

# Doctoral School Personal Skills Analysis

Kent Roach

Careers and Employability  
Consultant

Become a  
**graduate with more**



## Today's Aims

- Review of session 1 *Career Planning Tactics*
- Building your Self Awareness
- Me Plc exercise
- Your Personal Profile
- MBTI Personality Exercise
- Action Planning

# Develop your Career



# Careers Central resources

The screenshot shows the Sheffield Hallam University Careers Central website. The browser address bar displays <http://careerscentral.shu.ac.uk/>. The page features a navigation menu with options: Home, Planning your Future, Options with your Subject, Getting Experience, Finding a Job, CV / Applications / Interviews, and See an Adviser. A search bar is located in the top right corner. The main content area includes a large banner for the 'Careers and Employability Centre diary' with the text 'What's on in the Careers and Employability Centre'. Below this are several featured articles with images: 'Make an appointment to see an adviser', 'How to find us', 'Help with choosing your career', and 'Get help with CVs, applications and interviews'. The footer contains three columns: 'Vacancies' with a list of roles (Students' Union Ambassadors, Sheffield Institute of Art Interviews ambassador, ACES Open day ambassador, Alumni Relations Student Assistant, Alumni Ambassador- Graduation), 'Events' with a list of activities (Employer Presentation - Sellafield - Final Year Engineer..., Teach First Presentation, EON Reality - VR Innovation Academy Open Day, From here to HR - for Humanities students only, Degree + Preparing for Careers Fairs), and 'Tweets' featuring a tweet from @SHUCareers about JLR graduates. The bottom of the page includes a 'Site Map - A-Z' link, social media icons for Facebook, Twitter, LinkedIn, and Email, and a system tray showing the date 13/11/2014 and time 14:22.

Become a  
graduate with more

# Last time....

## Career Planning Tactics

- **There are differing approaches to career planning**
- **Build an awareness of opportunity**
- **Access to further Careers support, guidance & resources**

Become a  
**graduate with more**

# What are Skills?



# EMPLOYABILITY: a definition

‘Employability is having a set of skills, knowledge, understanding and personal attributes that make a person more likely to choose and secure occupations in which they can be **satisfied and successful.**’

**(Dacre Pool & Sewell, 2007)**

Become a  
**graduate with more**

# Make the most of Careers Fairs at SHU 2017

- Work While You Study Fair  
22nd February 11am - 2pm Careers & Employability Centre
- Spring Fair; Placements & Graduate Jobs  
23rd March 11am - 2pm Careers & Employability Centre and Main Hall
- Autumn Fairs 2017
  - Business and Finance
  - Engineering, Maths and Computing
  - Events, Tourism and Hospitality
  - Natural and Built Environment



Become a  
**graduate with more**



# Let's start with a quote



Dr Peter Hawkins: *The Art of Building Windmills*

'When the wind blows our working lives are shaped by many forces. What matters is how we react to them'

- Some build **walls** to resist the opportunities which come their way.
- Others build **windmills** taking control and turning those opportunities to their own advantage

This quote lies at the heart of **career management skills** and underlines how the world of work is changing all the time. We have to be aware of and respond to these changes and work them to our advantage in order to remain **employable**.

Become a  
**graduate with more**

## Me Plc

**Based on the principle that in our careers we are all a business of one - Me Plc**

- Helps you assess how good you are at managing your career
- Where you are strong and areas where you need to develop

Become a  
**graduate with more**

## Me Plc

### **Interpreting your scores**

- How did you do?
- Which areas did you do well in?
- Which areas do you need to work on?
- How can you address the areas you need to develop?

