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# Preparation assignment

Whether you're considering which job suits you best or you're ready to start applying, knowing your strengths and weaknesses is crucial.

Required competencies are listed in job descriptions, you mention them in your CV and cover letter, and during interviews, you'll be asked questions to reveal your strengths, areas for development, and what energizes you.

Self-awareness is key to success!

A 360-degree feedback is a useful tool to understand how others perceive you, including the qualities (and areas for improvement) they see in you, or what type of work they think suits you best.

Ask for feedback from your manager, colleagues, people you supervise, project partners, as well as friends or family members. Aim for at least five respondents. You can use the questionnaire provided below.

Before sharing the document, fill it out yourself. Later, you'll see how your self-perception aligns with or differs from others' views. This way, you'll gain confirmation and discover your 'blind spots'.

Once you've received all the feedback, create a summary that you can use when drafting your CV and preparing for job interviews.

**Note: The example below includes two additional questions about work activities and conditions, questions 4 and 5.**

Expertisecentrum HR Ontwikkeling, Werk naar werkbegeleiding

Afbeelding met tekst, Lettertype, Graphics, logo

Door AI gegenereerde inhoud is mogelijk onjuist.

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As part of my career development, I would like to collect feedback from people who know me. The purpose is to gain more insight into my strengths, my opportunities and my obstacles. This might help me in my personal development and in job application procedures.

Below you’ll find five open questions. Would you please take some time to answer them for me?

Thank you very much in advance for your cooperation!

Vragen

1. What are, in your opinion, my five most notable qualities and skills and could you please give an example?

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| --- | --- |
| Quality/ skill | Example |
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1. What do you appreciate most about me?
2. Which aspects of my character or behavior could hinder me in my work? What do you think I can still develop or improve?
3. Which activities/ roles or jobs suit me very well, and which don’t?
4. What kind of environment suits me well? Think of culture, type of

organization, field of work, customers, colleagues, (non-)profit.

Additional comments, tips…