



Project **SALE**
2014-1-AT-01-KA202-000953
Information Collection for trainer's guide

Module: *Understanding what companies look for in candidates*

1) *LEARNING OBJECTIVES*

After completing this module you will develop awareness on how companies get access to and assess a candidate profile. In particular, you will be able to:

- Identify the essential skills and competences for positions
- Understand the importance of commercial awareness, communication, creativity and computer/IT in job interviews
- Give examples of how these skills can be demonstrated and assessed during the interviews
- Identify the characteristics of highly enterprising individuals
- Learn about which competencies are required by candidates so as to be involved as project managers
- Learn about skills required for the workforce in the near future

2) *MODULE OUTLINE*

The module outline is as follows:

- 1) Introduction to module
- 2) Essential skills and competences
- 3) Commercial awareness
- 4) Communication skills
- 5) Computer skills
- 6) Creativity skills
- 7) Enterprising tendencies and entrepreneurial skills
- 8) Project management competences
- 9) Future work skills (key work skills needed in the next 10 years)

3) *CHAPTER ASSIGNMENTS – ASSESSMENTS – ACTIVITIES - QUIZES*

Group Exercise 1:

Process: Form groups of 2 people.

Debriefing: Your assignment is to create a list of examples/ways to assess essential skills and competences. You are required to include in the list at least one example for assessing evidence of each essential skill (Writing, Numeracy, Literacy, Presentation, Organisation, Stamina, Ability to work under pressure, Confidence)

Group Exercise 2: Form groups of 2 people

Process: Your assignment is to explain how commercial awareness can be demonstrated

Debriefing: Do a preliminary SWOT analysis on a company or business field that interests you. Analyse briefly the market area in which the company works. Try to relate your previous professional experience with the target business of the company.

Group Exercise 3: Form groups of 2 people

Process: Identify some characteristics that demonstrate that an individual's enterprising potential.

Debriefing: Consider the questions of the Get2Test self-assessment test

(<http://www.get2test.net/test/index.htm>). Select randomly 10 questions (from the 54 questions of the test). Try to identify that which enterprising quality is being assessed in each question. At the end, check your answers with the user guide:

http://oro.open.ac.uk/5393/2/Get2test_guide.pdf

4. Other material

Web Sites

TARGETjobs UK, <https://targetjobs.co.uk/careers-advice/skills-and-competencies>

Careers and Employability Service, University of Kent, UK, <http://www.kent.ac.uk/careers/>

Engineering Career Services, Iowa State University, College of Engineering, <http://www.engineering.iastate.edu/ecs/students/the-employment-process/>

The Association of Graduate Recruiters, UK, <http://www.agr.org.uk/Home>

Careers Centre, University of Leeds, UK, http://careerweb.leeds.ac.uk/info/4/make_yourself_employable/202/employability_skills/

General Enterprising Tendency v2 Test, <http://www.get2test.net/background/index.htm>

Project Management Institute, PMI, <http://www.pmi.org/>

International Project Management Association, IPMA, <http://www.ipma.world>

Institute for the Future for the University of Phoenix Research Institute, Future Work Skills 2020, 2011, <http://www.iff.org/futureworkskills/>

Papers - Reports

H. Heijke, C. Meng & C. Ris, "Fitting to the job: the role of generic and vocational competencies in adjustment and performance". Labour Economics 10 (2003) 215–229.

M. Humburg & R. van der Velden "Skills and the graduate recruitment process: Evidence from two discrete choice experiments". Economics of Education Review 49 (2015) 24–41.

R. D. Arvey & J. E. Campion, "The employment interview: a summary and review of recent research". Personnel Psychology 35 (1982) 281-322.

K. W.H. van Beek, C. C. Koopmans & B. M.S. van Praag, "Shopping at the labour market: A real tale of fiction". European Economic Review 41 (1997) 295-317.

M. Teijeiro, P. Rungo & M. J. Freire, "Graduate competencies and employability: The impact of matching firms' needs and personal attainments". Economics of Education Review 34 (2013) 286–295.

R.G. Biesma, M. Pavlova, G.G. van Merode & W. Groot, "Using conjoint analysis to estimate employers preferences for key competencies of master level Dutch graduates entering the public health field". *Economics of Education Review* 26 (2007) 375–386.

W. Archer & J. Davison, "Graduate Employability - The views of employers". The Council for Industry and Higher Education, London, 2008.

