



“Competence Balance for Roma”

Personal Stock-Taking

Dear participant

Hard individual fates hide behind the term ‚unemployment‘. Gainful employment does not only mean earning money but also personal satisfaction and appreciation for professional engagement. If a job gets lost because of any reasons the person concerned often becomes discouraged and self-esteem gets questioned.

Why a personal stock-taking?

A personal stock-taking is 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 develop 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 stock-taking 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 find answers to the questions “Where do I stand?”, “Where do I want to go” and “Where can I go?”.

Approach

Start with having a look at the separate paragraphs of the personal stock-taking 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 stock-taking at the end.

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

Good luck!

1. 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.

1. cautious
2. punctual
3. doubtful
4. emotional
5. courteous
6. eager
7. open
8. precise
9. reasonable
10. passionate
11. conservative
12. understanding
13. conservative
14. tidy
15. quiet
16. trustful
17. careful
18. cunning
19. flexible
20. forgetful
21. principled
22. friendly
23. insistent

- 24. calm
- 25. helpful
- 26. kind
- 27. correct
- 28. tolerant
- 29. seeking help
- 30. sure
- 31. moral
- 32. independent
- 33. practical
- 34. problem-centered
- 35. self-confident
- 36. motivated
- 37. strong-minded
- 38. flexible
- 39. powerful
- 40. progressive

2. Education

Which schools did you go to?

	School	Place	Classes
1.			
2.			
3.			
4.			

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?

	Matches exactly	Tends to yes	Tends to no	Doesn't mach
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 at 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.				

Professional education

Which profession did you learn?

	Period	Company/Institution	Graduation
1.			
2.			
3.			
4.			

Which contents of training did you enjoy?

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.....

.....

What were the reasons?

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

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How satisfied are you with your education?

	Matches exactly	Tends to yes	Tends to no	Doesn't match
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.				

Would you make the same choice today?

- yes no

Why?

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3. Further education, work placements

Which further education and internships did you pass?

	Period	Company/Institution	Graduation
1.			
2.			
3.			
4.			

What exactly did you learn in these measures?

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How good are you in the field of the learned subjects?

	State of command				
	Very good	good	satisfactory	sufficient	insufficient
Main contents/works					

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?

- yes no

If yes, why?

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4. IT knowledge, foreign languages

IT knowledge

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

Languages

Language	Level	Certificate

5. Important people and occurrences

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	Importance (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

6. Family and personal background

What is your family status?(single, cohabiting, married, divorced, widowed)

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Have you got any children, how many, aged?

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Underline which emotions are the most typical for you!

fear willing envy successful happy brave
 anxiety of the future excited existential fear luck used
 self-esteem creative trust into the future anger cheerful
 committed pleased wanderlust feeling safe power, strength
 proud desperate exploited ambition disappointed love
 motivated paddive responsible moody innovative

7. Values for professional life

Which values are important for you?

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

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

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8. Professional interest

What do you like to do?

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







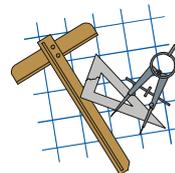
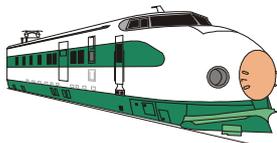
nature, environment, ecology	Hotel/restaurant industry, home economics, food technology	Fashion, personal hygiene, wellness
Agriculture, forestry, mining, stock breeding, gardening, ecology, environment, stone working	Restaurant industry, hotel industry, home economics, food and drinks/tobacco production	Fashion, clothing, textile industry, leather, cosmetics, personal hygiene, wellness



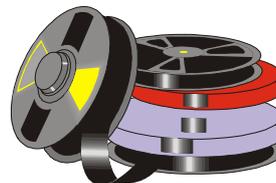
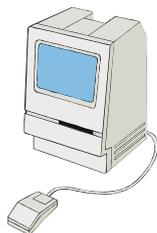




Design, visual communication	Building industry, utilities management, interior fitting	Metal working, automotive engineering
Handicraft, graphic art, visual communication	Civil engineering, utilities management, installation, facility management, interior fitting, interior design	Machines, devices, automotive engineering, electrical engineering, plastics engineering



Trading, economy, administration/management	Tourism, traffic, defence	Strategy, project planning, engineering
Industry, commerce, trade, service sector, civil service, business economics/national economy, foreign affairs	Tourism, aviation, railway, roads, navy, other means of transport, mail and telecommunication, customs, police force, armed forces, judicature	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



GD Bildung und Kultur
 Programm für lebenslanges Lernen



Language, journalism, media	Health, medicine, therapy	Pedagogics, psychology, society
Linguistic, language teaching, translation, interpreting, journalism, media, literature	Carework, medical-technical and medical-therapeutic jobs, human medicine and veterinary medicine	Teaching, education, counselling, mentoring, social work, spiritual guidance

9. Professional perspectives

Professional prospects

	Matches exactly	Tends to yes	Tends to no	Doesn't match
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.				

Which professions would you like to pursue?

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What would be interesting about these professions?

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Which qualifications have you already got for these professions?

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Which ideas do you have about your professional future?

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10. Summary

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

Character

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School

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Vocational training

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Further education/work placement

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IT/languages

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Interests

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Are there things in yourself you would like to change?

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Date: