**Documentation for work with the competence cards**

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

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_