**Documentation for work with the competence cards**

Client name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Term** | | **+** | **++** | | | **+++** | | | **Notes** | | |
| **Social skills** | | | | | | | | | | | | |
| 01\_1 | Sensitivity/empathy | |  | |  | |  | | |  | | |
| 01\_2 | Leadership skills | |  | |  | |  | | |  | | |
| 01\_3 | Helpfulness | |  | |  | |  | | |  | | |
| 01\_4 | Intercultural competence | |  | |  | |  | | |  | | |
| 01\_5 | Communication skills | |  | |  | |  | | |  | | |
| 01\_6 | Conflict resolution skills | |  | |  | |  | | |  | | |
| 01\_7 | Interpersonal/networking skills | |  | |  | |  | | |  | | |
| 01\_8 | Motivational skills | |  | |  | |  | | |  | | |
| 01\_9 | Commitment to social welfare | |  | |  | |  | | |  | | |
| 01\_10 | Teamwork skills | |  | |  | |  | | |  | | |
| **Personal skills** | | | | | | | | | | | | |
| 02\_1 | Adaptability |  | | | |  | |  | | |  | |
| 02\_2 | Perceptive faculties/comprehension skills |  | | | |  | |  | | |  | |
| 02\_3 | Endurance |  | | | |  | |  | | |  | |
| 02\_4 | Enthusiasm |  | | | |  | |  | | |  | |
| 02\_5 | Resilience |  | | | |  | |  | | |  | |
| 02\_6 | Showing initiative |  | | | |  | |  | | |  | |
| 02\_7 | Decision-making abilities |  | | | |  | |  | | |  | |
| 02\_8 | Flexibility |  | | | |  | |  | | |  | |
| 02\_9 | Holistic thinking/circumspection |  | | | |  | |  | | |  | |
| 02\_10 | Physical stamina |  | | | |  | |  | | |  | |
| 02\_11 | Creativity |  | | | |  | |  | | |  | |
| 02\_12 | Ability to accept criticism |  | | | |  | |  | | |  | |
| 02\_13 | Willingness to learn |  | | | |  | |  | | |  | |
| 02\_14 | Motivation/commitment |  | | | |  | |  | | |  | |
| 02\_15 | Diligence/precision |  | | | |  | |  | | |  | |
| 02\_16 | Money handling |  | | | |  | |  | | |  | |
| 02\_17 | Sense of responsibility |  | | | |  | |  | | |  | |
| 02\_18 | Determination/result orientation |  | | | |  | |  | | |  | |
| 02\_19 | Reliability |  | | | |  | |  | | |  | |
| **Technical and methodological skills** | | | | | | | | | | | | |
| 03\_1 | Analytical and problem-solving skills | |  |  | | | | |  |  | | |
| 03\_2 | Computer skills | |  |  | | | | |  |  | | |
| 03\_3 | Work planning | |  |  | | | | |  |  | | |
| 03\_4 | Ability to improvise | |  |  | | | | |  |  | | |
| 03\_5 | Organising childcare | |  |  | | | | |  |  | | |
| 03\_6 | Customer orientation | |  |  | | | | |  |  | | |
| 03\_7 | Mathematics/numeracy | |  |  | | | | |  |  | | |
| 03\_8 | Organisational skills | |  |  | | | | |  |  | | |
| 03\_9 | Pedagogical skills | |  |  | | | | |  |  | | |
| 03\_10 | Caring skills | |  |  | | | | |  |  | | |
| 03\_11 | Spatial thinking/sense | |  |  | | | | |  |  | | |
| 03\_12 | Presentation/public speaking skills | |  |  | | | | |  |  | | |
| 03\_13 | Writing skills | |  |  | | | | |  |  | | |
| 03\_14 | Independent work | |  |  | | | | |  |  | | |
| 03\_15 | Foreign language skills | |  |  | | | | |  |  | | |
| 03\_16 | Technical and manual skills | |  |  | | | | |  |  | | |
| 03\_17 | Negotiation skills | |  |  | | | | |  |  | | |
| 03\_18 | Academic work | |  |  | | | | |  |  | | |
| 03\_19 | Knowledge management | |  |  | | | | |  |  | | |
| 03\_20 | Time management | |  |  | | | | |  |  | | |
| **Interests** | | | | | | | | | | | |
| I\_01 | General knowledge | |  |  | | | | |  |  | |
| I\_02 | Visual arts | |  |  | | | | |  |  | |
| I\_03 | Family | |  |  | | | | |  |  | |
| I\_04 | Gardening, farming | |  |  | | | | |  |  | |
| I\_05 | Handicrafts, design | |  |  | | | | |  |  | |
| I\_06 | Hobbies | |  |  | | | | |  |  | |
| I\_07 | Musicality | |  |  | | | | |  |  | |
| I\_08 | Politics | |  |  | | | | |  |  | |
| I\_09 | Sport | |  |  | | | | |  |  | |
| I\_10 | Theatre | |  |  | | | | |  |  | |
| I\_11 | Love of animals | |  |  | | | | |  |  | |

**Next steps:**

🞏 Employment Agency/Jobcenter

🞏 Continued competence diagnosis 🞏 Recognition counselling

🞏 Application

🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution’s name and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_