

# Exercise

## IDENTIFYING COMPETENCIES AND WORK-RELATED MOTIVATION

### Biographical exploration: looking back

Biographical exploration involves analysing your personal and professional history to understand better your skill set and motivation. It is a technique that is based on **critical incident interviews**, and is used by human resources professionals to evaluate competencies.

- ✓ This exercise can also help you go deeper into your self-awareness<sup>1</sup>. It will help you write your competency-based CV or prepare for a competency-based interview.<sup>2</sup>

### Doing the exercise

Below are the steps involved in the exercise and a case example:

1. Think of between five and 10 situations where you have done something that you are proud of and that you have particularly enjoyed. It is better to use work-related examples, but they could also be personal situations.
2. Answer the following questions for each of the situations:
  - *What did I do?*
  - *How did I do it?*
  - *Why did I do it?*
  - *Where did I do it?*
  - *Who did I do it with?*
  - *What were the consequences for me and for my organisation?*
3. Highlight the action verbs that appear in your answers.
4. Group the verbs together that you have highlighted based on how they are related.
5. Associate a **key competency** with each group of verbs. If you are unfamiliar with competencies, refer to Porta22's dictionary of key competencies<sup>3</sup>.
6. Having identified the key competencies, you can then extract your work-related motivation. Think about the answer that you gave to the question *Why did I do it?* The answer to this question for each situation will give you information about your **work-related motivation and intrinsic values**.

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<sup>1</sup> For more information, refer to knowledge capsule "Career Audit I: Self-awareness". See notes at the end of this document (webography on the Porta22 intranet).

<sup>2</sup> For more information, refer to CV and interview capsules. See notes at the end of this document (webography on the Porta22 intranet).

<sup>3</sup> See notes at the end of this document (webography on the Porta22 intranet).

7. Conclusion: Ask yourself if the strengths and motivation that you have uncovered during the exercise are in line with the occupation that you are interested in, and how you could demonstrate this or improve it.

### Example of biographical exploration

**Definition of the situation:** I was working for a human resources consultancy that had poor communication between the technical and sales teams. In order to improve the working systems, I created a tool so that candidate profiles could be crossed with available jobs. I implemented a procedure that enabled technicians and salespeople to enter new candidates and track them, as well as enter their comments from the selection process, after interviews, or from customer companies, after sales calls. This database also enabled reports to be created and helped manage company billing.

#### **Answering the questions and picking out action verbs.**

- **What did I do?**

Created a database that grouped together candidate details, sales activities and invoicing.

- **How did I do it?**

By talking to my boss and the team and analysing what sort of information they needed to be recorded and shared within the company. I learned how to use Access and created the database and then trained my boss and my colleagues in how to use it.

- **Why did I do it?**

With regard to the organisation, I realised that often information did not flow between the technical and sales teams and that control over payments and invoices was done in a way that was not very systematic. My personal reasons were that I had just joined the company and I wanted to demonstrate my worth and also to prove to myself that I was capable of making contributions beyond my job description.

- **Where did I do it?**

At a human resources and career counselling consultancy.

- **Who did I do it with?**

I put forward the idea and created the database myself and then collected contributions from colleagues to improve it.

- **What were the consequences for me and for my organisation?**

*For the organisation: improved selection efficiency, reduced time to pay invoices and improved communication of sales activities. For me: improved efficiency in my everyday work and learning how to use a new tool.*

#### **Grouping the action verbs and identifying key competencies**

- Create, Propose, Do >> **INITIATIVE**

- Talk, Train, Collect contributions >> COMMUNICATION

Train myself → LEARNING AND USE OF KNOWLEDGE

- Analyse
  - Realise
- } ANALYTICAL THINKING

### Identifying work-related motivation

The answer “my personal reasons were that I had just joined the company and I wanted to demonstrate my worth and also to prove to myself that I was capable of making contributions beyond my job description” demonstrates motivation such as self-realisation and recognition.

### Final thoughts

The key competencies and motivation that I have identified in myself relate to the profile of human resources consultant. In conclusion, my profile is in line with the profile for this professional objective in this respect. In order to expand my opportunities for success, I will pay attention to my strengths during my own personal marketing strategies (for example in my CV and covering letter).

## Bibliography

**Reflections Around the Competencies Scorecard: Concept and Tools for building a Career Plan.** Figuera Gazo, Pilar; Rodríguez Moreno, María Luisa. Ed. Barcelona University

**Career Development and Getting into Work: Competencies and Training for Practice.** Blasco Clavo, Pilar; Pérez Boullosa, Alfredo. Editorial Grafisom (2001)

**Professional Competencies: Descriptive, Measurement and Development.** Gangloff, Bernard. Ed. L'Harmattan (2000)

**Developing Work-Related Values.** Zazueta, Beltran; Hector, Gabriel. Editorial Trillas (2009)

## Webography

### **The 40 Most Common Questions on Work-Related Competency**

<http://www.ilo.org/public/spanish/region/ampro/cinterfor/temas/complab/xxxx/esp/index.htm>

### **Defining Your Career Plan**

<http://campus.monster.es/articulos/proyecto/>

**Self-Awareness. Looking for Work.**

[http://www.juntadeandalucia.es/educacion/portal/com/bin/Contenidos/PSE/orientacionyatenciondiversidad/orientacion/Publicaciones/1164098580331\\_autoempleo.pdf](http://www.juntadeandalucia.es/educacion/portal/com/bin/Contenidos/PSE/orientacionyatenciondiversidad/orientacion/Publicaciones/1164098580331_autoempleo.pdf)

**Career Guidance Programme: Tools to help you focus on good decisions**

<http://www.terra.es/personal2/arc46b/guiaperfilpersonal.htm>

**Self-evaluation questionnaire: Work-related values**

<http://www.fastennetwork.org/Uploads/B9573552-2A8E-411B-9D2F-96EA63D25A96.pdf>

**Webography for Human Capital**

We offer a number of ways within the Human Capital website for you to expand the information relating to your self-understanding:

[Person > Key competencies](#)

[Person >Defining professional objective >Work-related motivation](#)

[Tools > CV and covering letter](#)

Use the SEARCH FACILITY for a more complete list of resources: books, articles and useful links. It's very easy - simply open up SEARCH and enter a keyword.