

# eNews

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*103*  
*Selection Tools Booklets*  
*General Competencies for Employment Questionnaire*

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# GENERAL COMPETENCIES FOR EMPLOYMENT QUESTIONNAIRE

Below you will find a set of statements about how you act. Identify the frequency at which each statement happens by thinking about how you usually behave and not how you like or should behave. There are no right or wrong answers; there are simply different ways of dealing with situations. Be as true as possible.

**1**  
Hardly Ever

**2**  
Rarely

**3**  
Sometimes

**4**  
Frequently

**5**  
Almost Every Time

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1) I take the initiative, trying new ways to do my tasks	1	2	3	4	5
2) I like new challenges, which force me to think of new ways to develop my tasks/my work.	1	2	3	4	5
3) I like to present solutions when I see situations that can be improved.	1	2	3	4	5
4) I do not like it when a new method is proposed that forces me to change the way I work.	1	2	3	4	5
5) I need to be motivated for work-related tasks.	1	2	3	4	5
6) I like routines and avoid making changes to my day-to-day life.	1	2	3	4	5
7) I prefer others to set my priorities.	1	2	3	4	5
8) I focus on what is most important and do not get distracted by other activities.	1	2	3	4	5
9) I cannot complete the execution of the tasks in the time I initially estimated.	1	2	3	4	5
10) I consider it important to know exactly who is responsible for each task and with whom I should articulate.	1	2	3	4	5
11) When I am developing an important activity, I perform various tasks. It is very difficult to advance step by step.	1	2	3	4	5
12) I always start with the tasks I enjoy less.	1	2	3	4	5
13) During the performance of my projects, I identify deviations which lead me to adjust the plan to achieve the objectives.	1	2	3	4	5
14) In a situation of tension, I manage my impulses.	1	2	3	4	5
15) I feel at ease when I speak in public.	1	2	3	4	5
16) When someone is not nice to me, I will have a similar response.	1	2	3	4	5
17) When I fail, I moan about it and blame myself.	1	2	3	4	5
18) I consider that seeing how everyone feels in the team is a waste of time, since acting quickly is necessary.	1	2	3	4	5
19) When someone asks me for something inappropriate, I say 'no' easily.	1	2	3	4	5
20) When someone criticizes me, I try to understand if he/she is right in the criticisms.	1	2	3	4	5



# QUOTATION & INTERPRETATION

## AUSTRIA

In Austria, employers and evaluators can use 6 items, of the total of 20 items of the scale to evaluate the Professional Competencies with statistical relevance: they have discriminative power and sensitivity to compare different candidates. The items to use in Austria are:

- Q1. I take the initiative, trying new ways to do my tasks
- Q2. I like new challenges, which force me to think of new ways to develop my tasks/my work
- Q3. I like to present solutions when I see situations that can be improved.
- Q7. I prefer others to set my priorities
- Q8. I focus on what is most important and do not get distracted by other activities.
- Q9. I cannot complete the execution of the tasks in the time I initially estimated.

Items 7 and 9 should be quoted in reverse.

Considering there are five points of agreement in the scale, and that that there are 6 items, the score ranges from 6 to 30 points.

To interpret results, we defined 5 levels of performance regarding average, adapted to Austrian context:

**Much below average** - 10 to 16 points

**Below average** - 17 to 19 points

**On average** - 20 to 22 points

**Above average** - 23 to 25 points

**Well above average** - 26 to 30 points.



# QUOTATION & INTERPRETATION

## BULGARIA

In Bulgaria, employers and evaluators can use 9 items, of the total of 20 items of the scale to evaluate the Professional Competencies with statistical relevance: they have discriminative power and sensitivity to compare different candidates. The items to use in Bulgaria are:

- Q1. I take the initiative, trying new ways to do my tasks
- Q2. I like new challenges, which force me to think of new ways to develop my tasks / my work
- Q3. I like to present solutions when I see situations that can be improved.
- Q7. I prefer others to set my priorities
- Q8. I focus on what is most important and do not get distracted by other activities.
- Q10. I consider it important to know exactly who is responsible for each task and with whom I should articulate.
- Q13. During the performance of my projects, I identify deviations which lead me to adjust the plan to achieve the objectives.
- Q14. In a situation of tension, I manage my impulses
- Q20. When someone criticizes me, I try to understand if he/she is right in the criticisms.

Item 7 should be quoted in reverse.

Considering there are five points of agreement in the scale, and that there are 9 items, the score ranges from 9 to 45 points.

