

SELF-ASSESSMENT

*See annex 1 for example of questions

TRAINING EXPERIENCES

For each degree, or training session, you can add curricula, subjects

- Describe knowledge and competences, learning outcomes
- Transverse competences, soft skills

Your point of view: why did you follow this cursus? What was the most interesting? What did you like or not?

EXPERIENCE n°1 – TITLE OF THE DIPLOMA, DEGREE, TRAINING SESSION

Curricula/Subjects/Topics	
Describe knowledge and competences/Learning outcomes	
Transverse competences/Soft skills	
Your point of view	

(add a new section for each experience)

PROFESSIONAL EXPERIENCES

You can describe your professional experience: including Internship, dual-studies, 1st jobs,

It includes also: research for doctorate

For each of them, you can describe:

- The context (aims, description of the environment, level of autonomy, constraints)
- Missions and activities, duties, tasks and competences developed

Your point of view: did achieve the objectives? If not: explain why. How were the relation with the tutor/supervisor/manager/colleagues? Describe the difficulties and solutions found.

EXPERIENCE n°1 – TITLE OF THE PLACEMENT

Type of placement	
Describe the context	
Missions, activities and tasks / Competences	
Your point of view	

(add lines and columns for each experience)



PERSONAL EXPERIENCES	
Personal experience: in NGO, non-profit organisations, sports, cultural activities You can also add the experience at international (personal experience), political activities	
EXPERIENCE n°1 – TITLE OF EXPERIENCE	
Type of experience	
Describe the context	
Missions, activities and tasks / Competences	
Your point of view	

PERSONAL STRENGTH
Identify your interest, analyse them, and make the link with jobs to make choice for a potential professional career. Identify your motivation. Identify your personal “traits” and analyse them.

Interests List not exhaustive.	Not at all	A little	A lot	Very much
STEP 1				
Helping others or counselling				
Designing				
Convincing, negotiating				
Being in contact with public				
Creative activity				
Building, making, installing				
Making research				
Selling				
Communicating				

(add lines and columns for each interest you want to add)

COMPENTENCES (summary)	Basic	Medium	Advanced	Expert

My project(s)

*You can add several tables, one for each project (see annex 2)

Project : training (Title of the training, curricula, ...)	
Analysis of this choice: what are my expectations about this training and what are the main characteristics of this training (added value). Personal research to get data and information about the training. Career center should have resources to help the students in the achievement of the Portfolio.	
Expectations	
Interests in topics, contents...	
Upskilling or reaching expertise or new competences	
Added value for the labour market and timeline	
Characteristics	
Pre-requisites	
Recognition, diploma, vocational certification? Is it recognized by the labor market?	
Characteristics	
Pre-requisites	
Recognition, diploma, vocational certification? Is it recognized by the labor market?	
Make the link with your professional project	
My professional project : Sectors, companies, missions, jobs...	
Does the training prepare to specific jobs, activities...	
Statistic about employability after the training	
Strengths and advantages	Constraints
Divide in two parts: your personal strength and the key points of the training	Divide in two part: your personal constraints and the constraints of the training

Annex 1

Questionnaire of self-assesment

Example of questions

About studies and methodology

- 1) How do I work?
 - a. Reflexion on motivation
 - b. How long do I take to do my homework?
 - c. My organization
 - d. ...
- 2) Autonomy?
- 3) What am I interested in (which subject?) ? What about my “performance” ? (One may like a subject and may not be performant or vice-versa)
- 4) How have I been improving since I arrived at the university ?
- 5) What should I improve...

Questions about the way I learn, and the way I study at the university...

What fits me? Why or Why not?

- Lectures
- Seminars
- Tutorial seminars
- Practical courses...
- Internship
- Training periods

What are my strengths ?

- I can plan my personal work
- I can take notes (efficiency)
- I often make synthesis of courses, articles, books....
- To go further with a course, or preparing a presentation, I make research (documentary)
- I can focus easily
- Good memory
- I work and prepare my exams with other students
- I can have a self-evaluation of my knowledge before the exams

Annex 2

Questionnaire to prepare their project

Example of questions

It can be :

- An internship
- A mobility
- Entrepreneurship (creating its own activity)
- Changing curricula...

For each project, a set of questions can be available.

For example : the internship

Why should I prepare an internship (or traineeship)? What am I looking for?

- Validating my orientation, my professional project
- To practice what I have learned
- Discovering the labour market, the world of work, companies, public services, A specific job, branch....
- Getting some experience on a sector
- Developing competences (describe)
- Networking....
-

Why is it interesting for the company to hire a trainee?

- For a mission
- To get different point of view on the job
- Getting to know the state-of-the art (research results, technologies,) and updating their knowledge
- Developing Business-University cooperation, participating to the training program
- Valorisation of companies
-