

CAREER MANAGEMENT SKILLS

Workshop 2: Kompetencer, CV & Portfolio

AGENDA

- Hurtig opfølgning fra sidst
- Kompetencer
 - Introduktion
 - Jeres kompetencer
- CV
 - Guidelines
 - Eksempler
- Portfolio
- Næste gang

Det går du hjem med

- Et bedre ordforråd til at beskrive dine kompetencer og styrker
- Guidelines at arbejde ud fra, når du skal udvikle dit CV & Portfolio

SIDEN SIDST *Opfølgning*

KARRIEREVEJE & -MULIGHEDER

Det akademiske arbejdsmarked



Almene
Akademisk

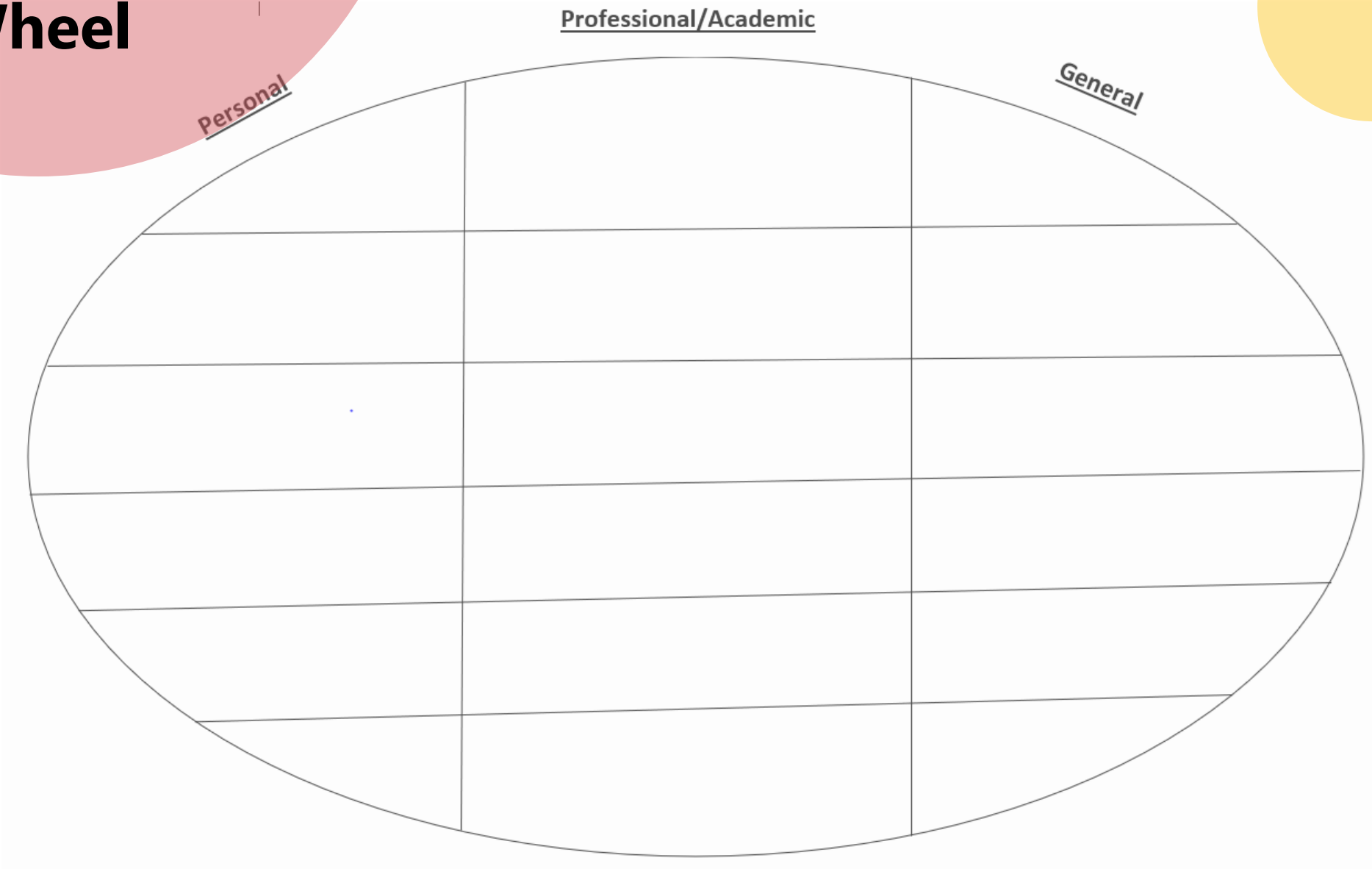
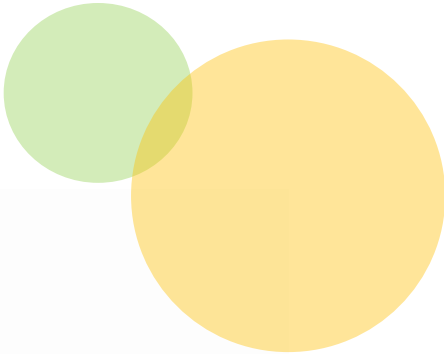
Grå Zone