Become a  
**graduate with more**

# Thinking about Yourself



Become a  
**graduate with more**

# Skills Analysis

## Prospects Planner

[http://www.prospects.ac.uk/myprospects\\_planner\\_login.htm](http://www.prospects.ac.uk/myprospects_planner_login.htm)



## Profiling for Success

<http://www.profilingforsuccess.com/take-an-assessment.php>

client code: tflhe

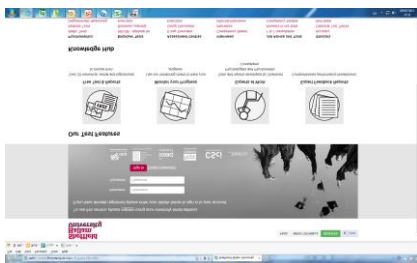
access code: shu

password: shu041012



## Graduates First

<http://careerscentral.shu.ac.uk/assessment-centres/psychometric-tests>



Become a  
**graduate with more**

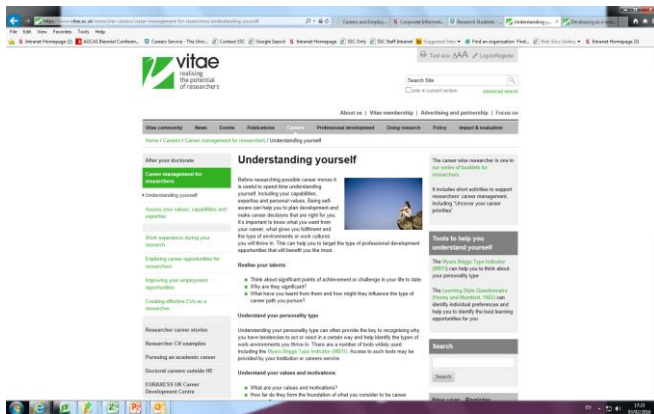
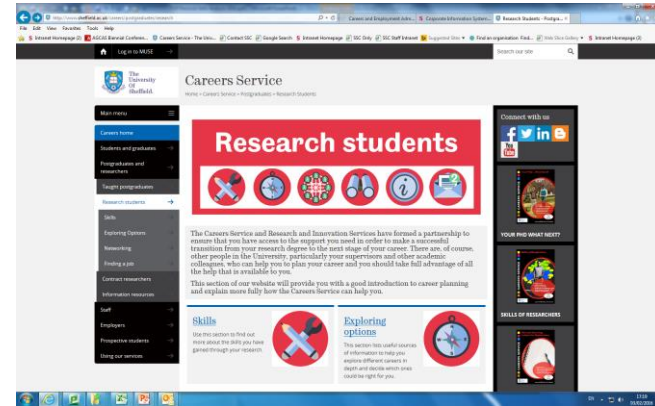
# Self-assessment Resources

From UoS

Research Students - Postgraduates

From Vitae

Understanding yourself

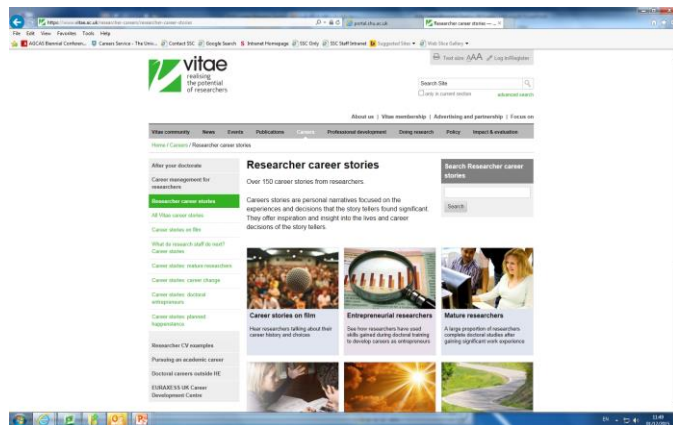


Become a  
graduate with more

<https://www.vitae.ac.uk/researcher-careers>



<https://www.vitae.ac.uk/researcher-careers/researcher-career-stories>



Become a  
graduate with more

## An Employability Skills Checklist

Have a look at the list of skills commonly sought by employers

- Can you evidence these with examples from your current course?
- Previous/current employment, interests etc.?
- Which ones are more difficult to evidence?

Become a  
**graduate with more**



# Employability Skills

- Communication/interpersonal
- Communication written
- Team working
- Adaptability and flexibility
- Problem solving
- Planning and organisation
- Initiative
- Networking
- Decision making
- Negotiation
- Leadership
- Commercial awareness
- Creativity
- IT
- Numeracy
- CPD
- Self-awareness
- Research skills
- Data collection and analysis
- Project management

Become a  
**graduate with more**

Now try the same with the  
Researcher Development Framework.....

