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Questionnaire for the Self - assessment of the personal & interpersonal competence



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Hello,

read the description of each competence in detail and based on that assess the level of competences listed below.

To assess competences put the number corresponding to your level of competence (as indicated on the scale below) in the appropriate column next to each competency listed.

- 1 – No competent (no experience at all)
- 2 – A little competent (little experience)
- 3 – Somewhat competent (capable of performing but don't practice this function regularly)
- 4 – Competent (capable of performing and practice this function regularly)
- 5 - Very competent (very capable of performing and practice this function, can be a role model)



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| COMPETENCE | DESCRIPTION | RATE |
|-----------------|--|------|
| Teamwork | <ul style="list-style-type: none">• the ability and desire to learn and work cooperatively with others in a team towards the common set goals;• listening and responding constructively to other team members' ideas• offering support for others' ideas and proposals• expressing disagreement constructively (e.g., by emphasizing points of agreement, suggesting alternatives that may be acceptable to the group).• reinforcing team members for their contributions.• giving honest and constructive feedback to other team members.• helping others when they need it.• working for solutions that all team members can support.• sharing his/her expertise with others• organizing resources to accomplish tasks with maximum efficiency. | |



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| <p>(Social) Responsibility</p> | <ul style="list-style-type: none"> • the ability to recognize how your beliefs, ethics and actions fit within the context of a greater community • knowing personal convictions and strive to put them into practice • accepting responsibility for your own actions • showing a respect for others' rights and diverse ideas • demonstrating personal, professional and academic honesty • choosing ethical courses of action • contributing to local, national and international community • building equitable relationships • considering the broader implications of your decisions • evaluating ethical aspects as part of decision making • acting responsibly in accordance with sound principles of sustainability | |
| <p>Flexibility</p> | <ul style="list-style-type: none"> • openness to different and new ways of doing things; • willingness to modify one's preferred way of doing things. • seeing the merits of perspectives other than his/her own. • demonstrating openness to new organizational structures, procedures, and technology. • switching to a different strategy when an initially selected one is unsuccessful. • demonstrating willingness to modify a strongly held position in the face of contrary evidence. | |
| <p>Persistence</p> | <ul style="list-style-type: none"> • the ability to stay the course in times of difficulty; • the ability to learn new skill and never give up, • the ability to remain motivated to accomplish goals in the face of adversity or obstacles. | |
| <p>Culture of failure</p> | <ul style="list-style-type: none"> • the ability to find and being aware of weaknesses and then maximizing strengths • be able to communicate and to discuss feedback • be able to formalized things mentioned before | |



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Motivation

- the willingness to take self-directed or self-motivated actions to do more than is expected with the aim of improving performance and finding or creating new opportunities
- actively looking for challenges and committed to meeting them.
- enabling others to acquire the tools and support they need to continuously improve their respective performance levels.
- showing eagerness to develop.
- searching for new opportunities for both, himself/herself and for the organization, and follows up on these.
- willing to go beyond the requirements and take on responsibilities that are not considered his/her own.



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| <p>Self Presentation</p> | <ul style="list-style-type: none"> • the ability to control body language and communication • the ability to shows authentic way of personality • the ability to fitting the message to the beliefs, values, and competencies of the audience so that they will draw the "proper" conclusion • the ability to express, gestures, posture, breath, timing and voice that apply in professional communicative situations | |
| <p>Proactivity</p> | <ul style="list-style-type: none"> • taking the initiative go for it • initiating processes that create value • seeking new tasks and development opportunities • identifying and developing new ideas and challenges for business etc. • taking up challenges • acting and working independently to achieve goals, stick to intentions and carry out planned tasks | |
| <p>Decision making</p> | <ul style="list-style-type: none"> • ability to make a quick decision when required • thinking well on others feet • having broader perspectives • thinking clearly and strategically under tight deadlines and pressure • generating and evaluating alternatives before making a decision or taking action • encouraging input from others when it is appropriate • sticking to a decision even when faced with resistance or opposition (e.g., stays confident in the decision, does not give in or falter). | |



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Problem solving

- the ability to identify the cause and effects of problems
- the ability to identify alternative solutions to a problem and to select the best option
- recognizing problems as they arise and using good judgement and common sense to resolve issues
- using all available resources to assess the problem and to identify the best solution
- carrying out research or collating and analysing a range of data from different sources
- considering all evidence and the context in which the problem occurs to find solutions
- spotting problems, opportunities and threats early
- resolving problems where an immediate solution may not be apparent
- anticipating and dealing with highly complex problems



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| Communication | <ul style="list-style-type: none">• the ability to express ideas effectively in individual and groupsituations (including nonverbal communication)• the ability to adjust language or terminology to the characteristics and needs of the audience• the ability to listen effectively to others and give constructive feedback to others• the ability to convince others, to present one's viewpoint in such a way that is accepted by others• listening actively to others and expressing oneself clearly, concisely and factually both orally and in writing• sharing relevant information and giving constructive feedback to others, using the appropriate ways, and being open to receive feedback• expressing oneself effectively in both individual and group settings• using clear, understandable language appropriate to the receiver, enabling the aims of the message to be understood• successfully addressing key concerns and presenting mutually beneficial solutions• convincing others in an honest, respectful and sensitive manner to get them to go along with one's objectives• building successful relationships to ensure support during negotiations | |
| Self confidence | <ul style="list-style-type: none">• the ability to develop and maintain inner strength based on desire to succeed;• a person's belief in possession of own personal judgement, ability, power etc. to succeed also when dealing with increasingly challenging circumstances;• making sound decisions and presenting opinions effectively. | |



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Self -initiative

- ability to identify what needs to be done and doing it before being asked or before the situation requires it;
- to do more than what is normally required in a situation;
- to take independent action to change the direction of event



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| Creativity | <ul style="list-style-type: none">• the act of turning new and imaginative ideas into reality;• the ability to adapt traditional methods, concepts, models, designs, technologies or systems to new applications;• the ability to devise new approaches to make improvements or solve problems;• the ability to perceive the world in new ways,• to find hidden patterns, to make connections between seemingly unrelated phenomena, and to generate solutions. | |
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