



Competence Assessment Tool

-

First Stage

This stage is for:

Job applicants (trainees or specialists)



Hanse-Parlament



Wielkopolska Izba Rzemieśnicza
w Poznaniu



ESTONIAN
CHAMBER OF COMMERCE
AND INDUSTRY



Izba Rzemieśnicza w Opolu



IBC

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Introduction

Note to applying organizations: Depending on the area of application, individual questions can be changed, deleted or new items/questions added.

Dear applicant,

Companies are looking for new employees who bring relevant skills to the position. Each position requires a different mix of skills, competencies, values and attitudes. To find the right career challenge, you should be clear about your own skills, be able to communicate them openly and discuss them. The questionnaire below serves as a personal self-assessment sheet, the results of which form the basis for a subsequent **job** interview.

Please answer the questions honestly and without thinking too much. This will give you the best assessment of your competencies.

A truthful and serious examination of one's own goals serves for self-reflection and thus for self-assurance. The answers prepare well for any job interview.

Of course, all statements are treated with absolute confidentiality.

Good luck for your application and have fun!



1 Personal background

Personal details

Name	
Date of birth	
Address	
E-Mail	
Name of the current school/company	

What is especially important to you...?

... in your free time	
... at school/university /workplace	
Which are your favorite subjects?	



What are your main personal areas of interest/hobbies?

<p>For example, in the fields of</p> <ul style="list-style-type: none">- sports- music- arts- cultural events- computers and technology <p>Or other topics of your choice...</p>	
<p>Further voluntary engagement</p>	



2 Professional and educational background

What is your highest level of education?

No school leaving certificate, basic knowledge	
Some lessons, no degree, conditional knowledge	
School attendance up to the age of 16, good practical knowledge	
School attendance beyond the age of 16, school leaving certificate, solid knowledge	
A-Level	
Completed initial vocational training	
Master craftsman	
Bachelor's degree	
Master's degree	
PhD	

Have you ever done an internship? If so, when, where and what did you like/not like?

Where	When	I liked ...	I did not like ...



How much related professional experience in a company do you have?

No work experience	
Some months but less than a year of professional experience	
1-3 years of professional experience	
3-5 years of professional experience	
More than 5 years of professional experience	

What do you think of your language skills in addition to your mother tongue?

	No knowledge	Beginner	Basic	Good	Very good, fluent
National Language					
English orally					
English in writing					
Any other languages? Please specify:					



3 Skills

Skills include qualifications, abilities, knowledge and further competences. Skills' are described as cognitive (involving the use of logical, intuitive and creative thinking) and practical (involving manual dexterity and the use of methods, materials, tools and instruments).

- Professional competencies describe requirements that people must have in professional and life contexts to be able to act in a requirement-oriented manner. These competencies included specific knowledge, skills and abilities that are required to cope with tasks in a professional activity.
- Methodological competence encompasses the skills and abilities required to obtain information, process it and manage tasks in a goal-oriented manner. Cross-situational, flexible cognitive skills (e.g. for problem solving or decision-making) that enable a person to independently cope with complex and novel tasks.
- Social competence **describes** communicative and cooperative behaviors or skills that allow the realization of goals in social interaction situations. This includes, for example, the ability to work in a team, empathy and the ability to deal with conflicts.
- Personal and self-competence are personality-related dispositions that are reflected in attitude, values, needs and motives. Personal competence describes the willingness and ability as an individual personality to clarify, think through and assess the development opportunities, requirements and restrictions in family, work and public life, to develop one's own talents and to form and develop life plans. It includes personal characteristics such as independence, the ability to criticize, self-confidence, reliability, a sense of responsibility and duty.



3.1 Social skills

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

Social Skills	1	2	3	4	5
I'm good at leading the way.					
Criticism helps me to improve.					
I have no problem saying anything if I disagree with someone or something; I can argue my point of view.					
I can work well with different people and groups (regardless of differences in gender, nationality, homeland, origin, religious orientation, political attitude...)					

3.2 Methodological skills

Methodological Skills	1	2	3	4	5
I can draw up a plan of action that sets out the necessary steps to achieve my objectives.					
I know how to collect and process new information and data to get my work done.					
When I encounter difficulties, I remain focused and try to find solutions.					
I like conscientious work and pay attention to accuracy.					



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.					



3.4 Basic technical competences

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

Basic technical competences	1	2	3	4	5
Working with my hands and creating challenging things is easy for me.					
I work securely with electronic devices and machinery.					
I am good in working with office programs like Word, Excel and PowerPoint.					



4 Looking to the future

What are you satisfied with in your life?	
What do you want to be able to do?	
What would you like to know?	
What do you want to achieve in the future? Personally and/or professionally	
Which topics of current social, economic, and environmental issues are you strongly concerned about?	
What do you want to have achieved in your professional life in 3-5 years?	



5 The ideal workplace

The position

What is particularly important to you in relation to a specific position in the company?

Put maximum five of the following aspects in order (most important=1, second most important=2, etc.)

Item	Rank
Existence of planned and systematic further professional training or induction	
Presence of a personal contact person at the workplace	
Possibility to work independently after training or induction	
Extensive customer contact	
Intensive teamwork	
Regular feedback	
Business trips	
Working internationally	
A company car	



The company

What is particularly important to you in relation to more general aspects in the company?

Put maximum five of the following aspects in order (most important=1, second most important=2, etc.)

Item	Rank
Safe job	
Safety at the workplace	
Health Promotion	
Respect and appreciative treatment by managers	
Collegiality	
Work-life balance	
Clear separation of working hours and free time	
Benefits for outstanding performance	
Positive working atmosphere	
Sustainability and environmental responsibility in the company	
Corporate events	