100%
match

KOMPETENCER

Faglige, akademiske og personlige

The Competence Wheel



Mit kompetencehjul

Personal

Professional/Academic

General

Curious, Outgoing and Warm Hearted	Historical Specialization: Sexuality, Gender and Criminology	Being able to handle different data
My volunteer job as a mentor for vulnerable young people and asylum children taught me what I am passionate about = working with people and helping them on the right path	Didactics and Pedagogy: [2 * 6 months internship as a High School Counselor + 3 Electives]	Being able to analyze data
Various student jobs as Counselor: SPS, Career, Study and Admission = provided me with various guidance tools	Cultural understanding of people and difficult choices	Being able to discuss data
My student jobs have also given me the ability to communicate difficult material [Educational rules and regulations]	Professional Communication: Understanding of the audience	Being able to argue for views
My student jobs has also made me good at human decoding	Methodical tools: eg Source Criticism and Information Search	Having a critical approach to data
		Doing Teamwork

Kompetencehjulet

Personal

Professional/Academic

General

10 min refleksion
over egne
kompetencer

Professional/Academic

Personal

General

Curious, Outgoing and Warm Hearted	Historical Specialization: Sexuality, Gender and Criminology	Being able to handle different data
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KOMPETENCER

Kernen i jobsøgning

Kompetencer, kvalifikationer & færdigheder
Det samme – eller forskellige ting?

KVALIFIKATIONER vs KOMPETENCER

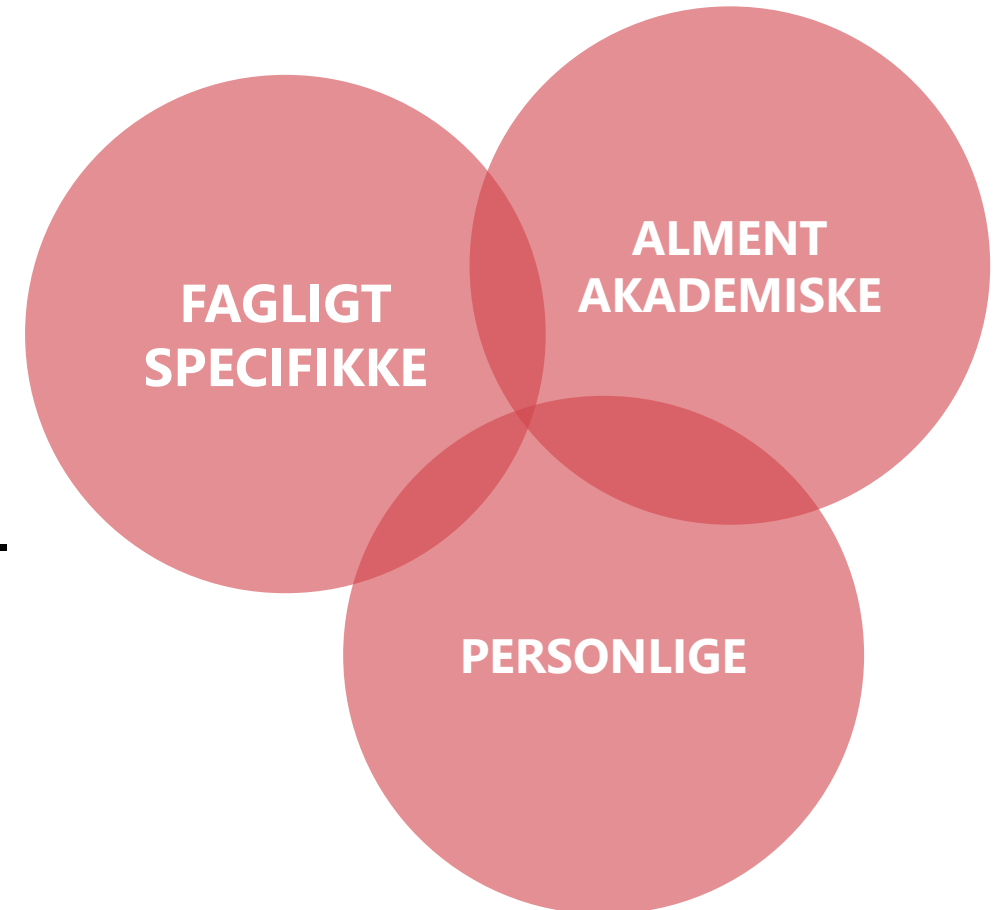
Viden
Færdigheder
Holdninger & tilgange

Den måde du
anvender kvalifikationer
på i praksis

- HVAD -

- HVORDAN / HVORFOR -

Tag lige 7 min og
læs jeres
Employment Ticket



FAGENE PÅ KDDIT & DDK

Spot på kvalifikationer

Hvad lærte du på dit første studieår?