How can you evidence these?

Become a  
**graduate with more**

# Vitae Researcher Development Framework

- Knowledge Base
- Cognitive Abilities
- Creativity
- Personal Qualities
- Self management
- Professional & Careers Development
- Professional Conduct
- Research Management
- Finance, Funding & Resources
- Working with Others
- Communication & Dissemination
- Engagement & Impact

Become a  
**graduate with more**

**Exercise:**

## Find Your Comfort Zone

Become a  
**graduate with more**

Individually work through the Employability Skills Audit (see Handout)

Think about your evidence and examples in terms of both general employability skills and your skills as a researcher

Exercise:

In small groups discuss key themes, shared examples, opportunities for development etc.

Share with full group

# Self Awareness - an MBTI approach...

- Explore the way in which the knowledge of your type can help you understand your *preferred* ways of thinking and behaving
- How might your preferences might affect your choice of careers, the kind of organisation you want to work for and how you work with others?

Become a  
**graduate with more**

# MBTI

The **Myers Briggs Type Indicator** is based on Carl Jung's theory of personality types:

- We all born with our own preferences
- Preferences can lead to predictable behaviour patterns
- There are **four** preference scales, creating sixteen individual types
- **All types are good**, no one is preferable to another
- We use **all** aspects but just naturally prefer one over the other

Become a  
**graduate with more**



# Understanding your Type.....

**Understanding your own and others' type can help you:**

- Deal with other people better
- Contribute more to the team
- Reduce stress
- Enjoy your work more
- Be more successful and get more out of life!

Become a  
**graduate with more**

# Preference

A close-up photograph of a person wearing a white button-down shirt, leaning over a desk. They are holding a blue pen with gold accents and are in the process of signing a document. The background is softly blurred, showing more of the person's torso and the desk surface.

- Sign your name
- Now sign your name with the other hand

# Preference

How does it feel for you to function outside your usual 'preference'?

Now try folding your arms....or clapping

Become a  
**graduate with more**

# 4 Key MBTI Elements

Where you prefer to get & focus your energy

“Extroversion”

“Introversion”

Type of information you prefer to gather & trust

“Sensing”

“INtuition”

Process you prefer in making decisions

“Thinking”

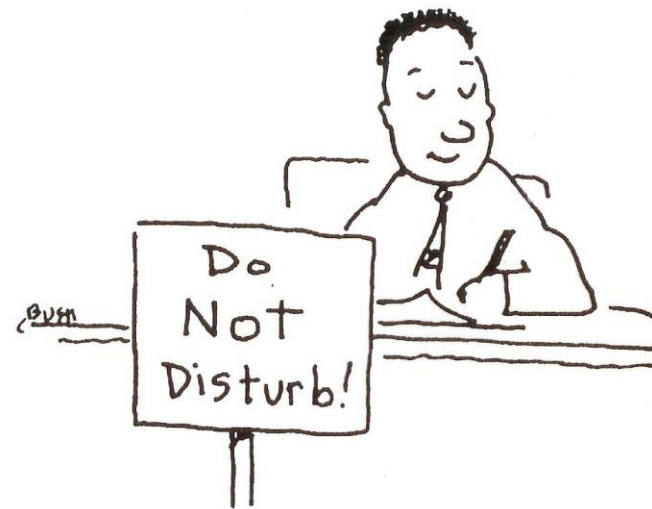
“Feeling”

“Lifestyle” you prefer

“Judging”

“Perceiving”

