)
Your PREFERENCES
(Location, work environment, responsibility, etc.)
TARGET JOB
Your PASSIONS
(What do you like to do?)
Your SKILLS
(What do you know how to do?)
KNOW YOURSELF

RECOGNISING & VALIDATING THE OWN SKILLS/COMPETENCES

Elevator Speech

„Describe a situation or solution so compelling that the person you‘re with wants to hear more even after the elevator ride is over.“

Seth Godin

This project has been funded with support from the European Commission.This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

DIGI.JOB.ID.

Digital Job Identities