**Home assignment networking**

In this document you will find two assignments:

1. Completing your personal search profile   
2. Mapping your network

**1. Completing your personal search profile**

A personal search profile indicates the type of jobs or sector you are interested in.

# Goal

The personal search profile is primarily for your own use. It is also used for other purposes:

* Making a personal *labour market scan* – if you choose this particular type of job, what will the labour market be able to offer to you?
* You can also send your personal search profile to employers or recruiters who may have suitable jobs for you, whether now or in the future.

# Method

* Fill in your personal search profile as completely as possible
* You can use your CV as the cover page of your personal search profile

# Personal search profile

Name:

City:

Mobile phone: Email:

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# A. Sector / Type of work

Choose the 3 most important options:

 Policy & Administration

 Board & Management   
 Economic & Business



 HR / Consultancy   
 Finance

 Legal

 Information/ ICT



 Marketing

 Research & Science

 Education

 Healthcare

 Journalism   
 Technology   
 Other, namely: .......................



**B. Profession / Job title**    
What type of job(s) do you prefer? Are here other jobs that you are interested in?

Desired profession/job

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Alternative 1 ..............................................................................................................................   
Alternative 2 ..............................................................................................................................

Alternative 3 ..............................................................................................................................

# C. Profession / Job description and motivation

Describe the job you would like to have and explain your motivation:

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# D. Interesting companies and organizations

Provide the names of companies or organizations you would like to work for, and explain why:

1.................................................................. 5.................................................................. 2.................................................................. 6.................................................................. 3.................................................................. 7..................................................................

4.................................................................. 8..................................................................

**Motivation:**

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# E. Skills / talents / personal characteristics

List the most important skills and talents that you want to use in your next job.

1..................................................................... 5...............................................................................

2..................................................................... 6.................................................................................

3..................................................................... 7................................................................................

4.................................................................... 8................................................................................

# F. Work environment

What kind of aspects do you value in your work environment?

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# G. Job tasks and activities

What activities or tasks would you prefer (not) to do in your next job? I prefer to:

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Definitely not:   
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# H. Particularities

Please indicate what a new employer should definitely know about you and what is not mentioned   
in your CV or on this form. Think of: opportunities to work at home; issues and barriers (eg. medical)

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# I. Questions to explore

What do you still need to explore further in order to find out whether your desired job is attainable and realistic? These are thus the questions that you can ask within your network.

# 2. Mapping your network

Start with listing names of networking contacts that might be interesting for you.

Someone can be interesting for you because (s)he can provide information about certain job positions, sectors or companies.

**My name:**

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| --- | --- | --- | --- |
| Name contact | Job | Company | Interesting because |
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