# Extraversion-Introversion



Become a  
**graduate with more**

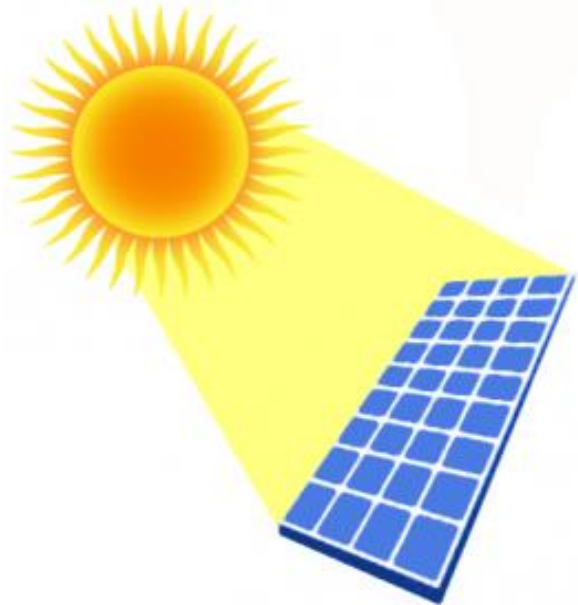
# Extraversion-Introversion

- Which takes more energy – working on your own or being in a crowd?
- How do you unwind – going out and partying or with select small group/alone?
- Do you prefer to have your fingers in a variety of pies or focus on one thing at once?
- Are you more “public” or more “private”

Become a  
**graduate with more**

# How do you prefer to recharge at the end of a busy day?

**Extroversion preference**  
“solar powered”



**Introversion preference**  
“battery powered”



Become a  
**graduate with more**

# Extraversion-Introversion

## Extraversion preference

- Tuned in to external world and stimuli
- Prefer talking through problems
- Learn best through discussion and doing
- Breadth of interests
- Tend to speak first, reflect later

## Introversion preference

- Tuned into inner world, reflection & contemplation
- Prefer thinking through problems
- Learn best by reflection
- Depth of interests
- Tend to reflect first, then speak or act

