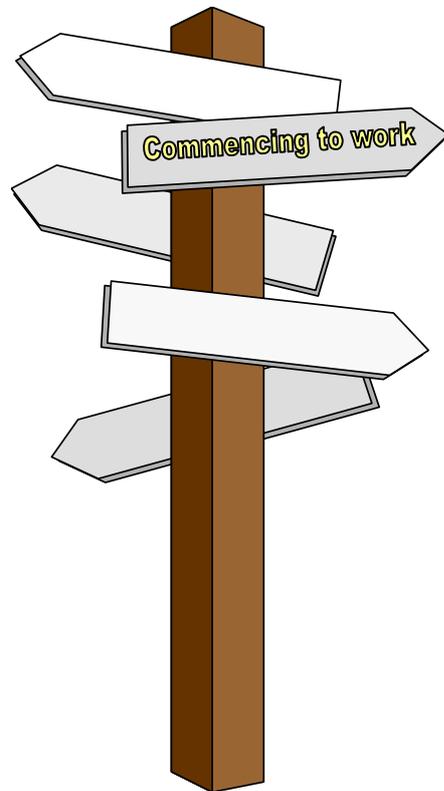
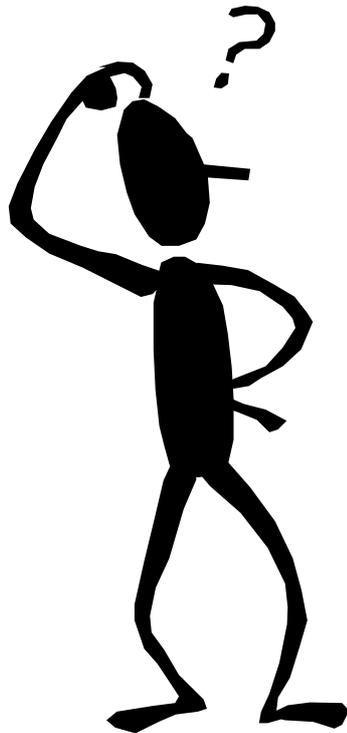


Personal survey



Why a personal survey?

A personal survey is a working material helping you to get a clear picture about your skills and your knowledge.

Knowing about your own strengths

There are really different opportunities to evolve occupationally and individually. Making the right decision requires knowledge about your own strengths and weaknesses. By doing so, strengths can be used effectively and can be improved. Weaknesses can be compensated.

Reflection – aside daily routine

Working with the personal survey requires an intensive examination of oneself – a conscious reflection aside daily routine. The person who confronts this contest, who goes on an adventure journey into oneself can discover a lot. At the end of the journey you will come across first answers on questions like ‚Where do I stand?’ and ‚Where do I want to go and where can I go?’

Approach

To begin with, look at the separate paragraphs of the personal survey in order to get an overview and first impression of your working material. Then, try to write down your answers and thoughts about the topics in a most detailed way. The more intense you will work on it the more significant the result will be. It is up to you in which order you will deal with the tasks. As a matter of course we will treat your information as strictly confidential and you will get your personal survey back at the end.

Now it is time to start. Take your time and discover your strengths.

Good luck!



My type of character

We know a lot about our environment but one's own personality is a riddle for many people. So it would be interesting to track down individual features, wouldn't it? The following self-test is your first opportunity.

Please tick all the qualities really describing you as a person and try to be as honest as possible. Work promptly and if you are not sure just tick the word.



- 02__ dignified
- 03__ cautious
- 04__ likeable
- 05__ adroit
- 06__ doubtful
- 07__ dreamful
- 08__ vulnerable
- 09__ emotional
- 10__ courteous
- 11__ timid
- 12__ entertaining
- 13__ eager
- 14__ fashion-conscious
- 15__ bizarre
- 16__ nervous
- 17__ choosy
- 18__ open
- 19__ precise
- 20__ reasonable
- 21__ melancholic
- 22__ gracious
- 23__ selfless
- 24__ passionate
- 25__ understanding
- 26__ conservative
- 27__ firm
- 28__ grown-up
- 29__ caring
- 30__ unbiased
- 31__ tidy
- 32__ quiet
- 33__ easy-going

- 34__ brave
- 35__ trustful
- 36__ careful
- 37__ adapted
- 38__ fair
- 39__ cunning
- 40__ inflexible
- 41__ daring
- 42__ sophisticated
- 43__ adoreable
- 44__ demanding
- 45__ forgetful
- 46__ principled
- 47__ biased
- 48__ polite
- 49__ bossy
- 50__ friendly
- 51__ progressive
- 52__ contemplative
- 53__ hearty
- 54__ insistent
- 55__ sensitive
- 56__ witty
- 57__ funny
- 58__ loving
- 59__ worried
- 60__ unshakeable
- 61__ calm
- 62__ helpful
- 63__ kind
- 64__ correct
- 65__ tolerant
- 66__ withdrawn

