

## Personal and professional assessment for employees

### WHY PERSONAL AND PROFESSIONAL ASSESSMENT?

#### Strategic career design

Have you ever had the feeling that you actually know what you want to do professionally, but then have trouble expressing it? Do you feel as if your career is driven by chance and that you have not consciously pushed it forward? Do you sometimes look at jobs on the Internet, only to realize after a short while, confused, that somehow everything and nothing appeals to you?

Then you are in good company. Most of my clients in personal and professional assessment experience something similar. In the first years of their career, most of them do not make their professional decisions very consciously and certainly not strategically. Due to positive and negative experiences, the need grows over time to take the direction of one's career into one's own hands and to make conscious decisions for one's professional future. This is the time for a personal and professional assessment.

The goal is to find out what you would like to do professionally (job content) and what is important to you in an environment so that you feel comfortable (job environment). It is about recognizing your needs, which are expressed in your requirements profile for a job and a work environment.

#### Personal and professional assessment and personal branding

Self-marketing (personal branding) is a highly actual topic. Today, it is important in practically every profession to position yourself and present your achievements. Good performance alone does not advance your career; it is the visibility of performance that advances. The foundation of good personal branding is knowing who you are, what you stand for, and what sets you apart - these are precisely the results of a personal and

professional assessment. You and your own personality are at the centre of your career and thus also of the personal and professional assessment.

### HOW WE WORK TOGETHER

#### Self-awareness through introspection

The purpose of a personal and professional assessment is to get to the bottom of your inclinations, interests and strengths. You achieve this by observing yourself. We work with your experiences in your career so far as well as with your wishes and ideas. You note down the needs that emerge from your observations, structure them and finally prioritize the findings. As a result, you have a requirement profile for a job as well as a work environment. This approach requires that you continue to work with the tools between our sessions in order to gain an optimum of insight from the collaboration.

Personal and professional assessment is a (professional) lifelong process. On the plus side, the fundamental questions don't change and you can work with the same methods over and over again.

Ideally, you will integrate the increased mindfulness into your daily work routine beyond the time of our collaboration. So that in the future you realize faster when it is time to take a step in your career.

#### Knowledge transfer

During the personal and professional assessment, I will provide you with as much knowledge as possible from my more than 20 years of experience in career counselling. In order for you to benefit optimally from this, I provide you with comprehensive documentation on all the concepts used. You will also receive detailed descriptions and prepared worksheets for the exercises.

# PETER NÄF

## karrierecoaching

### YOUR BENEFIT

You gain self-confidence and security by knowing your abilities and strengths. Because you know what you want and what is important to you, you can realistically assess your career options. As a result, you will enter the discussion about your professional future with your current employer in a stronger position. You will be able to communicate your goals and ideas.

And should you decide to move externally at a later date, you will be optimally prepared for your job search and application. And last but not least, you gain in quality of life because you actively shape your (professional) life.

### ARTICLES ON THE TOPIC

- [Dreams do not always want to be realised](#)
- [Do you know your transferable skills?](#)
- [Yes, it's all about hocus-pocus strengths](#)

### GENERAL CONDITIONS

#### Consulting location

*In person*

[Mühlebachstrasse 43 in Zurich](#)

(5 minutes walk from Stadelhofen train station),

*Online*

MS Teams

#### Duration

4 counselling sessions of 90 minutes each in the period of 1-2 months.

### Follow-up

For the follow-up and the further work with the concepts taught between the sessions you have to calculate with a total of approx. 6-8 hours of additional time.

### Scope of services

- Free 30-minute preliminary meeting
- Conducting the personal and professional assessment with preparation and post processing of the sessions
- Provision of exercises for independent further work
- Extensive documentation for your preparation and follow-up of the sessions as well as for later reference.

### Confidentiality/feedback

The content of our meetings is confidential. Feedback to your employer as sponsor of the personal and professional assessment is limited to the coaching process. You communicate information about the content of the coaching as well as your findings directly with the sponsor (line manager or HR). If desired, an evaluation of the personal and professional assessment is also possible in a three-way conversation between you, the sponsor and me as the coach.

### NEXT STEP

Arrange a free and non-binding 30-minute preliminary meeting by phone under 076 223 97 88, [e-mail](#), WhatsApp or Threema.

Get to know me and my way of working and then decide whether you would like to work with me ([contact](#)).

# PETER NÄF

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### ABOUT ME



*«For more than 20 years I have been advising my clients about their careers. Since 2008 I do personal and professional assessments with technical specialist and managers of different levels and industries. I offer these personal and professional assessment within outplacement processes, for private individuals as part of their career planning and for employees, offered by the company as part of their talent development.»*

Peter Näf

Master of Arts University of Zurich  
Executive Master of HR Management

QR Business card



### Professional experience

- Since 2008 working as a self-employed career coach
- 11 years as a head hunter and partner with a personnel consulting company in Zurich; consulting and placement of professionals above all in the financial industry; handling direct search mandates for companies in the banking and insurance industry
- 4 years as an assistant to the management and head of administration with a portfolio management company
- 3 years as a partner of a company and shop for import and sale of Asian art and craft
- 1 year as an assistant in auditing

### Education

- Master of Arts University of Zurich (Economy) (1992)
- Coaching diploma, ias Institute for Applied Social Sciences, Bad Ragaz (2007)
- Executive Master of HR Management, University of Applied Sciences, Olten (2001)
- Further regular training

### Languages

- German
- English

### My company

#### COMMERCIAL REGISTER

PETER NÄF karrierecoaching is an individual company registered in the Commercial Register of the Canton Zurich.

(Company no.: CHE-114.254.808).

#### VALUE ADDED TAX

VAT no.: CHE-114.254.808 MWST

#### RETIREMENT INSURANCE (AHV)

SVA Sozialversicherungsanstalt Kanton Zürich

Account no.: FC0.983

(Confirmation of self-employment)

# PETER NÄF karrierecoaching

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## MAP

My office is situated at Mühlebachstrasse 43, 5 minutes walking distance from railway station Stadelhofen. The main entrance is located next to Café Mühlebach at the junction of Mühlebachstrasse and Kreuzstrasse. The entrance is open from 7am to 6pm. Please come up with the elevator to the 4th floor and ring the bell there. In case the entrance is already closed, please call me via your mobile phone and I will come and meet you.

Public transport	
Line	Stop
S-Bahn 3, 5, 6, 7, 9, 12, 15, 16 (3 min. travel time from main station))	Railway station Stadelhofen
Tram 2 + 4	Kreuzstrasse
Tram 11 (from main station) + 15	Kreuzplatz
Bus 31 (from main station)	Kreuzplatz
S18 (Forchbahn)	Kreuzplatz

Walking	
Starting point	Walking distance
Railway station Stadelhofen	5 minutes
Tram stop Kreuzstrasse (Tram 2 + 4)	3 minutes
Tram/Bus stop Kreuzplatz (Tram 11+15, Bus 31)	3 minutes

Car	
Car park	Walking distance
Neumünster Zollikerstrasse 1	4 minutes
Feldegg Riesbachstrasse 7	5 minutes
Utoquai Färberstrasse 6	6 minutes
Opéra Schillerstrasse 5	7 minutes
There are some public, fee-paying parking lots in front of the building and in the nearby area.	

