

Goal realization strategy

Name:

Date:

Resident status:

Any changes since last time? New ID?

I. Education

- Which level of education did you complete? Is your degree validated?
- Did you obtain a professional certification? Is your certification validated?
- Did you attend technical training?
- Please rate your language skills on the following scale:

1 –Insufficient 2 –Sufficient 3 –Good 4 –Very good

Language(s)	Spoken	Read	Written
1:			
2:			
3:			

II. Other interests

- What do you like to do in your free-time?
- Did you ever work in an honorary capacity?
- Please rate your IT skills on the following scale:

- 1 – Insufficient 2 – Sufficient 3 – Good 4 – Very good

Onedrive		Microsoft forms	
Teams		Excel	
Onenote		Word	
Outlook		Power Point	
Planner		Internet	

III. Child care and financial conditions

Does (s)he have kids or a partner whom (s)he has to finance? Does (s)he have to send some money to his home country? Is everything clear with his/her insurance? How much is the rent, etc.?

IV. Health

Health: Very important, yet sometimes tricky subject. This can be done through some talks in which you emphasize the importance of mental health. In case of health issues, help her/him to find a support and adjust the path accordingly so that the goal-realization procedure doesn't turn to be counterproductive.

V. Job

I. Work experience

- Please indicate the main professional activities you have already performed.

Occupation / function	Approximate duration

- Which job did you like most? Why?
- What kind of job would you like to have? Why?
- Do you have any certificates that might be helpful for the application process?

II. Jobprofil

- This is the job, I want to obtain:
- What kind of qualification(s) I need to get this job?
- What is the salary I might expect in this job?
- What are the working hours?
- What do I need in order to succeed in this job?
 - Hard skills:
 - Knowledge:
 - Soft skills:

Based on this compilation, I estimate my situation like this...

- Self-assessment: subjective problems to reach my goal (Residence-status/hard skills/language/education/attitude/needs...):
 - External assessment: problems to reach my goal (Residence-status/hard skills/language/education/attitude/needs...):
 - How can I resolve these obstacles?
- My plan is: