

# KNOWING YOUR COMPETENCIES

## USE THIS TEMPLATE TO MAP YOUR SKILLS & COMPETENCIES

### **Professional competencies:**

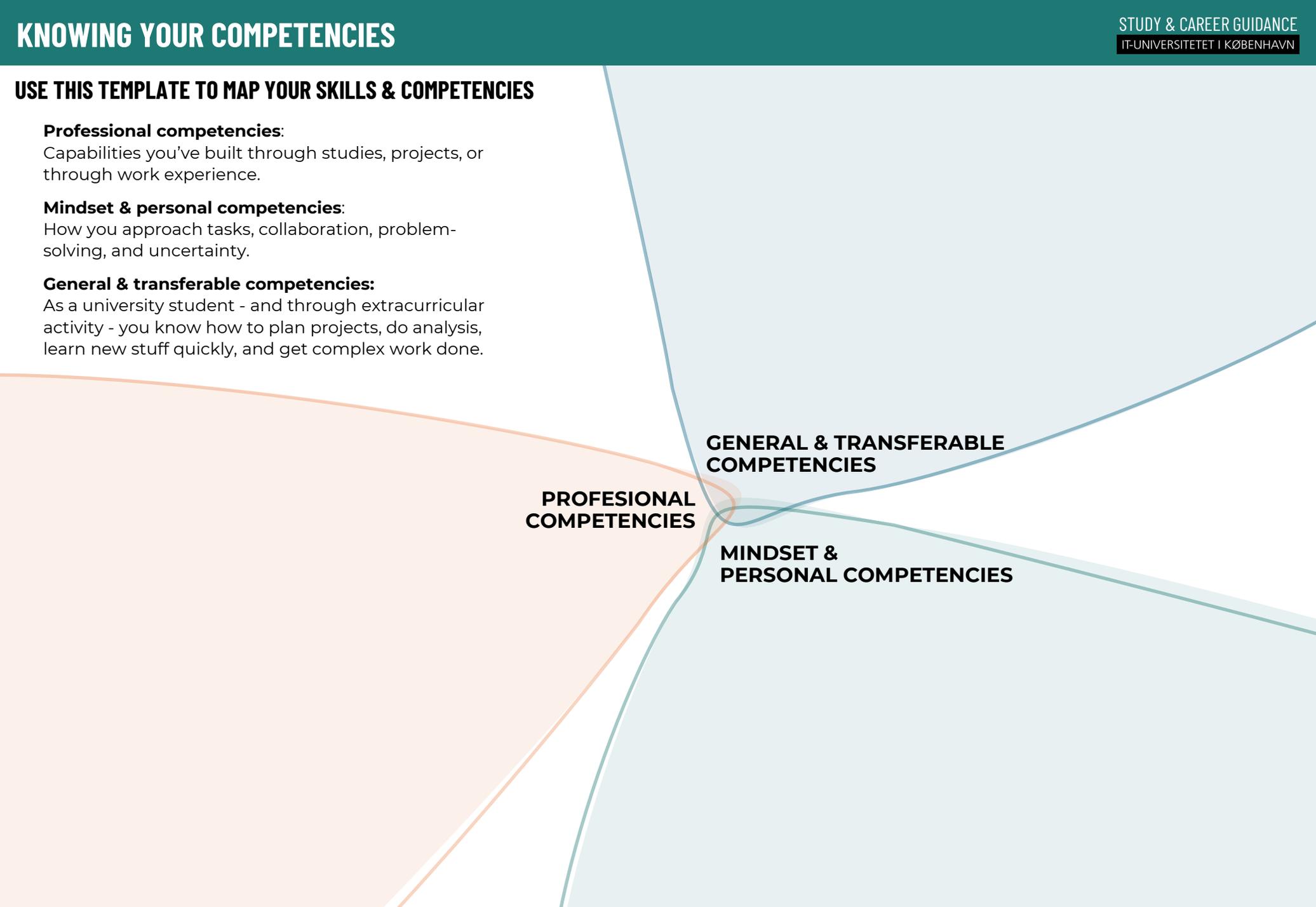
Capabilities you've built through studies, projects, or through work experience.

### **Mindset & personal competencies:**

How you approach tasks, collaboration, problem-solving, and uncertainty.

### **General & transferable competencies:**

As a university student - and through extracurricular activity - you know how to plan projects, do analysis, learn new stuff quickly, and get complex work done.



**PROFESIONAL  
COMPETENCIES**

**GENERAL & TRANSFERABLE  
COMPETENCIES**

**MINDSET &  
PERSONAL COMPETENCIES**

# RELEVANT QUESTIONS TO CONSIDER

## Professional competencies

- What theories, methods, tools, or programming did you use in projects?
- Which academic or technical skills do you feel strongest in?
- Think of a recent project where you learned something new and applied it successfully — what did you learn?
- What approaches or methods feel most intuitive to you — and why?
- When have you felt most “in flow” while doing design or IT work? — What were you doing?
- Which of your current skills do you think will be most relevant for your next step (e.g. internship, job, project)?

## Mindset & personal competencies

- When collaborating, what do teammates often appreciate about you? (e.g., are you creative, ambitious, flexible, humorous, service minded, empathic, result-oriented...or ?)
- What values are important to you?
- How do you usually begin when facing a new task?
- What strategies help you stay motivated during demanding periods?
- Think of a recent challenge: how did you handle it, and what helped you?
- When did you last adapt quickly to a new situation? What did you learn?
- What values guide how you make decisions in your studies or projects?

## General & transferable competencies

- How do you typically plan and structure a project from start to finish?
- When analyzing a problem, what steps do you usually take?
- Think of last time you had to learn something fast — what made it work?
- How do you prioritize tasks when everything feels important at once?
- What systems or tools help you stay organized and keep an overview?
- Do you have any skills gained from hobbies, volunteering, or side jobs that support how you work (e.g., facilitation, languages, planning, teaching...?)