C. Stoakes, "Commercial Awareness 2015/16". Christopher Stoakes Ltd, 2014.

S. Caird, "General measure of Enterprising Tendency test". Department of Engineering and Innovation, The Open University, UK, www.get2test.net, 2013.

PMI Competencies PMI's Project Management Competence Development Framework, PMCDF, PMI, 2007.

ICB - IPMA Competence Baseline Version 3.0, 2006.

A. Davies, D. Fidler & M. Gorbis, "Future Work Skills 2020". Institute for the Future for the University of Phoenix Research Institute, www.iff.org, 2011.

5. Multiple choice questions

List the questions

- 1) A candidate may be given a company's report to study. Based on this report, the candidate is then required to compose a summary and come up with conclusions. In that way, which skill of the candidate can be assessed?
 - a. Organisation
 - b. Ability to work under pressure
 - c. Confidence
 - d. Literacy
- 2) A key skill for the workforce in the near future will be "the ability to understand concepts across multiple disciplines". This skill is mostly related with
 - a. Novel and adaptive thinking
 - b. New media literacy
 - c. Cognitive load management
 - d. Transdisciplinarity
- 3) Which of the following patterns of an individual's assertiveness demonstrate a behavior requiring improvement?
 - a. Listens carefully to others
 - b. Creates enthusiasm and motivates others
 - c. Alligns him(her-)self with the majority view or existing powerbrokers
 - d. Considers and respects minority viewpoints
- 4) Which of the following qualities of an individual does not demonstrate his/her creative tendency?
 - a. Change-orientation
 - b. Curious and interested in new ideas
 - c. Self-confidence with the belief that he/she has control over destiny
 - d. Intuition, being able to synthesize ideas
- 5) An individual presents a high need for achievement if he/she demonstrates the following qualities (you may select more than one):
 - a. Reliance on his/her own ability
 - b. A strong task orientation
 - c. Responsible and persistent in pursuit of aims
 - d. Willingness to work long and hard when necessary to complete tasks

- 6) Ways to demonstrate ability to work under pressure are (you may select more than one):
- a. Show good performances on exams taken during education
 - b. Present past experiences of performance in front of an audience
 - c. Describe previous involvement in projects having deadlines and milestones
 - d. Managing well when work is unexpectedly busy or short staffed.
- 7) Which of the following is not an appropriate way to demonstrate commercial awareness?
- a. Check the employer's web site for background information
 - b. Find out who the organisation competitors are
 - c. Avoid to relate your previous experiences to business.
 - d. Read the relevant business/professional press

Answers to the questions

- 1) d
- 2) d
- 3) c
- 4) c
- 5) a, b, c, d
- 6) a, b, c, d
- 7) c

Annex 1- Lesson Plan – Analyse social media characteristics and match with personal aims (2 hours session)

Resources needed: projector, access to a networked computer

Real Time	Duration	Theme	Description	Resources	Documents to complete
	5 minutes	Introduction	<ul style="list-style-type: none"> - Short introduction to what companies are looking for in a candidate profile 	PPT	Attendance list
	10 minutes	Essential skills and competencies	<ul style="list-style-type: none"> - Writing - Numeracy - Literacy - Presentation - Organisation - Stamina - Ability to work under pressure - Confidence 	PPT	
	15 minutes			Group exercise 1	Group report for exercise 1
	10 minutes	Important skills that employers want	<ul style="list-style-type: none"> - Commercial awareness - Communication skills - Computer/IT skills - Creativity skills 	PPT	
	20 minutes			Group exercise 2	Group report for exercise 2
	10 minutes	Enterprising tendencies and entrepreneurial skills	<ul style="list-style-type: none"> - Strong need for achievement - High need for autonomy - Creative tendency - Locus of control - Calculated risk taking 	PPT	
	20 minutes			Group exercise 3	Group report for exercise 3
		Project management competencies	<ul style="list-style-type: none"> - Technical competences 		

			<ul style="list-style-type: none"> - Contextual competences - Behavioral competences 		
	20 minutes	<p>Drivers influencing future work skills</p> <p>Key work skills needed in the near future</p>	<ul style="list-style-type: none"> - Sense-making - Social intelligence - Novel & adaptive thinking - Cross-cultural competencies - Computational thinking - New-media literacy - Transdisciplinarity - Design mindset - Cognitive load management - Virtual collaboration 	PPT	
	10 minutes			Multiple choice questions	