

Set up your skills profile

Whether professional, methodical, personal or social – take your time to identify and sift through your skills and character traits. A well-rounded skills profile will benefit your application.

How would you assess yourself: Are you a communicative networker who finds it easy to strike up a conversation and always has the latest news at their fingertips? Or are you a hands-on doer who develops loads of new ideas and puts them into practice with great dedication and sense of purpose? There are almost infinite variations for such self-assessments. If you are able to arrive at a description of yourself by such means, you can explain to your potential employer exactly how you would benefit the company. Another advantage is that the better you know your own personal characteristics, the easier it is for you to use them depending on the situation – or even to counter them, when and where necessary.

In the following, you can find out how to assess your own personal, social, professional and methodical skills. For example your *personal character* traits: How interested are you in new experiences and adventures? How well organized are you and how carefully do you work? Are you calm or do you tend to be impulsive? Your *social skills* are what enables you to live with other people and get on with them: Do you enjoy working in a team with other people? Are you cooperative or do you tend to be competitively minded? Do you find it easy to talk about conflict? Are you willing to take on the role of team leader or manager? In short: This is about how you deal and interact with other people, a vital quality for working with people in a job on a daily basis. Your *professional skills* on the other hand relate to the technical knowledge typical of your sector, while *methodical* skills are separate from professional skills as they help you generally to solve problems and organize your tasks.



can
do
that!

Big Five personality test One excellent way of getting to know yourself better is to take the Big Five personality test. Whether for personal or social skills, your personality is mapped on the basis of five main dimensions. According to the theory, there are five main dimensions that are responsible for the features of your personality. Openness to experience (openness), Conscientiousness (perfectionism), Extraversion (sociability), Agreeableness (consideration, willingness to cooperate, empathy) and Neuroticism (emotional lability and fragility). You can find reliable Big Five personality tests on the Internet which will provide your results in 10 to 15 minutes.

Check-U-Test You can find more detailed skills test, in which your professional preferences and interests are also scanned and surveyed on the website of the Ruhr University Bochum or the German Federal Employment Agency. You should schedule at least two hours for each of the two tests. Some of the tasks are tricky and have to be done under time pressure, so it's better to do them after a good night's sleep. The Federal Employment Agency's "Check-U-Test" tries to compile a list of professions or fields of study that match your strengths by analyzing your abilities, social skills, professional preferences and interests.

Borakel Test The Ruhr University Bochum has developed the “Borakel Test” for prospective students. But the test is also stimulating for students as the comprehensive test results analyzing your motivation, performance or professional ambitions are broken down in detail. For example, you will get an assessment of your management motivation, sociability, stress resistance and spontaneity – that will be of help to you now, too, ahead of graduation.

To get going, you initially analyze your skills yourself and then dialog with fellow students and your mentor. Also take your CV and think about the skills you have acquired at which stations in your life. The skills you have learned during your studies, your experience from internships or student jobs, qualifications gained from extracurricular work or student initiatives but also IT or language skills – they all count here. It will be of enormous benefit to swap notes with other people in your group (30). Put your heads together to consider what the results may mean for your careers: What areas of responsibility are suited to an extroverted, decisive person or which would fit someone who was creative and good at working in teams? You will find inspiration on page 32: There TUM Alumni talk about which of their strengths they are able to use in their careers.

TUM Mentoring

A good mentor is worth his or her weight in gold: At *TUM Mentoring by Alumni for Students*, former students of TUM are there to help with questions and share valuable experience as your sparring partner. They assist you as a TUM student or alumni in making the best decisions with regard to your personal goals and setting the stage correctly for the future – both for your professional and private life:

www.community.tum.de/en/mentoring

TUM Mentoring Job Talk

The short mentoring format “Job Talk” offers multifaceted insights into various sectors: Here, a specific question is discussed and answered in a conversation with your mentor. You can get in touch at short notice and uncomplicated by phone, virtually or in person.

www.community.tum.de/en/mentoring/#jobtalk

Alumni & Career regularly offers webinars and advice on how to develop your profile: www.community.tum.de/en/career

**TUM
TIP**

my skills profile

Your profile could comprise these skills, for example:

professional

- ☐ Technical knowledge
- ☐ Manual skills and practical experience
- ☐ Knowledge of trending topics
- ☐ Foreign languages or programming languages

methodical

- ☐ Time management and self-management
- ☐ Presentational skills
- ☐ Media skills
- ☐ Organizational skills
- ☐ Analytical thinking
- ☐ Decisiveness

personality

- ☐ Honest
- ☐ Trustworthy
- ☐ Proactive
- ☐ Creative
- ☐ Well-organized
- ☐ Calm

social

- ☐ Good team player
- ☐ Cooperative
- ☐ Combative
- ☐ Generous
- ☐ Sensitive
- ☐ Assertive