To interpret results, we defined 5 levels of performance regarding average, adapted to the Bulgarian context:

- Much below average** - 14 to 23 points
- Below average** - 24 to 26 points
- On average** - 27 to 31 points
- Above average** - 32 to 37 points
- Well above average** - 38 to 45 points.



# QUOTATION & INTERPRETATION

## ITALY

In Italy, employers and evaluators can use 9 items, of the total of 20 items of the scale to evaluate the Professional Competencies with statistical relevance: they have discriminative power and sensitivity to compare different candidates. The items to use in Italy are:

Q1. I take the initiative, trying new ways to do my tasks

Q2. I like new challenges, which force me to think of new ways to develop my tasks / my work

Q6. I like routines and avoid making changes to my day-to-day life.

Q13. During the performance of my projects, I identify deviations which lead me to adjust the plan to achieve the objectives.

Q17. When I fail, I moan about it and blame myself.

Item 17 should be quoted in reverse.

Considering there are five points of agreement in the scale, and that that there are 5 items, the score ranges from 5 to 25 points.

To interpret results, we defined 5 levels of performance regarding average, adapted to the Italian context:

**Much below average** - 7 to 13 points

**Below average** - 14 to 15 points

**On average** - 16 to 17 points

**Above average** - 18 to 19 points

**Well above average** - 20 to 25 points.



# QUOTATION & INTERPRETATION

## PORTUGAL

In Portugal, employers and evaluators can use 10 items, of the total of 20 items of the scale to evaluate the Professional Competencies with statistical relevance: they have discriminative power and sensitivity to compare different candidates. The items to use in Portugal are:

- Q2. I like new challenges, which force me to think of new ways to develop my tasks / my work.
- Q4. I do not like it when a new method is proposed that forces me to change the way I work.
- Q5. I need to be motivated for work-related tasks.
- Q8. I focus on what is most important and do not get distracted by other activities.
- Q9. I cannot complete the execution of the tasks in the time I initially estimated.
- Q10. I consider it important to know exactly who is responsible for each task and with whom I should articulate.
- Q11. When I am developing an important activity, I perform various tasks. It is very difficult to advance step by step.
- Q13. During the performance of my projects, I identify deviations which lead me to adjust the plan to achieve the objectives.
- Q14. In a situation of tension, I manage my impulses.
- Q20. When someone criticizes me, I try to understand if he/she is right in the criticisms.

Items 4, 5, 9 and 11 should be quoted in reverse.

Considering there are five points of agreement in the scale, and that that there are 10 items, the score ranges from 10 to 50 points.

To interpret results, we defined 5 levels of performance regarding average, adapted to the Portuguese context:

**Much below average** - until 32 points

**Below average** - 33 to 35 points

**On average** - 36 to 37 points

**Above average** - 38 to 40 points

**Well above average** - 41 points and over.





# QUOTATION & INTERPRETATION

## SPAIN

In Spain, employers and evaluators can use 6 items, of the total of 20 items of the scale to evaluate the Professional Competencies with statistical relevance: they have discriminative power and sensitivity to compare different candidates. The items to use in Spain are:

- Q1. I take the initiative, trying new ways to do my tasks
- Q2. I like new challenges, which force me to think of new ways to develop my tasks / my work
- Q3. I like to present solutions when I see situations that can be improved.
- Q8. I focus on what is most important and do not get distracted by other activities.
- Q10. I consider it important to know exactly who is responsible for each task and with whom I should articulate.
- Q20. When someone criticizes me, I try to understand if he/she is right in the criticisms.

Considering there are five points of agreement in the scale, and that that there are 6 items, the score ranges from 6 to 30 points.

To interpret results, we defined 5 levels of performance regarding average, adapted to the Spanish context:

- Much below average:** 6 - 20 points
- Below average:** 21 - 22 points
- On average:** 23 - 24 points
- Above average:** 25 points
- Well above average:** 26 - 30 points



# PARTNERS

## Coordinator

Frauen im Brennpunkt – Austria

[www.fib.at](http://www.fib.at)



INOVA+ - Portugal

[www.inova.business](http://www.inova.business)

INOVA+

Instituto Politécnico do Porto – Portugal

[www.ipp.pt](http://www.ipp.pt)



BIMEC – Bulgaria

[www.bimec-bg.eu](http://www.bimec-bg.eu)



Centro per lo Sviluppo Creativo “Danilo Dolci” (CSC) – Italy

[en.danilodolci.org](http://en.danilodolci.org)



Servicio Regional de Empleo y Formación – Spain

[www.sefcarm.es](http://www.sefcarm.es)





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