



# Competence Assessment Tool

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## Second Stage

This stage is for:

**Managers, recruiters and HR executives**



Hanse-Parlament



Wielkopolska Izba Rzemieśnicza  
w Poznaniu



ESTONIAN  
CHAMBER OF COMMERCE  
AND INDUSTRY



Izba Rzemieśnicza w Opolu



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## Introduction

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This second stage of the competency assessment process is a questionnaire filled out by business owners or HR executives. The aim of the process is to provide a precise definition of the job requirement and an introduction to the company and its culture. This is followed by the third stage, which is a comparison between the first and second stage. The fourth stage, a personal job interview with applicants, finalizes the process. This is to achieve two main goals:

- 1) The company should be able to identify the applicant who is a perfect fit for the company.
- 2) The applicant should find the company to which he or she fits best.

Successful matching offers numerous advantages for companies. These include higher motivation of the employee, increased identification with the company and lower recruitment costs.

**Because each company is individually different, this competency assessment is explicitly designed to be a modifiable tool. Companies can add, change or delete questions to better address individual needs.**

**Important:** Chapter 1 and Chapter 4 of this form are provided to the applicant prior to the interview (fourth stage).



## 1 Company and Job Facts

Name	
Address	
Web-Address	
Industry/Branch	
Company's main products and/or services	
Unique propositions or special features of the company	
Year of foundation	
Number of employees	
Name of the open position	
Concrete work content and essential job requirements	
Are business trips common for the open position? If yes, how often? And is the work international?	



## 2 Required Professional and Educational Characteristics

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### What is the required 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's	
Bachelor's degree	
Master's degree	
PhD	

### How much professional experience is required?

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 language skills are necessary for the position?

	No knowledge	Beginner	Basic	Good	Very good, fluent
National language					
English orally					
English in writing					
<b>Any other languages required? Please specify:</b>					



### 3 Required Competencies

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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

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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
Leadership					
Open to criticism					
Backbone					
Ability to work in a diverse team					

### 3.2 Methodological skills

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Skill	1	2	3	4	5
Structured way of working					
Have a good grasp					
Stress reliance					
Conscientious work attitude					





### 3.3 Personal skills

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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					
Good in creating and maintaining networks					
Independent working					
Careful working					
Public speaking					
Delivering work on time					
Sense of responsibility					

### 3.4 Basic technical competences

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Skill	1	2	3	4	5
Manual skills and creativity					
Electrotechnically talented					
Computer skills					



## 4 Corporate Culture

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Please give information about the company, its culture, values and the open position.

We live the following important values:	
With which topics and contents will your potential new employee work with during the next 5 years?	
Which development possibilities do you see for the open position within the next 5 years?	
Do you think that the job can be carried out until retirement age without health impairments?	
Which working time arrangements exist in your company? Is flex and/or part time possible?	



<p>Are there any special corporate benefits you are offering to the employees?</p>	
<p>Do you offer a targeted identification of training needs and matching offers and opportunities?</p>	
<p>Do you offer a structured induction? Do the new employees receive a mentor?</p>	
<p>Do you offer annual feed-back talks or appreciative dialogues with each employee (e.g., 360° feed-back talks)?</p>	



## 5 Workplace Conditions

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### The position

Please indicate how intensively the following points are taken into account in your company.

(Scale: 1 (very intensively) – 5 (not intensively at all))

Job-related wishes and ideas of applicants	1	2	3	4	5
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**

Please indicate how intensively the following points are taken into account in your company. (Scale: 1 (very intensively) – 5 (not intensively at all))

Company-related wishes and ideas of applicants	1	2	3	4	5
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					