På hele din bachelor?

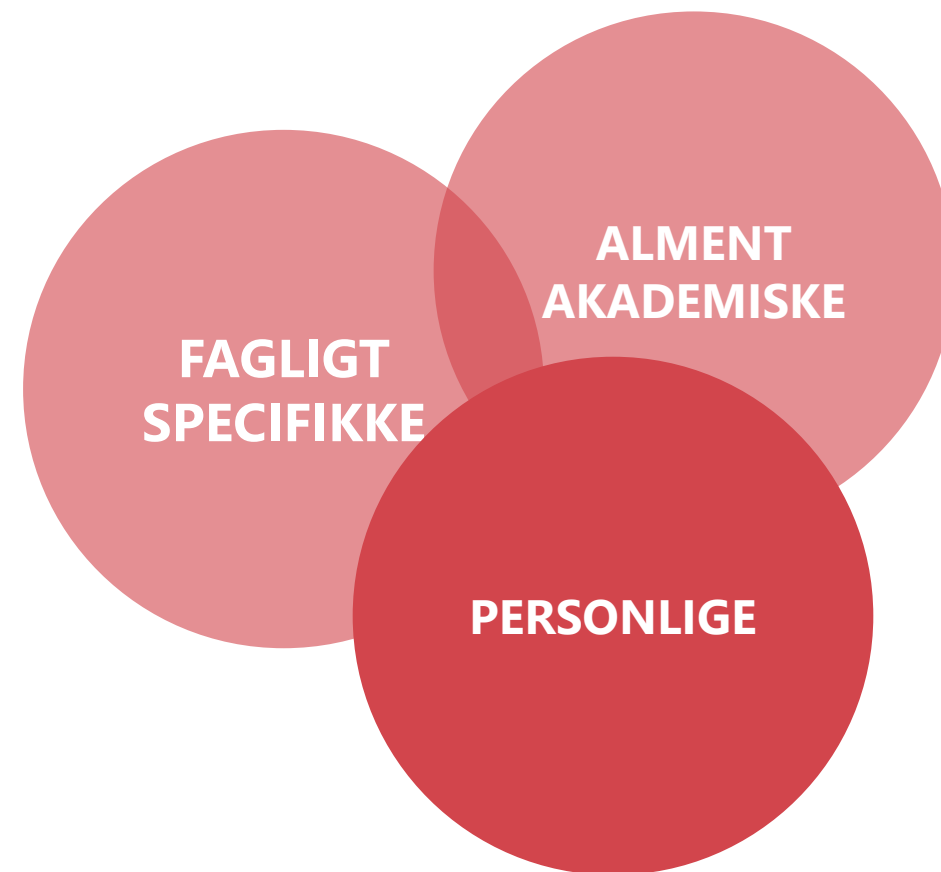
KOMPETENCER

Kernen i jobsøgning

Personlige kompetencer er vigtige.
Det handler om din person, dig som kollega.

Det er kompetencer som nemt kan virke abstrakte
og – ironisk nok- være svære at gøre personlige,
uden at det bliver til floskler.