- 67__ original
- 68__ seeking help
- 69__ appreciated
- 70__ sure
- 71__ distinctive
- 72__ changeable
- 73__ most competent
- 74__ moral
- 75__ modern
- 76__ impulsive
- 77__ extraordinary
- 78__ independent
- 79__ unprejudiced
- 80__ intellectuall
- 81__ happy
- 82__ plotting
- 83__ practical
- 84__ jokey
- 85__ problem-centred
- 86__ self-confident
- 87__ controlled
- 88__ strong-minded
- 89__ mistrustful
- 90__ well-informed
- 91__ thin-skinned
- 92__ popular
- 93__ powerful
- 94__ decent
- 95__ even-tempered
- 96__ benignant
- 97__ nonaggressive
- 98__ content
- 99__ uncomplicated



Which schools did you go to?

School	Place	Classes
_____	_____	_____
_____	_____	_____
_____	_____	_____

Which school leaving certificate did you get?

.....

Which subjects did you enjoy?

.....

What were the reasons?

- interesting topics
- diversified lessons
- good teacher-student relation
-

How did you manage at school?

- It often took me longer than other students to solve a task.
- It happened that my teacher was not satisfied with my achievement.
- I was even able to concentrate on a longer school day.
- I sometimes felt ill-humoured without any particular reason and I wanted to bang out everything.
- I enjoy presenting what I am able to.
- Feeling under pressure of time I instantly made lots of mistakes.
- I got upset about affairs which actually weren't related to me.
- If something didn't go well a school, I was annoyed with it for a long time.
- I recovered quickly from a tiring school day.
- Even in difficult situations I stayed calm and retained the overview.
- I liked to shelve things which I was supposed to do at once.

	matches exactly	tends to yes	tends to no	doesn't match
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
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<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆



Which profession did you learn?

period	company / institution	graduation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Which contents of training did you enjoy?

.....

.....

What were the reasons?

- interesting topics
- diversified lessons
- good relation lecturer - learner
- practical activities
-

How satisfied are you with your education?

- I feel my occupation is interesting and diversified.
- I have interests and skills that are necessary in my occupational field in order to work successfully.
- In the course of my training I noticed that my vocational training satisfied me less and less.
- In my vocational and school education I learned and profited a lot.
- There are little working and development options in my job.
- When I felt under pressure of time a lot of mistakes happened instantly.

	matches exactly	tends to yes	tends to no	doesn't match
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆
<input type="radio"/>	◆	●	●	◆

Would you make the same choice today?

yes no

Why?

.....

.....

.....



Which further education and work placements did you pass?

period	company/institution	graduation

**What did you learn thereby?
How proficient are you?**

essential topics/tasks	level of proficiency				
	very good	good	satisfactory	sufficient	insufficient
	<input type="checkbox"/>				

How did you feel about teamwork with your colleagues?

- They were very nice and friendly.
- They explained a lot to me.
- They cared little about me.
- They didn't want to have anything to do with me.
- They only gave me orders.

**Would you like to work again in one of the companies mentioned?
If so, why?**

.....

.....



IT knowledge

- Operating systems:
-
- Programs:
-
- Application experiences:
-
- Handling of Internet:
-

Foreign languages

		Level of proficiency			certificate/ graduation
		low	good	very good	
Russian	speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
English	speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
French	speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Italian	speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



In the life of every individual some particular people often play an important role because you got e.g. love and affection or help and support from them.

Which people have been especially important for you in your life so far? Why do you consider them as being important?

People

Important because

(e.g. understanding, encouragement, comfort, being able to listen, consequence, trust, support with problems, ...)

Which occurrences were particularly important for your future path of life?

(e. g. removal, change of schools, holidays, internship, illness, driving licence, changes in family life, wins or losses in sport, ...)

occurrence

effect



What is your family status?

(single, cohabiting, married, divorced, widowed)

Have you got any children, how many, aged?

.....

.....

.....