Become a  
**graduate with more**



# S-N: Sensing-INtuition

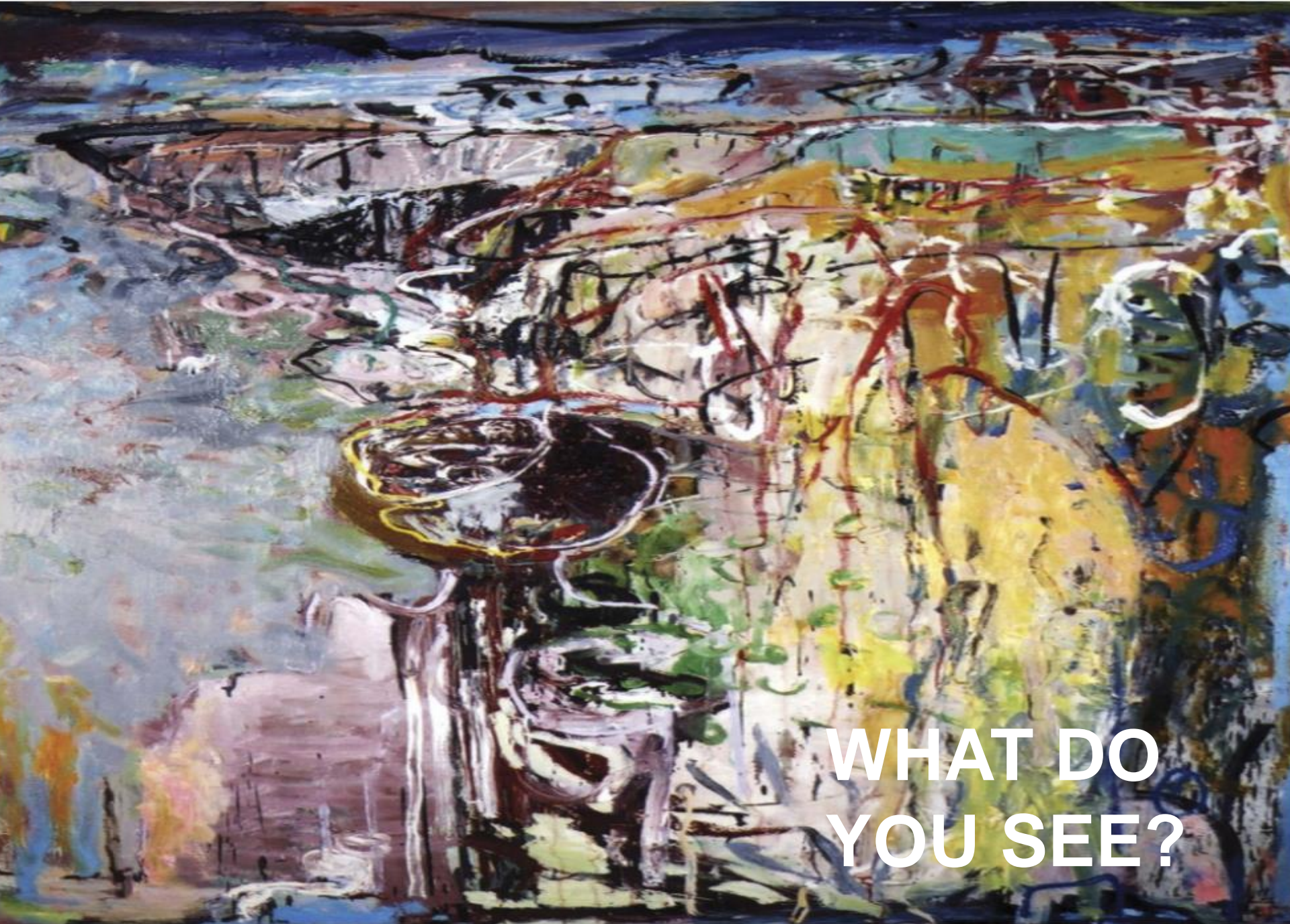


Become a  
**graduate with more**

# Sensing? Intuition?

- Do you see the trees or the forest?
- Do you tend to be down-to-earth and sensible or imaginative and creative?
- Would you trust your direct experience or your gut instinct more?
- Do you enjoy using established skills or become bored and want to move on?

Become a  
**graduate with more**



WHAT DO  
YOU SEE?

# S-N: Sensing-INtuition

- Oriented to present realities... what IS
- Factual and concrete
- Focus on real & actual, practicalities
- Observe & remember details
- Build step by step toward conclusions
- Trust experience
- Oriented to future possibilities... what COULD BE
- Imaginative, creative
- Focus on pattern & meaning
- Observe & remember details within pattern
- Follow hunches
- Trust inspiration

Become a  
**graduate with more**

# T-F: Thinking-Feeling

- Are you more logical and analytical or sensitive and empathetic?
- Which persuades you **more**: a sound logical argument or a genuine emotional appeal?
- Is it **more** important to be truthful, even if it hurts someone, or to be tactful?
- Which do you think of **first** – the logical answer or the effects on others?

Become a  
**graduate with more**

# The process you prefer in making decisions

## Thinking preference

- “Step out” of the situation
- Analyse logically from a distance



## Feeling preference

- “Step into” the situation
- Weigh up human values & motives



Become a  
**graduate with more**

# Scenario:

Discuss how you would explain to a new student why this is a good place to study and live

You have 5 minutes for this task.

Become a  
**graduate with more**

# Scenario:

Would you focus on the course content, the quality of the teaching, value for money, facilities?

Or would you focus on the friendships, approachability of staff, general feelings of wellbeing?

Become a  
**graduate with more**



# Scenario:

Discuss what you would do if a friend rang you at 2.00am to tell you that she had been burgled. How would you help them?

You have 5 minutes for this task.

# Scenario:

Would you focus on their physical safety, checking to see how the burglars got in, securing the house and seeing what was missing, calling the police?

Or would you focus on comforting your friend, checking on their wellbeing, being sympathetic to their plight and reassuring them

Become a  
**graduate with more**

# T-F: Thinking-Feeling

- Analytical
- Use cause-and-effect reasoning
- Solve problems with logic
- Strive for objective standard of truth
- Can be “tough-minded”
- Fair = treat all equally
- Empathetic
- Guided by personal, person-centred values
- Assess impacts of decisions on people
- Strive for harmony & positive interactions
- May appear “soft-hearted”
- Fair = treat as individuals

Become a  
**graduate with more**

# Career Decision Making

## Thinking preference

- Career decisions characterised by
  - logical analysis
  - rational consideration of all the options
  - past experiences