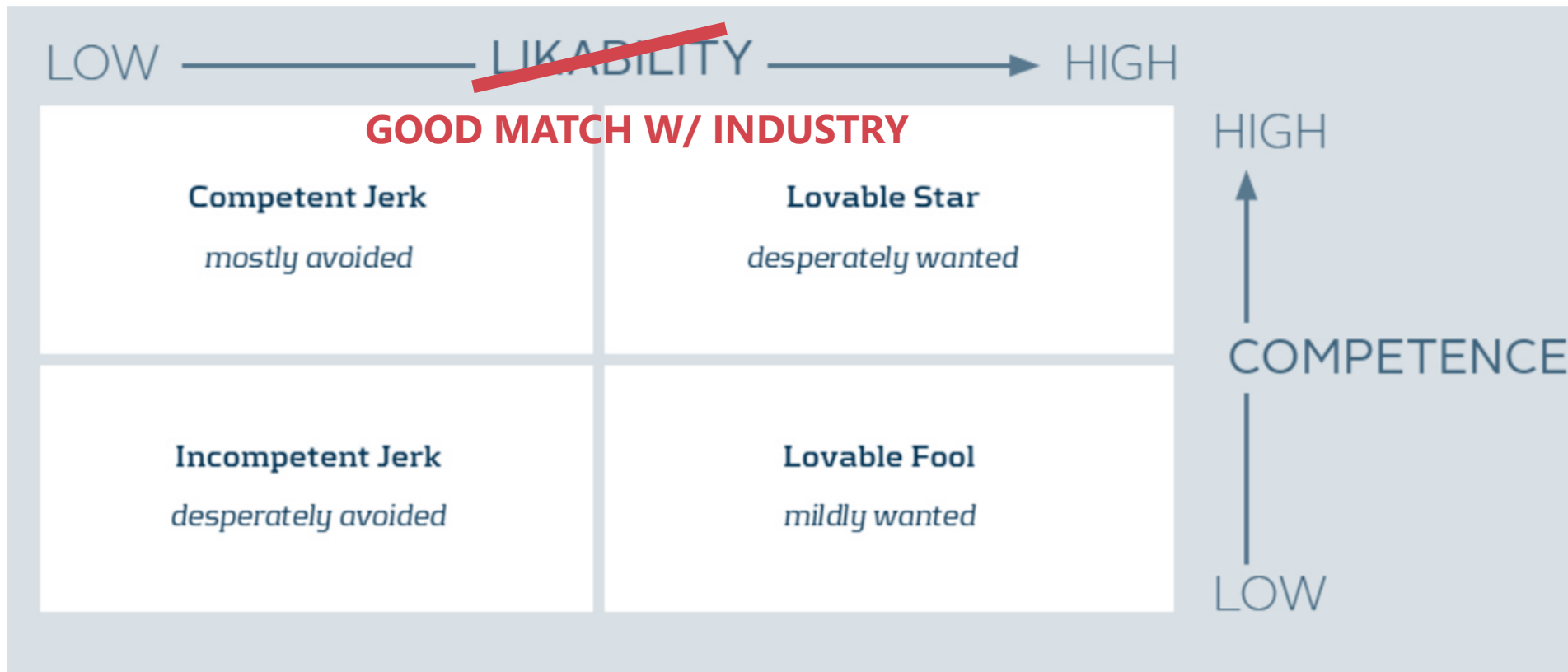
Du skal passe ind i et allerede
eksisterende team – så det er
vigtigt at huske DIG SELV!



KOMPETENCER

Kernen i jobsøgning

GRUNDLÆGGENDE I MODERNE ARBEJDSLIV



Tiziana Casciaro & Miguel S. Lobo, 2005

KOMPETENCER

Kernen i jobsøgning

De kan være svære at udpege, da det ofte er noget, som ligger på rygraden og derfor bare er noget vi "gør" – men på de følgende slides finder du nogle eksempler, som kan være med til at sætte dine refleksioner i gang



KOMPETENCER

Kernen i jobsøgning

EKSEMPLER PÅ ALMENE AKADEMISKE KOMPETENCER

- a) At afgrænse og definere et problem. At kunne nedbryde kompleksiteten i et problem.
- b) At analysere et problem ved hjælp af relevante teorier og metoder.
- c) At kritisk kunne vurdere og udvælge relevante teorier og metoder for en problemstilling, og argumentere for dem,
- d) At kunne systematisere kompleks viden og data, udvælger og prioritere deres relevans i forhold til et problem.
- e) At tage kritisk stilling til kilder, data og dokumenter.
- f) At have en præcis og konsekvent begrebsanvendelse.