Underline which emotions refer to you most!

fear	defiance	I like myself	wanderlust	ambition
excluded	hurt	envy	feeling safe	disappointed
willing	rage	creative	hatred	freedom
jealous	sanguine	self-worth	power, strength	aggrieved
successful	anxiety of facing the future	excessive strain	abused	helplessness
happiness	excited	trust into the future	powerless	love
valued	ashamed	furious	fright	motivated
hunger/sick	lonesome	anger	proud	passive
fancying sth.	existential fear	cheerful	unsure	shy
brave	frustrated	depressed	desperate	grieve
exam nerves	luck	committed	wrath	responsibility
grievous	used	pleased	exploited	choice
			might	



Which values are important for you?

	not important		very important		
1 safety	<input type="checkbox"/>				
2 high income	<input type="checkbox"/>				
3 career opportunities	<input type="checkbox"/>				
4 appreciation	<input type="checkbox"/>				
5 a lot of free time	<input type="checkbox"/>				
6 interesting tasks at work	<input type="checkbox"/>				
7 working independently	<input type="checkbox"/>				
8 taking responsibility	<input type="checkbox"/>				
9 contact to people	<input type="checkbox"/>				
10 being able to support	<input type="checkbox"/>				
11 being useful for society	<input type="checkbox"/>				
12 meaningful work	<input type="checkbox"/>				
13 good working conditions	<input type="checkbox"/>				
14 workplace	<input type="checkbox"/>				

In your opinion, which three qualities are particularly important for the professional life these days?

.....

.....

.....



Now check which things you like doing!

In the following you will find a survey with symbols of 15 occupational fields and your matching areas of operations. Please note for each occupational field how much you are interested or would be interested in it. You can give 5 points according to your interest. Write the number in the box given. The numbers stand for the following descriptions.

5	4	3	2	1
I am very much interested in it.	I am quite interested in it.	I am a bit interested in it.	I am little interested in it.	I am not interested in it.



nature, environment, ecology

agriculture, forestry, mining, stock breeding, gardening, ecology, environment, stone working



hotel/restaurant industry, home economics, food technology

restaurant industry, hotel industry, home economics, food and drinks/tobacco production



fashion, personal hygiene, wellness

fashion, clothing, textile industry, leather, cosmetics, personal hygiene, wellness



design, visual communication

handcraft, graphic art, visual communication



building industry, utilities management, interior fitting

civil engineering, utilities management, installation, facility management, interior fitting, interior design



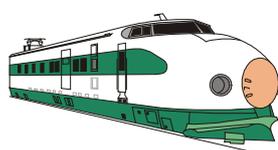
metalworking, automotive engineering

machines, devices, automotive engineering, electrical, engineering, plastics engineering



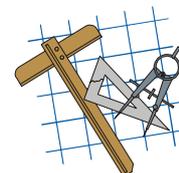
trading, economy, administration/management

industry, commerce, trade, service sector, civil service, business economics/national economy, foreign affairs



tourism, traffic, defence

tourisms, aviation, railway, roads, navy, other means of transport, mail and telecommunication, customs, police force, German armed forces, judicature



strategy, project planning, engineering

engineering, mechanical engineering, process technology, architecture, civil engineering, landscape and urban planning

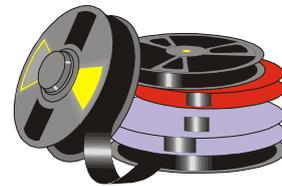




electronics, information technology, telecommunication

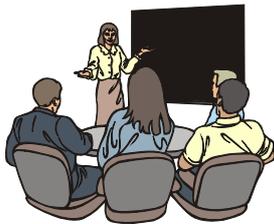


science



art, music, theatre, cinema

information technology, telecommunication, network management, communications engineering, software engineering	chemistry, physics, electrical technology, botany, biology, pharmacy, geo sciences	art, music, theatre, film, dance
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language, journalism, media



health, medicine, therapy



pedagogics, psychology, society

linguistics, language teaching, translation, inter-pretng, journalism, media, literature	carework, medical-technical and medical-therapeutic jobs, human medicine and veterinary medicine	teaching, education, counselling, mentoring, social work, spiritual guidance
--	--	--



Professional prospects

- I do everything to gain broad and manifold experiences in my professional area.
- Even if it wouldn't be easy to start a job, I regard my professional tasks as interesting and challenging.
- I am not quite sure about my future professional life.
- I feel that I can meet the demands in my job wholeheartedly.
- I like my professional area but I still want to specialise in a certain direction.
- I fear that my profession will be a dead-end job in the long term.
- Technological changes, cost pressure or different factors have a bad influence on my professional area.
- If I had to plan my first career step again I very likely would have decided in a different way.
- I am convinced that I have skills which I could bring to different professional areas.
- I feel a very strong urge to start something new at school or in my profession.

	matches exactly	tends to yes	tends to no	doesn't match
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◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆
◆	◆	●	●	◆

Which professions would you like to pursue?

.....

.....

.....

What would be interesting about these professions?

.....

.....

Which qualifications have you already got for these professions?

.....

.....

.....

**Which ideas do you have about your professional future?
What job will you do in a ten years time?**

.....

.....

.....



You have written down a lot about yourself. Check again and summarize which personal strengths you can find.

List your advantages!

character
school
vocational training
further education/ work placement
IT/languages
interests

Are there things in yourself you would like to change?

.....

