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IO 2 –

Toolbox for Identifying Personal Competencies and Life Aspirations as well as Alignment with Corporate Goals

Alexander Frevel
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ESTONIAN
CHAMBER OF COMMERCE
AND INDUSTRY



Izba Rzemieślnicza w Opolu



Wielkopolska Izba Rzemieślnicza
w Poznaniu

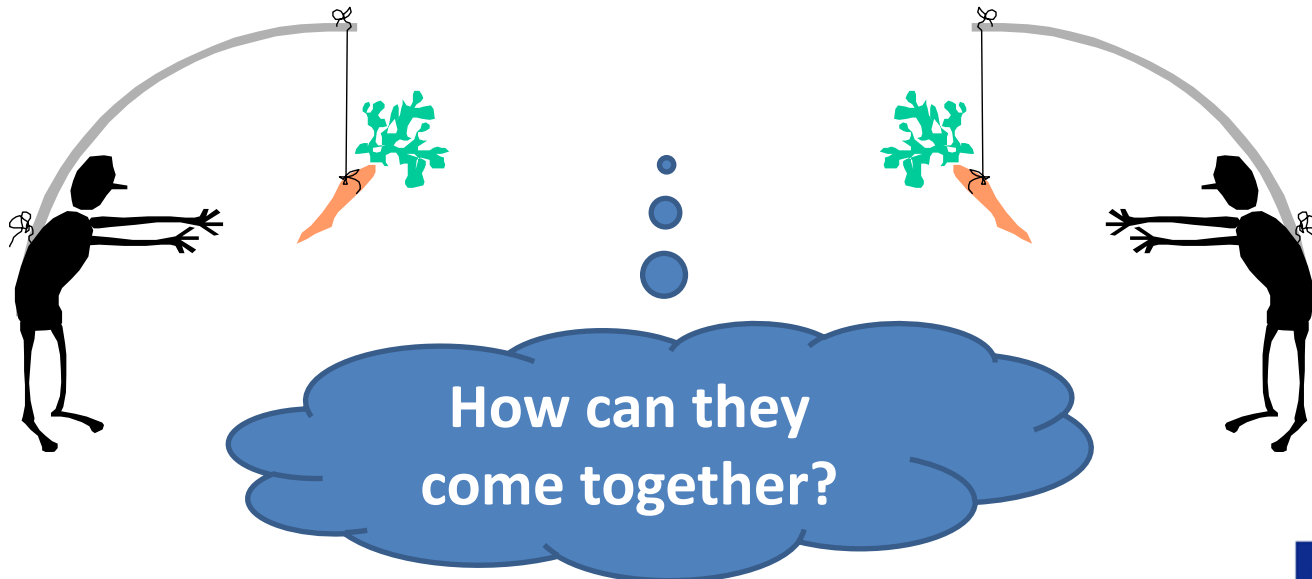
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Initial Situation

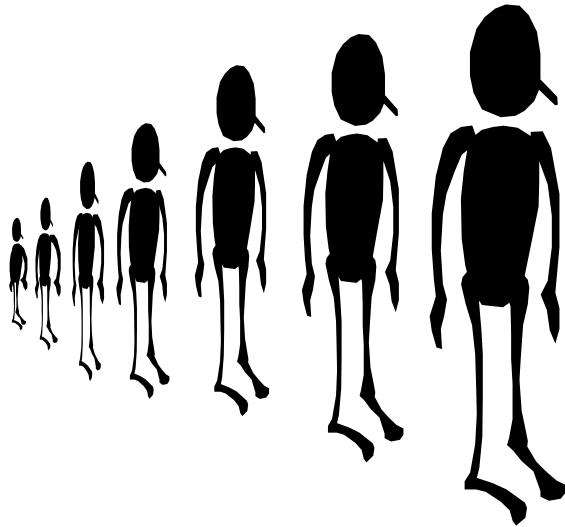
Companies are looking for future-oriented apprentices as well as potential employees with suitable qualifications and an interest in career advancement.

Potential Employees are looking for an interesting vocational training and/or employment in a company.



Desires

The **company** wants to have good selection possibilities.