KOMPETENCER

Kernen i jobsøgning

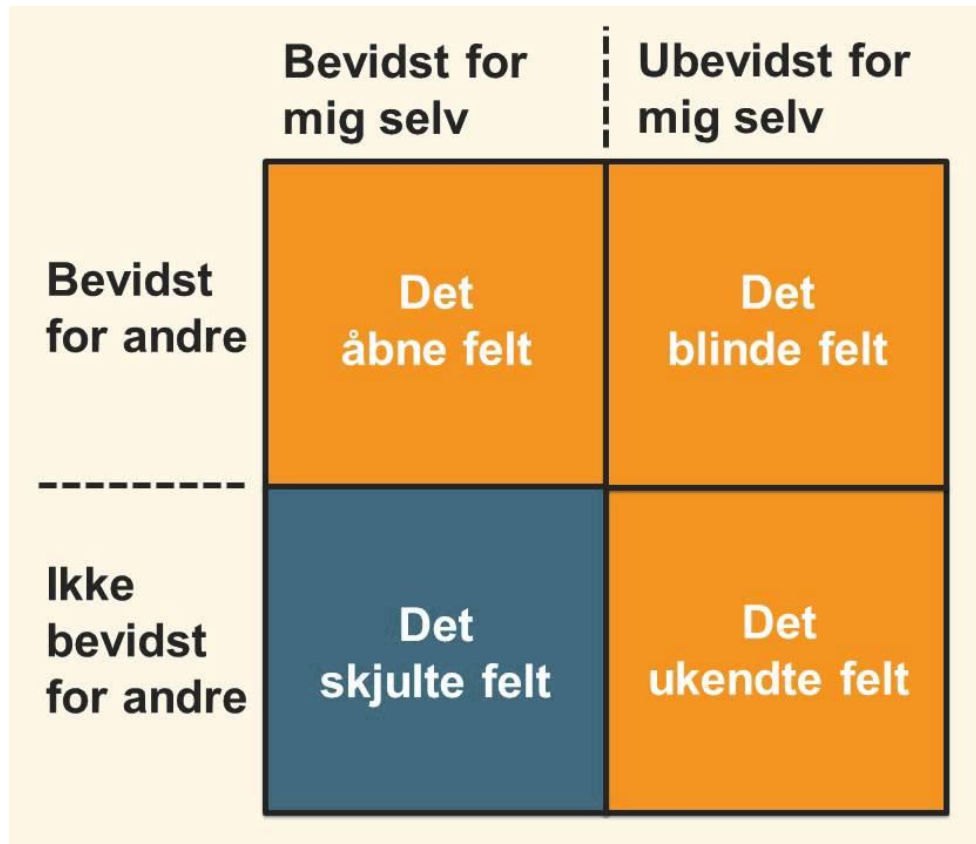
FORTSAT: ALMENE AKADEMISKE KOMPETENCER

- a) Er i stand til kritisk at forholde dig til og reflektere over din egen arbejdsproces – og samarbejde med andre.
- b) At skabe velfunderede løsningsmodeller, på baggrund af valide analyser.
- c) At formidle faglige problemstillinger og løsningsmodeller – også til målgrupper, der ikke har samme faglighed.
- d) At håndtere komplekse og udviklingsorienterede situationer.
- e) Modenhed og selvstændighed, i form at arbejde disciplineret, struktureret og målrettet. Herunder at overholde formalia.

KOMPETENCER

Kernen i jobsøgning

KOMPETENCEMODEL; Joharis Vindue



Få sparring fra folk, der kender dig godt.

Det blinde felt: Ser du noget, jeg ikke ser?

Det skjulte felt: Hvad læser du af mit CV?

CV GUIDELINES

Ideer og eksempler

The stone-cold facts

The figures below are taken from a report conducted by Ballisager (a Danish recruitment firm), who surveyed 1000 Danish companies in detail about their hiring process (both public and private domain).

The firms hiring process:

- 80 % of the firms only look at CVs for the first process.
- 49 % won't read the cover letter if the CV didn't catch their attention.
- 83 % uses the most time/all ways look at the "profile text".
- 2-3-page CV vs. "one page" – take your time/space and make sure that we get an insight into your profile!
- Volunteering work can be just as insightful and important as a student job!

What they look for in a CV:

- Motivation for the job/firm.
- Relevant competencies for the specific job.
- Personality – how to you fit into the team and work environment.
- Show your competencies don't just "talk" about them.
 - Substantiate your claims and visualize it!

Disclaimer

This presentation is based on the tendencies we see in the Danish job market.

(source recruitment firm "Ballisager": <https://ballisager.com/cv-profiltekst/> + <https://ballisager.com/rekrutteringsanalysen-2017-er-ude/>)

How could you structure your CV?

Short and precise profile text

- Motivation for job/firm.
- 2-3 of your key competencies and how it fits the job.
- Why all of this makes you the perfect candidate for the firm.

Work experience

- Show competencies, field knowledge and important outtakes.

Volunteering work

- Show competencies, field knowledge and important outtakes.

Education

- What was your focus and field of interest?

Kort opsummering

ET CV

Bagudrettet

- Overblik over dine kvalifikationer og kompetencer.
- 1-3 sider
- Delvist målrettet, overvej altid relevansen af dit indhold i CV'et

Ansøgningen

Fremadrettet

- Præsenterer dine kompetencer/motivation, som de vil blive anvendt i det job du søger
- Altid målrettet
- Maksimalt 1 side

8 CV GUIDELINES

Et resume – en kort appetizer

Din motivation, nøgle kvalifikationer, relevant erfaring. 3-8 målrettede linjer.
+ Opfordret + mange ansøgere.

So the important checklist for your CV:

- Taler delvist til virksomheden(ved navn eller ved at fremhæve de kerne kompetencer de søger)
- Giver eksempler og overblik over dine kompetencer og styrker
 - Show it, don't tell it!
- Indeholder en beskrivelse af dig som person og dine relevante værdier
- Er skrevet i et forståeligt sprog
 - Keep it simple, Stupid(KISS)!

