



## PROFILER

### WHY DO I NEED SUCH A ROUNDED VIEW OF MYSELF?

Hold up a pen. Look at it from all sides. Now describe that pen to a person over the phone. This is not difficult – a pen is a simple, familiar object that is well-known to everyone. Stand a person you know well on a chair. Now describe that person to someone else over the phone. Do it so well that the other person can pick your friend out of a police line-up. Not so easy.

Now describe your friend again, but this time in terms of his or her skills, qualities and unique way of doing things. Try doing that in terms that are relevant to the person on the end of the phone. Try doing that when the person on the other end of the phone has 20 more similarly qualified, similarly experienced people being recommended to her. Hmm ... tricky.

*That is why you need such a clear and rounded view of yourself as you approach the market. If knowledge is power, then self-knowledge is the most useful force you can wield in your career and any job-hunts you undertake in that career. People who have gained insight into themselves are much more effective leaders, team members and employees, and are valued as such by society and employers.*

It is easy to describe a pen. It is very hard to write about yourself. To condense all of your experiences and accomplishments into a few succinct paragraphs in order to make the reader want to meet you is no laughing matter. A winning CV, one that immediately grabs the reader's attention and pricks his/her interest, is a CV that gives that reader a flavour for the kind of person you are.

### 1. THE JOB THAT I DO

Current or most recent Job Title:

Your Boss' Title:

Type of Organisation:

Key areas of responsibility:

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**2. BREAKDOWN OF MY CURRENT / MOST RECENT JOB**

What I do/did very well in my job (*think of third party evidence here – compliments from co-workers, customers or your boss for example*):

Areas of weakness in my performance:

The best things about my job are / were:

Aspects of my job that I hate(d):

**3. ME IN A NUTSHELL**

Describe your professional self in one sentence (*eg: imagine you've just met a head-hunter at a party*):

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Give yourself marks out of 10 for the following:

Commitment		Urgency	
Professionalism		Flexibility / adaptability	
Learning curve		Empathy	
Finance / numeracy		Writing skills	
Selling		People management / motivating	
Administration		Dealing with multiple tasks	
Crisis management		Event management	
Analysis / ability to evaluate		Creativity / innovation	
Account Management		Fostering relationships / networking	
Problem solving		Interpersonal skills	

**4. MY SKILLBASE**

Talents are the special abilities that you are born with. *Skills* are learnt, honed and developed on an ongoing basis. Reflect on your full range of skills, both those used in and out of work.

IT skills? What packages do you use well?

Recruitment, team-building/training skills?

Core skills other than already mentioned?

The following table delves further into your skillset. The skills are broken down into four categories. Give yourself marks out of 10 for **how good you are** (NB: not how much you enjoy – how **good** you are!) at each skill:

**ABSTRACT**

- Creating something from nothing
- Classifying / Categorising
- Learning
- Using computers
- Planning / Strategising
- Teaching

**PEOPLE**

	Usefully assisting others	
	Supervising others	
	Counselling / Advising	
	Teaching – getting ideas across	
	Speaking / presenting	
	Negotiating	

**INFORMATION**

- Reading
- Working with numbers
- Following instructions
- Making decisions
- Seeing to the heart of the issue
- Learning

**PHYSICAL**

	Operating equipment	
	Driving	
	Doing mechanical tasks	
	Cooking	
	Gross motor skills – Sports	
	Painting and Decorating	

**MY TOP 7 SKILLS**

From the picture you have built above, list those skills at which you excel and which you think make you attractive as a potential employee in today’s workplace:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Now list the 7 skills that you most **enjoy** using in order of satisfaction:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

How closely do the two skill lists correlate? Going back to basics, it is imperative that you pursue a career that you (a) are good at and (b) enjoy. You might be the best Widgeting Engineer on the planet, but if widgeting leaves you cold, you are placing yourself at risk. You are at risk because your health can suffer as a result of doing work that does not fulfil you and you are at risk because your morale will suffer. Management will notice and, if they have to make tough choices about who they keep and who they keep, promote or let go at some point in the future, your name is unlikely to appear on the ‘keep’ or ‘promote’ lists.

**5. ACCOMPLISHMENTS**

A professional achievement is something which you (a) did well and enjoyed; (b) made a contribution that could be measured; or (c) would make you interesting to a prospective employer. Examples could include developing a new idea, service, product, process or procedure; exceeding a sales, margin, profit or market share target; reducing inventory or other costs; improving profit margins, streamlining an important part of your job, making some part of the business more efficient, being assigned to recruit, supervise and/or train other people or being assigned a broader area of responsibility on the job.

Look at the things you have accomplished in the past 5-10 years. (If it goes back further than that, it will need to be truly earth-shaking stuff). The table below should help you come up with some good material. In each case, indicate exactly what you did, the immediate result and what it meant to your team or organisation going forward.

	MY INPUT	IMMEDIATE RESULT	LONG-TERM EFFECT
Targets or Deadlines met / exceeded?			
Streamlining approach?			
Cost savings?			
Special relationships (internal or external) developed or fostered to a new level?			

	MY INPUT	IMMEDIATE RESULT	LONG-TERM EFFECT
Mentoring or assisting new staff? Cross-training existing staff?			
Any other initiatives, suggestions or contributions?			

Pick the top 5 accomplishments from your recent years and list them below in order of importance to the organisation you were working for.

- 1.
- 2.
- 3.
- 4.
- 5.

**6. MY STYLE**

By preference, are you a team player or solo flyer?

What is your preferred style in a team setting? (*Leader, Explorer, Facilitator, Policeman, Devil's Advocate, etc*)

Do you have any experience with ISO9000 or other quality systems?

Have you been given any particularly positive feedback over the years? From whom? Any themes emerging in the feedback?