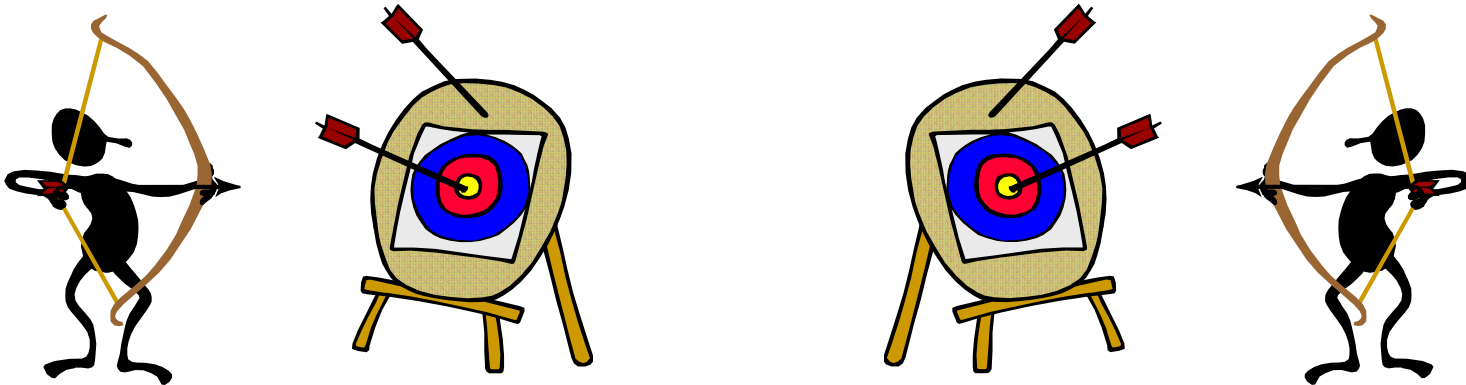


The **applicant** wants to win the selection.

Aims

The **company** wants to identify the applicant who best fits for their needs and goals.

The **applicant** wants to find a company which offers good employment and development opportunities.





Prerequisite and subject of the recruitment process



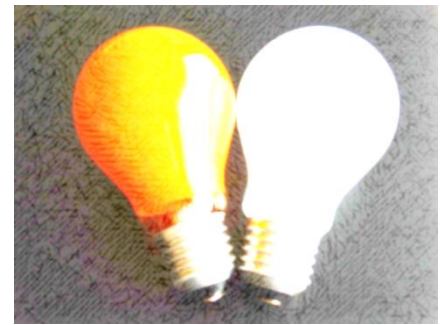
Job advertisement should

- arouse interest
- generate an desire for employment
- highlight special features of the company and the job
- point out personal development perspectives
- describe formal aspects: qualification requirements, place(s) of work, working hours, holidays, remuneration + additional bonuses
- outline offers for health promotion, career development prospects, work-life balance

Application should

- show interest in the job and the company
- present qualifications, skills and aptitudes
- express development aspirations
- describe expectations for the professional future

The Idea



Support companies in the process of personnel recruitment

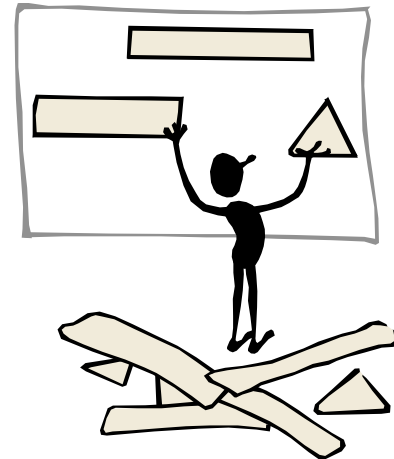
- Obtain satisfactory information and being able to match it with one's own ideas.
 - Encourage companies to reflect on the description of requirements and qualification/competence needs.
 - Encourage applicants to describe their skills and interests in a reflective manner.
- Establish a **good fit** between company's interests and qualification/competence needs on the one hand and individual interests and qualifications/competences on the other hand.

The Task

Development of a "toolbox"
that supports companies in the **recruitment processes** of trainees
as well as skilled workers and managers **to identify personal
competences and conceptions of life** and the **alignment with
company's expectations**.

