



# Career orientation and planning portfolio

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Name: .....

## 1. Capacities

**a) My Life** – An Overview: You review life experiences from today's point of view and identify important areas and places of activities. Reflect on the following fields:

- School
- Professional Education
- Work Experiences, Professional Life, Internships
- Home and Family
- Hobbies and Interests
- Volunteer Work, Military/Civilian Service
- Political/Social Commitment, Activism
- Special Life Situations/Extraordinary Circumstances

**b) My Activities and Competences** – a Documentation: Now you explore and describe the selected fields

in two steps:

- Identify and describe relevant activities undertaken within the selected fields
- Describe related knowledge, skills, abilities and competencies gained during these activities

- School (primary and secondary)

Type of school:

Competences:



- Professional Education (vocational college, higher education and short courses)

Education or training programme:

Competences:

- Work Experiences, Professional Life, Internships

Jobs/activities:

Competences:

- Home and Family

Activities or your role in the family:

Activities or your role in the family:

Competences:

- Hobbies and Interests

Activities and areas of interest:

Competences:

- Volunteer Work, Military/Civilian Service

Activities:

Competences:



- Political/Social Commitment, Activism

Activities:

Competences:

- Special Life Situations/Extraordinary Circumstances

Situation:

Competences:

**c) My qualities** – Summarising from the above, you link between different experiences in your life and describe what are **core qualities/capacities** that you gained so far and you can use in your future career. Reflect also on what are you not good at.

Qualities and talents:

Abilities and disabilities:

Knowledge:

Difficulties:



**d) Feedback from friends and relatives** - Ask others (friends, family members, colleagues) to give you feedback and what they think you are good at

## 2. *Motives*

**a) My values and interests** – Reflect on your own values and what you seek in a career. Write down below what you consider important in life, in your studies, and in your work. Discover what gives you satisfaction and what you need to make a job meaningful and enjoyable.

Important in life:

In studies:

In work:

Needed to make a job meaningful/enjoyable:

## 3. *Work exploration*

**a) My preferred work environment and profession?** - Reflect on the question: what kind of work suits me?

What are my expectations of my future work environment? In what kind of work environment do I feel most comfortable? (e.g. in an office doing more administrative and desk work, working in a team, service and client oriented work, a creative job, as an independent/self-employed, etc)

What sectors or professions interest me most and link best to my qualities, competences and experience?



**b) Where to find this work?**

Where would I search for information about opportunities on the job market?

Where can I find the work I want to do? In what kind of organisation?

**4. Networking**

**a) My network to support me in career and study choices**

What current networking contact can give me information about your possible career options?

Who supported me during a previous career question and/or choice?

Who can assist me now in the Netherlands in examining which professions you like?

Who can assist me in finding more information on a specific profession?



## 5. Career planning

a) **My objectives and next Steps** - This part deals with questions on how to utilise the results of your previous reflections on:

- your capacities
- your career motives
- study and work opportunities
- building a network of useful contacts

Based on these reflections, you will reflect on and describe how you could best handle the preparation of a next step in your career?

- a. What are your preferred career options? (sector/profession)
- b. What kind of work environment do you prefer? (employee in a company, public organisation or non-profit organisation; or self-employed?)
- c. What are capacities, experience, previous education/training do you already have for this career option (or these options)?
- d. What study or course would you like to or need to attend to pursue this career option?



What are the steps you need to take to achieve these?

1. ...

2. ...

3. ...

4. ...

b) **Draft your curriculum vitae (CV)** in English and in Dutch

c) **Gathering Proof** – Collect evidence from your experience and skills: diplomas, course or attendance certificates, proofs of (voluntary) work or experience, reference letters describing your skills.

d) **Prepare for an interview** – Use your answers in the parts 1. Your capacities and 2. Your motives of this career portfolio to prepare for an interview for a job, for voluntary work or for a study programme