

Focus Areas	Competence	Competence	Competence	Competence	Competence	Competence
Application and CV	Writes a good application	Is good at adapting the application to every job	Writes a good CV	Is good at adapting the CV to every job	Is good at writing unsolicited applications	
Job seeking	Is active in the job seeking process	Is good at the initial research and contact	Follows up systematically with rejections and lack of response	Is good at handling rejections	Is keen on developing in the job seeking process	
Network	Is good at making contacts and using their network	Is good at making new contacts through others	Is good at broadening their network by attending arrangements	Follows up systematically with contacts in their network		
Job interview	Is good at preparing for job interviews	Is good at presenting professional qualifications	Is good at presenting personal qualifications	Can make good contact with the hiring committee	Knows the unwritten rules about job interviews	
Industry	Knows about the industry	Knows about the company's tasks	Has a network in the industry	Has a plan for broadening his/her industry network		
Language	Talks enough Danish to do the job	Written Danish is good enough to do the job	Knows the necessary professional terms	Can make themselves understood to colleagues	Mastering of the language necessary for customer contact	
Culture	Knows the unwritten rules in the job seeking process	Knows the unwritten rules that exist in a Danish workplace	Knows the norms in Danish organisational culture	Can create balance with culture, religion and solving work tasks		
Personal	Motivated	Engaged	Concentrated	Accommodating	Dependable	