This should provide all relevant information from both parties –
person/ applicant & company - on the basis of comparable topics
and meet the following requirements:

- not too extensive
- easy to use
- instructive
- suitable for SMEs
- universally applicable across all sectors
- operable in analogue and digital form





dreamstime.com

Toolbox for Recruitment Processes

The toolbox covers two self-assessment elements:

- (1) Applicant's self-assessment
- (2) Company's self-assessment
through written or electronic questionnaires

... and two follow-up activities:

- (3) Analysis and comparison of the self-assessments
regarding similarities and differences
- (4) Preparation and execution of the job interview

Contents of the Template Questionnaires and their Comparability

(1) Questionnaire for Job Applicants

- 1 Personal background
- 2 Professional and educational background
- 3 Skills and Competences
 - 3.1 Social skills
 - 3.2 Methodological skills
 - 3.3 Personal Skills
 - 3.4 Basic technical competences
- 4 Looking to the future
- 5 The ideal workplace

(2) Questionnaire for the Company (HR Management)

- 1 Company and Job Facts
- 2 Required Professional and Educational Characteristics
- 3 Required Skills and Competencies
 - 3.1 Social skills
 - 3.2 Methodological skills
 - 3.3 Personal skills
 - 3.4 Basic technical competences
- 4 Corporate Culture
- 5 Workplace Conditions



(3) & (4)

Comparable topics for alignment

Applicant

Company



3.3 Personal Skills

Please rate the following statements on a scale of 1 (Yes, that's me) – 5 (No, not like me at all).

Personal Skills	1	2	3	4	5
I'm not afraid to work hard to achieve my goals and pursue my passion, even if I encounter problems.					
I have a strong interest in working with other people and in a team.					
I am interested in providing interactive services in person-to-person relationships.					
I can make new contacts well.					
I maintain my contacts and networks.					
I don't need much guidance to know what to do.					
I carry out work and tasks carefully.					
Speaking in front of a group of unknown people is not a problem for me.					
I always perform tasks on time.					
I always check my finished work for errors.					

Extract



3.3 Personal skills

Please rate how important the following characteristics are to you in an applicant for the position on a scale of 1 (very important) – 5 (not important at all).

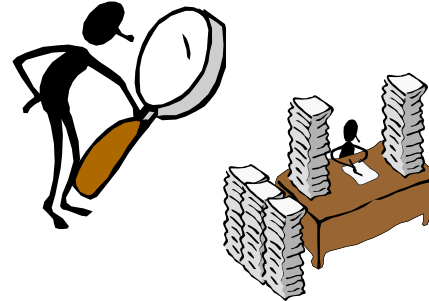
Skill	1	2	3	4	5
Hard working/persistence					
Teamwork					
Service orientation					
Ability to contact well; good sociability					
Sustainable networks					
Independent working					
Careful working					
Public speaking					
Conscientious work attitude					
Sense of responsibility					



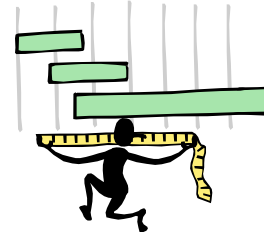
Follow-up Activities

The company

(3) compares the applicant's statements with its own requirements



(4) develops selection criteria,
makes a pre-selection



and prepares the job interviews



Completing the Recruiting Process

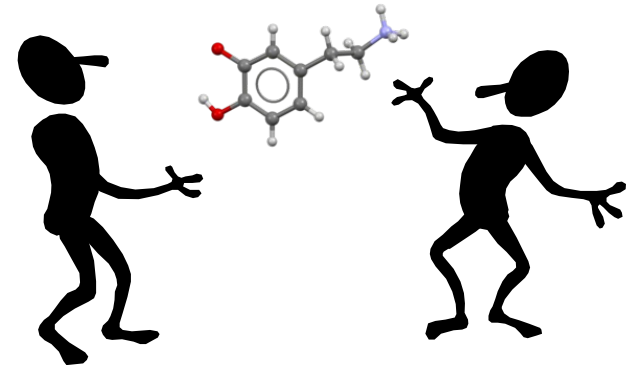
The interviews are conducted

Facts ...

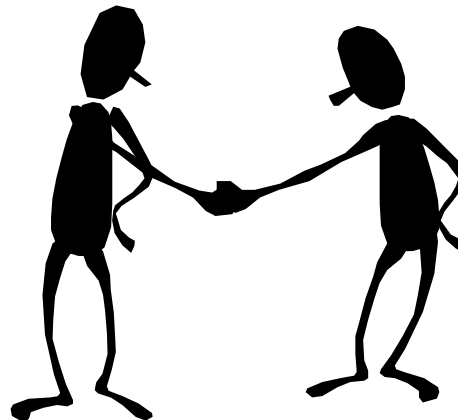


... & Emotions

Dopamine is released



The contract is concluded



However – It should not end with the hiring ...

