

Initial Self-Analysis

Giving an honest answer to personal job-related questions, can help to include or exclude job ads you were doubtful about. You'll find out more easily where to look for jobs you might like.

You will get the best results from a self-analysis if you combine this general questionnaire with more specific job-related questions. Additionally you can perform a SWOT-analysis of yourself in a professional context. A follow-up analysis is most effective after you have analysed the ad. By then you will know exactly what the employer wants.

Personal qualities

- Am I a good communicator?
- Have I got a flexible personality?
- Am I a fast learner?
- Am I a team player?
- Am I a leader?
- Am I able to work independently?
- Do I like to be the centre of attention?

Which sector do I want to be employed in?

- Accounting
- Administration
- Advertising
- Agriculture
- Airlines
- Architecture
- Army
- Arts, entertainment & media
- Automotive sector
- Banking
- Biotechnology
- Communication & PR
- Community and social services
- Computer services and sales
- Computer engineering (hardware)
- Computer engineering (software)
- Construction
- Consultancy
- Customer care
- Education and training
- Electronics
- Engineering
- Finance / economics
- Food industry
- Healthcare: administration
- Healthcare: management
- Healthcare: medical staff
- ICT
- Insurance

- Internet and e-commerce
- Management
- Legal
- Non-profit
- Product management
- Publishing
- Purchasing
- Recruitment agency
- Research and development
- Sales
- Science
- Sports
- Textiles
- Work at home

What do I want to do?

Which tasks would I like to find in my job description?

Do I want to work full-time or part-time?

Do I want to be tied to one employer or do I want to work free-lance?

Do I want to work for a small company or a multinational?

Do I want to work for a private company or do I prefer the non-profit sector?

Do I want to stay with the same company for a long time?

Would I consider relocation?

Ethics?

Do I care about the ethics of my employer?

- [Link: Example 1.1](#)
- [Link: Example 2.1](#)
- [Link: Reading The Ad](#)
- [Link: What recruiters want](#)
- [Link: Job-Specific Self-Analysis](#)
- [Link: SWOT](#)