Jeg er en digital designer, der udvikler digitale løsninger, der skaber sammenhæng i brugernes hverdag – som netop er central for Nem-ID. Jeg arbejder eksperimenterende med nye teknologier, for at skabe løsninger, der tilgængelig for alle borgere – særligt dem, der ikke har let ved at navigere digital.

eller

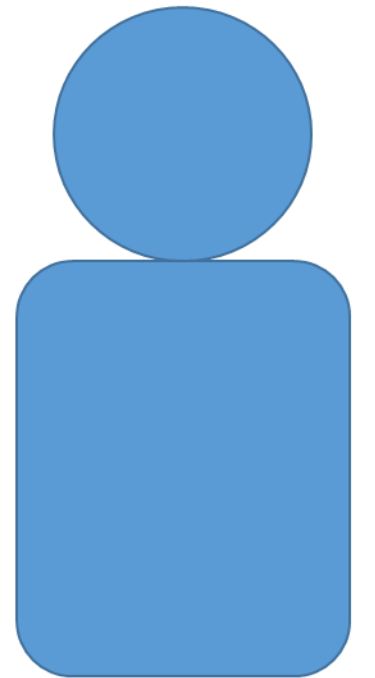
Jeg vil gerne være digital designer hos KMD. Gennem samarbejder med flere virksomheder, har jeg fået fantastisk erfaring med at skabe synergi i mellem kunders ønsker og behov, indenfor en virksomheds rammer.

Specialisering: UX, behovsanalyse, design sprint og projektledelse.



My own profile

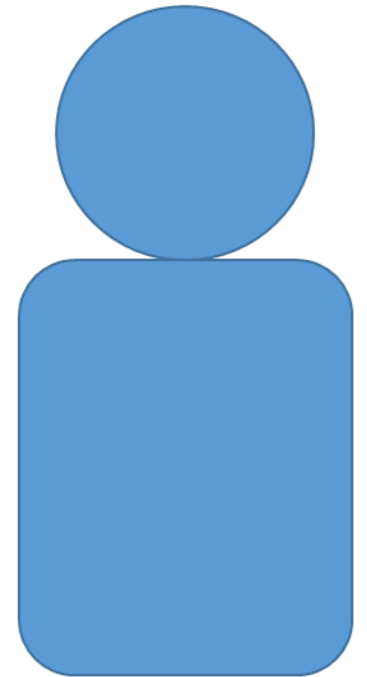
- Mads Kjeldgaard Caspersen
- 25 years old
- Lives in Odense(Fyn)
- I have studied History





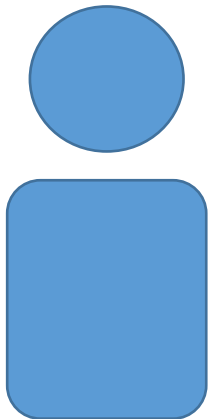
My own profile

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From general to specific information

- Mads Kjeldgaard Caspersen
- 25 years old/**too young**
- Lives in Odense(Fyn)/**too far away**
- I have studied History/**not relevant**



- 25 years old

About four years experience as a Study- and Career Counselor(student jobs)

- Live in Odense(Fyn)

But are willing to move for the right job

- I have studied History

Specialization: didactics and pedagogy in the teaching room and counseling room

**Få din fortælling til
at lyse op!**



**Du er
ekspert på
dit eget liv!**

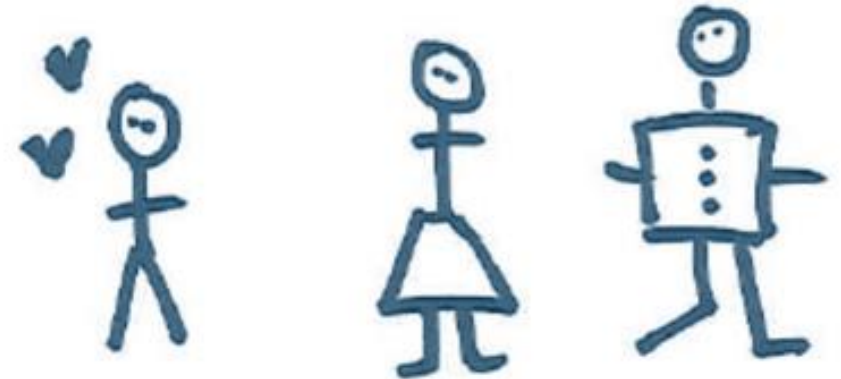
Retorik: Personlig fortælling

*Der er mange
fortællinger
omkring dig og dine
kompetencer!*

Målret din fortælling.

Hvad har du brug for at fortælle – hvilke kompetencer skal du ligge vægt på. Lig fokuset på din du formidler til og hvilken kontekst du sidder i.

HUSK – du målretter altid dine fortællinger, så det er ikke forkert, at du varierer dine fortællinger!



Hvad kan man overveje at skrive?



Udannelse:

Sep 2017 – Jun. 2019 Master in History at The University of Southern Denmark.

- During my studies I have worked with the following topics: Historical Data, Gender, Race and Sexuality, IT-Databases for research and I have had two internships as a part of my education. I have learned to analyze and manage large datasets.

Uddannelse:

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Uddannelse(mit personlige fokus + outtake + fremhævede ord):

Sep. 2017 – Jun. 2019 Master in History at The University of Southern Denmark.