For a long lasting successful employment it is necessary to install personnel development activities such as

- **induction** - building up routine
- horizontal, diagonal and vertical **professional development** opportunities
- **maintaining work ability** over the entire career
- in case of need (health, family needs, ...), or due to ageing, enable **relief from unhealthy burdens**

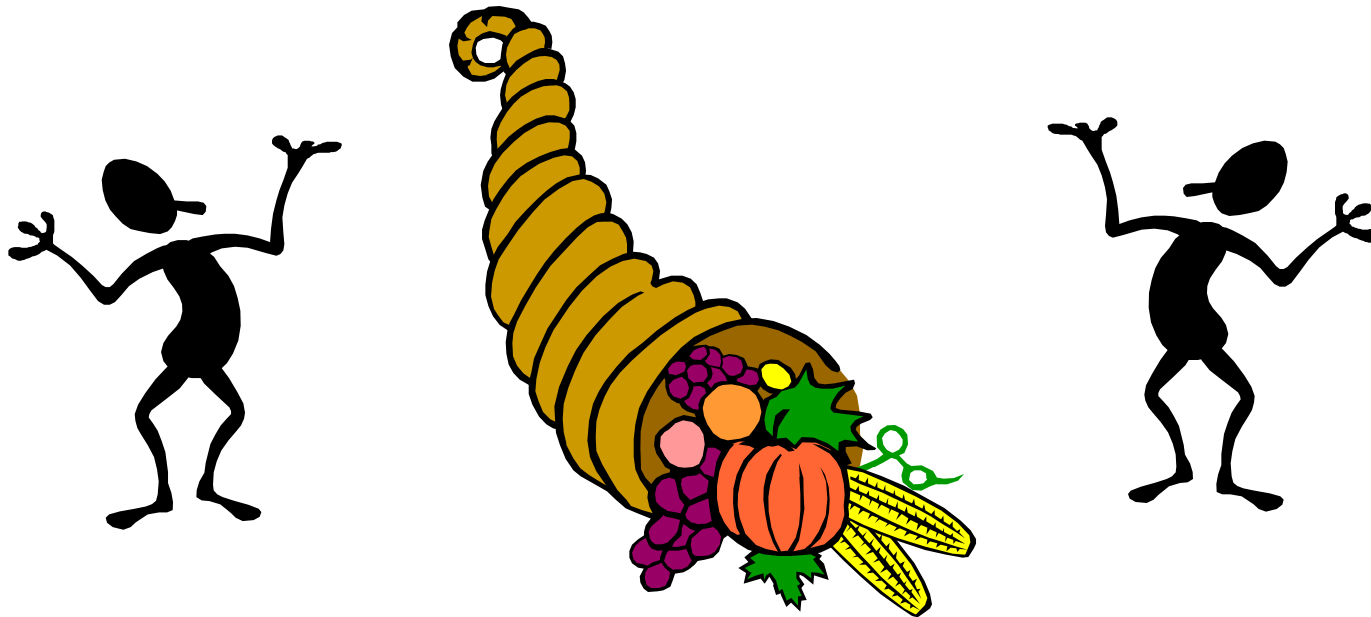
Conclusions and Benefits

- Simplified recruiting process
- Systematic approach
- Company specific adaption possible
- Comprehensible and usable

Desirable/possible side effects:

- Appreciation through active participation of employed
 - describing the requirements for future colleagues
 - promoting the company with own contributions on the website

Benefits



A successful career path from vocational training to retirement is a **win-win situation** for both sides.

Recommendations

- Avoid stereotypes and prejudices regarding age, gender, cultural background, etc.
- Carry out a meaningful and action-instructive risk assessment: age- and ageing-appropriate, gender-sensitive, respecting individual requirements
- Promote work ability and well-being to keep experience and competence in the company

**Developing and retaining employees
is a sustainable investment**

Thanks for your attention!

I wish you the best of success
on the paths of effective recruitment
and shaping healthy careers.

