**Competence Assessment Tool**

**-**

**First Stage**



**This stage is for:**

**Job applicants (trainees or specialists)**

"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

****

**TABLE OF CONTENTS**

[1 Personal background 3](#_Toc76048417)

[2 Professional and educational background 5](#_Toc76048418)

[3 Skills 7](#_Toc76048419)

[3.1 Social skills 8](#_Toc76048420)

[3.2 Methodological skills 8](#_Toc76048421)

[3.3 Personal Skills 9](#_Toc76048422)

[3.4 Basic technical competences 10](#_Toc76048423)

[4 Looking to the future 11](#_Toc76048424)

[5 The ideal workplace 12](#_Toc76048425)

# 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?**

|  |  |
| --- | --- |
| For example, in the fields of- sports- music- arts - cultural events- computers and technologyOr other topics of your choice… |  |
| Further voluntary engagement |  |

# 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 |  |
|  |  |
|  |  |
|  |  |