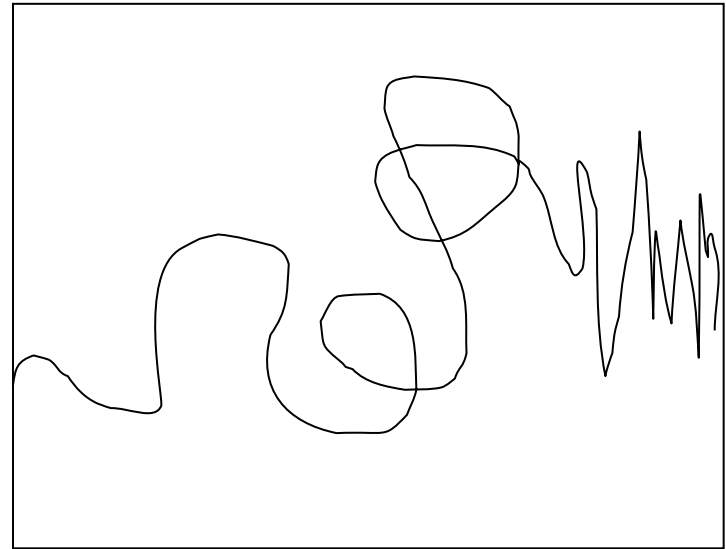
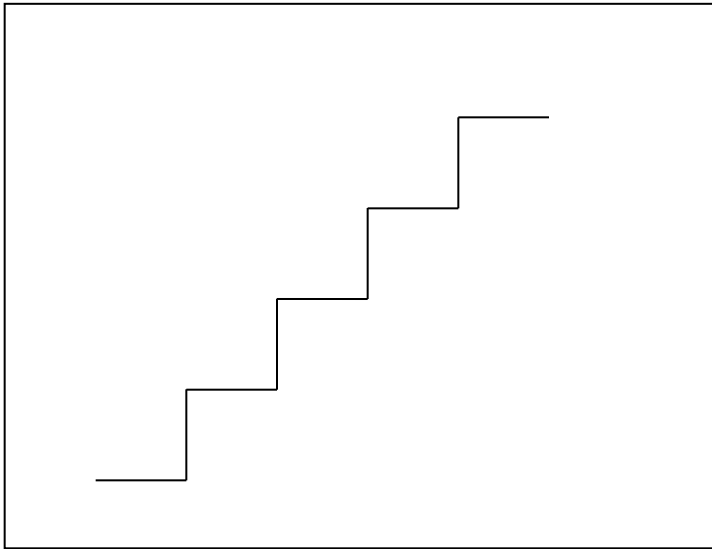
## Feeling preference

- Career decisions reflect
  - what is most important to me at the time
  - people who are most important to me at the time
  - how this will affect me and significant others

Become a  
**graduate with more**

# Judging? Perceiving?

Order and closure or exploration and openness?



Become a  
**graduate with more**

# Judging? Perceiving?

- Do you like things to be sorted and settled or like to stay open to other options?
- Do you make decisions quickly and easily or does a decision make you uncomfortable?
- Are you energised by getting things done or by finding and adapting to new opportunities?
- Do you like to manage your life or do you like to experience it as it comes?

Become a  
**graduate with more**

# Which statement do you agree with more?

If you don't know where you're going, you are not likely to get there

If you don't know where you're going, you might end up somewhere more interesting

Become a  
**graduate with more**

# Scenarios:

- What are you doing this Christmas?
- How formed are they? How do you plan? *Do you plan?*
- How do you approach deadlines?
- Planned and calm? Up until 2.00am the night before?

Become a  
**graduate with more**



# Which lifestyle do you prefer?

## Judging preference

You prefer to...

- get things decided
- schedule & organise

You enjoy...

- decision making
- planning

You dislike...

- working under time pressure

You trust experience

## Perceiving preference

You prefer to...

- keep options open
- be spontaneous & adaptable

You enjoy...

- the process
- no decision before its time

You're energised by...

- last minute time pressure

You trust inspiration

Become a  
**graduate with more**

# J-P: Judging-Perceiving

## Judging preference

- Scheduled
- Like to tick off and complete lists
- Make short- and long-term plans
- Like to have things decided
- Try to avoid last-minute stress

## Perceiving preference

- Spontaneous
- Lists are a starting point and just ideas
- Adapt and change course
- Like to keep things open
- Energised by last-minute pressure

Become a  
**graduate with more**

# The 4 dimensions - a summary

- The preferences you've chosen so far combine to give your 'self-assessed' type
- You can create a 4 letter code to represent each element

Become a  
**graduate with more**

# INTERACTION WITH THE WORLD



INTROVERTS often like working alone or in small groups, prefer a more deliberate pace and like to focus on one task at a time



EXTROVERTS are energised by people, enjoy a variety of tasks, a quick pace and are good at multi-tasking

Become a  
**graduate with more**

# ABSORPTION OF INFORMATION



S

SENSORS are realistic people who like to focus on the facts & details, and apply common sense and past experience to come up with practical solutions to problems.



