



## Career Passport – Orientation Module

Starting a career initiates a whole new phase of life. So it's a good idea to stop and think: Where am I now? And where do I want to go?

It makes sense to think about what you want to do afterwards while you are still studying - after all, you will still have enough time to prepare yourself as best you can. But even at the end of your studies, it's not too late to start thinking about career orientation.

This worksheet has been prepared to help you gain more clarity about your skills and aspirations. Based on this reflection, you can then develop individual ideas for your future in a counselling session with the Career Service and plan steps that will bring you closer to your goal. If you wish, you can bring the worksheet with you to this meeting. Of course, you can also use it for your personal preparation and keep the answers to yourself.

### 1. Your personal interests

Our life is more than just study and work. What you do when all your duties are fulfilled tells you something about the subjects you like to engage with and the activities you like to perform.

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**Interest/Engagement**

**Why are you interested in this?**

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Which personal qualities do you relate to this interest?

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Which aspects found in your personal interest would you like to also find in your job? Which aspects would you rather keep as your private balance?

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## 2. Your competences

During your studies, internships, part-time jobs and hobbies, you develop a lot of competences that result in your own personal competence profile. Which skills do you bring with you, which ones do you want to develop? And what have you already tried out that doesn't suit you at all?

Things I can do well	Level low - - - - - high	Description in bullet points /examples

Skills to improve	Level low - - - - - high	Ideas how to improve

**Tasks and skills I have tried but didn't like:**

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### 3. Your soft skills

Being aware of your soft skills is very central to finding a suitable job. Employers also pay a lot of attention to being a good fit at this point.

- Some examples for soft skills**
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|-----------------------------|---------------------------|---|
| • Ability to take criticism | • Empathy                 | • Resilience                                  |
| • Ability to work in a team | • Interpersonal skills    | • Self-discipline                             |
| • Analytical skills         | • Motivation              | • Self-reflection                             |
| • Commitment                | • Organisational talent   | • Stress resistance                           |
| • Communication skills      | • People skills           | • Structured and goal-oriented way of working |
| • Confidence                | • Personal responsibility | • Time management                             |
| • Curiosity                 | • Presentation techniques | • Willingness to integrate                    |
| • Dealing with new media    | • Problem-solving skills  |   |
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**Your soft skill**

**In which situations have you been able to use this skill?**

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**Are there skills you would like to work on?**

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Which skills would you consider your weaknesses?

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#### 4. Other factors

Are there any other factors relevant for your career orientation? For example: Working hours, family friendly, salary, purpose, region, etc.

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## 5. First ideas and further considerations

Do you already have ideas for professions that you might like?

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Which questions and insights came up while filling in this orientation work sheet?

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Would you like to discuss your orientation work sheet? Book a consultation with the Career Service via [cs.beratung@uni-konstanz.de](mailto:cs.beratung@uni-konstanz.de)