- During my studies and internships, I focused on getting a bigger *knowledge within the didactics- and pedagogy field*. During my two internships as a *Teacher and Study Counselor*, I learned how to communicate to the student and experienced how important it is to “meet” them at eye level. My final project reflected upon the *difference between the teaching room and the counseling room* - as well as reflections upon the methods you use as a both a counselor/teacher.

Deltidsansættelse under studiet:

Apr. 2017 – May 2019 Career Counselor at SDU RIO.

- This job was focused on both: counseling, administration and service. My job was to help students achieve and set career goals for their profile. Furthermore, one of my key task was to coordinate events, fairs and workshops for the students.

Deltidsansættelse under studiet(beskrivelse + output + highlighted ord):

Apr. 2017 – May 2019 Career Counselor at SDU RIO.

- This job was focused on both: career counseling, administration and service. I learnt to coordinate events, fairs and workshops with focus on strengthen the student's *employability*. I have become experienced in how to *empower and motivate* the students through conversations and challenges. I manage to put the student and their problems in focus!

8 CV GUIDELINES

Praktisk Information

Navn, mail, telefonnummer.
Overvej adresse – italesæt evt. villighed til at flytte.

Et resume – en kort appetizer

Din motivation, nøgle kvalifikationer, relevant erfaring. 3-8 målrettede linjer.
+ Opfordret + mange ansøgere.

Uddannelse

Hvad du har læst, hvor du har læst. Beskriv hvad du har fået med fra dine studier.
Undgå generelle kursustitler.

Erhvervs erfaring & Erhvervs-samarbejder

Beskriv de relevante erfaringer. Formuler det gerne i output og resultater.

Frivilligt arbejde

Altid, altid, altid tag det med. Ubetalt arbejde er ofte fuld af værdifuld erfaring.

Tekniske kompetencer

Selv om du ikke er en haj, skal de med.

Fritid / personligt afsnit

Mulighed for at skille dig ud. Fortæl mere end at du elsker at løbe, læse og se venner. Giv det værdi.

Sprog, rejser og Microsoft office

Vær kritisk – det kan super relevant, men ikke altid.
Hav din læser i baghovedet, så du kan holde CV'et simple.

8 CV GUIDELINES

Fritid / personligt afsnit

Mulighed for at skille dig ud. Fortæl mere end at du elsker at løbe, læse og se venner. Giv det værdi.

Jeg kan lide musik, at læse bøger, løbeturer og at rejse.

versus

Min nysgerrighed gør, at jeg prioritere at rejse i min ferie. For at holde på minderne, er jeg interesseret i fotografi, og er særligt glad for Instagram. Mine rejser har givet mig mange anekdoter, som jeg (lidt for) ofte deler ud af – og mere central, en bevidsthed om at altid at møde nye mennesker med tillid, åbenhed og nysgerrige spørgsmål.

PORTFOLIO

Laurens Boers noter!

A visual job application

***Design is about creating and imagining. To convey your skills and competence herein, a more visual format is needed.**

***A portfolio is about showing you. *Your* design approach, *your* design methods, *your* design competence, *your* design skills. It is not about selling concepts / projects.**

***Like a CV, a portfolio is a dynamic document that shows your development and ongoing projects, and therefore is never finished**

An exercise in defining yourself as a brand

- *Develop ways you want your audience to see you and your work**
- *Develop your individual and personal skills in communicating about yourself and your work**
- *Focus on the 'customer': on who you are trying to attract**
- *Think beyond the CV**

LEGO and B&O



**What it is
is beautiful.**

Have you ever seen anything like it? Not just what she's made, but how proud it's made her. It's a look you'll see whenever children build something all by themselves. No matter what they've created.

Younger children build for fun. LEGO® Universal Building Sets for children ages 3 to 7 have colorful bricks, wheels, and friendly LEGO people for lots and lots of fun.

Older children build for realism. LEGO Universal Building Sets for children 7-12 have more detailed pieces, like gears, rotors, and treaded tires for more realistic building. One set even has a motor.

LEGO Universal Building Sets will help your children discover something very, very special: themselves.