N

INTUITIVES prefer to focus on possibilities and the big picture, easily see patterns, value innovation and seek creative solutions to problems.

Become a  
**graduate with more**

# DECISION MAKING



T

THINKERS tend to make decisions using logical analysis, objectively weigh pros and cons, and value honesty, consistency and fairness.



F

FEELEERS tend to be sensitive & co-operative, and decide based on their own personal values and how others will be affected by their actions.

Become a  
**graduate with more**

# ORGANIZATION & LIFESTYLE



JUDGERS tend to be organised and prepared, like to make and stick to plans, and are comfortable following most rules.



PERCEIVERS prefer to keep their options open, like to be able to act spontaneously and like to be flexible with making plans.

Become a  
**graduate with more**

# Things to remember about Type

- Note your 4 letter 'Type'.....however, each person is unique and you are more than the sum of your 4 preferences
- No right or wrong preferences or combinations
- Everyone uses all preferences to some extent
- Check out the MBTI archetypes (See Handout)
- Knowing your 'Type' will enhance your understanding of yourself and your (working) relationships
- Knowing your preferences can help your career planning

Become a  
**graduate with more**



# Profiling for Success

<http://www.profilingforsuccess.com/take-an-assessment.php>

client code: tflhe  
access code: shu  
password: shu041012



Become a  
graduate with more

# More things to remember about Type

- YOU are the final judge of your best-fit type
- Type doesn't explain everything about personality
- TDI number scores indicate clarity of reporting but are NOT a measure of skills, ability or degree of use
- ....and finally MBTI is one of a range of tools for modelling behaviour

Become a  
**graduate with more**

# Any Questions?



Become a  
**graduate with more**

# More Info? Careers Central Website

<http://careerscentral.shu.ac.uk/>

Sheffield Hallam University Careers Central

Home Planning your Future Options with your Subject Getting Experience Finding a Job CV / Applications / Interviews See An Adviser

part-time work guidance employment ready skills careers planning mentoring specialist advisers start your part-time work

Careers and Employability Centre

Welcome to the NEW website from Careers and Employment.

Working while you study

Career Mentoring Scheme 2014/15

Getting Experience

Careers Fairs

Careers Central

Careers and Employability Centre

**Vacancies** [More](#)

- ▶ Mandarin Speaking Student Assistant
- ▶ Weekend Retail Salesperson
- ▶ Account Manager
- ▶ 2015 Summer Internships
- ▶ Graduate Developer - Sheffield or Leeds

**Events** [More](#)

- ▶ Career Impact Introduction and Selection Event
- ▶ Career Impact Introduction and Selection Event
- ▶ Preparing for a Nursing Interview or Assessment Centre
- ▶ CRCC Asia Live Webinar- How an Internship Abroad can
- ▶ Participate in a usability study and receive a £20 Amazon

**Tweets** [Follow](#)

SHU Careers @SHUCareers 22h  
Lets get @SHUCareers to 1000 followers by end of #FreshersWeek Can you RT to help us? @HOTCstudent @SHUlawcrim @suebecks @SHUActive

Tweet to @SHUCareers

INFO

Jobs

EVENTS

Become a graduate with more

# Need more help?

Tel: 0114 225 3752

Web: <http://careerscentral.shu.ac.uk>

Email: [careers@shu.ac.uk](mailto:careers@shu.ac.uk)



@SHUCareers

Careers and Employability Centre  
City Campus

Careers @ Student Services,  
Heart of the Campus, Collegiate



Become a  
**graduate with more**

## Next Time?

Title	Effective Applications
Date	Thursday 23rd February 2017
Time	2.30-4.00
Venue	Collegiate Crescent Campus, Main Building, Room D005