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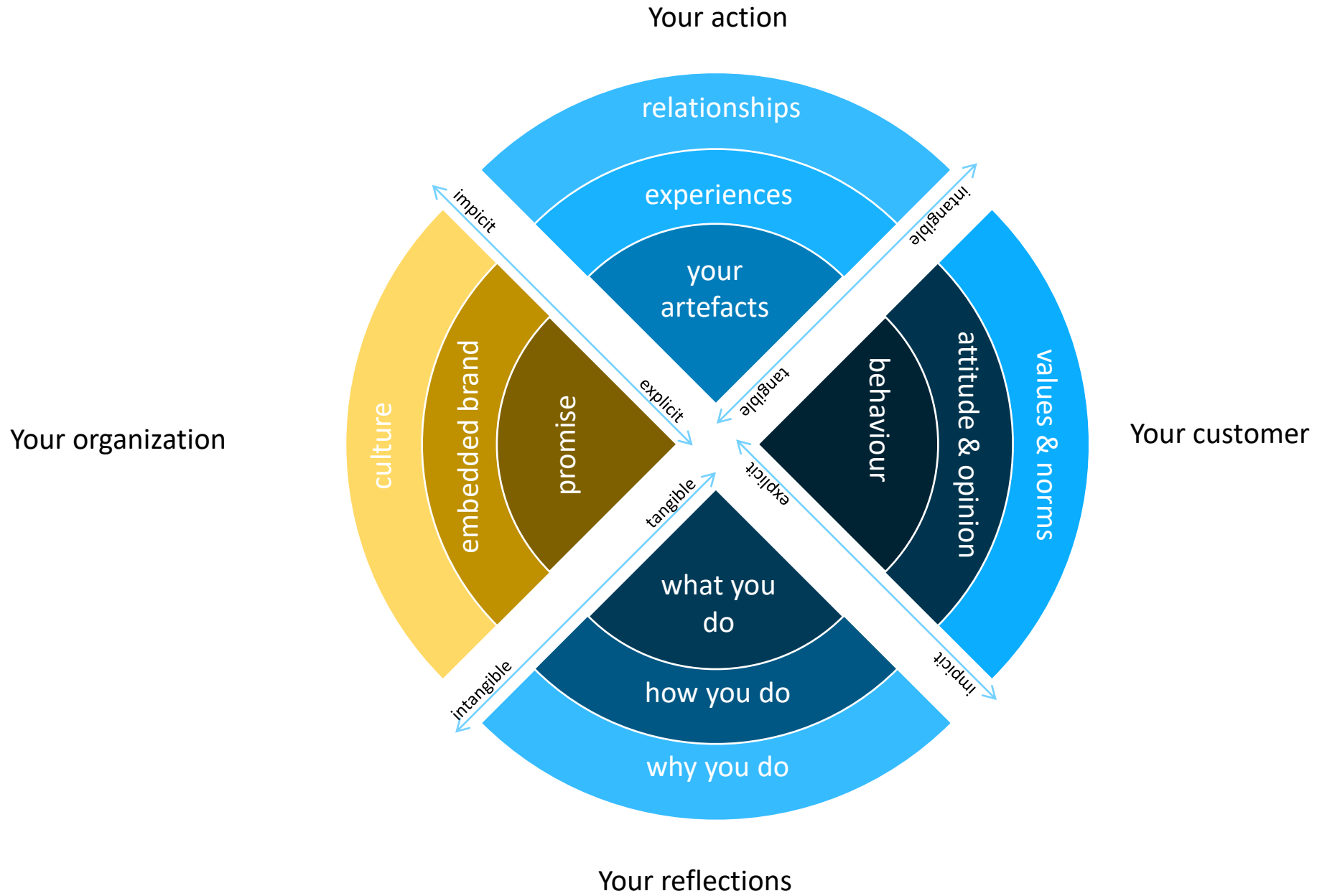
Universal Building Sets
744
LEGO
112
7-12 years old
LEGO
3-7 years old



Static, silent and one-dimensional, hardly the media to experience what Beovision 9 can do.

LEGO is a registered trademark of Interlego A.S.
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BANG & OLUFSEN



Brand yourself

1. What medium do you want to use?

Online, digital, analogue

2. What is the portfolio intended to achieve?

Job interview, change of attitude, brand awareness

3. Who is the portfolio aimed at?

Target audience and decision makers

4. What is your main message?

What is the single minded proposition and promise?

5. What justifies your message?

Substantiating features, supporting arguments

6. What sound should you use?

For example educational, old-fashioned, present perseverance

7. What must be included?

Process, product, mandatories, contact info, etc.

OPSAMLING

Nøgleord

Kvalifikationer versus kompetencer
Få (nu) overblik over din faglige ekspertviden!
Personlige kompetencer: dit anker
Reflekter altid over fordele og udfordringer

CV: guidelines
Der er ikke én opskrift
Få sparring fra mange!

Portfolio
Relevant for nogle typer af stillinger
Et håndgribeligt udstillingsvindue

NÆSTE GANG

3 hjemmeopgaver

1. Vælg en eksamensopgave: sæt ord på, hvad du kan vejlede en virksomhed om, på baggrund af den (slide 12).
2. Læs slides med eksempler på akademiske kompetencer grundigt (slide 15-16)
3. Arbejd med dit CV og/eller dit portfolio til næste gang. Medbring til feedback næste gang.

SPØRGSMÅL?

Kontakt:

Mads Caspersen

mcas@itu.dk

Evaluering & Feedback

Efterlad gerne en kommentar.

1 (helt forfærdeligt)– 5 (virkelig godt)

Tilføj gerne idéer, kritik, kommentarer
og forslag til forandring.