



SUPPORTING THE INTEGRATION OF MIGRANT WOMEN, REFUGEES AND ASYLUM SEEKERS

simra

EUROPEAN COMMISSION DIRECTORATE- GENERAL FOR MIGRATION AND HOME AFFAIRS
MIGRATION AND SECURITY FUNDS UNION ACTIONS



Annex 4 - IEKEP Guide for the exploration of skills

Aim of the interview

(The following questionnaire will be useful to the career counselor only as a guide. Depending on the person and the relationship that has been created, the counselor can choose which questions to use.)

The aim of this interview is for the counselor to get to know the person better and more specifically to understand which are the strong and the weak characteristics of the person, so as to be guided properly and effectively through the actions of the project and in the long term.

BASIC SKILLS

1. Do you know how to read? Yes No
(If yes) how well?

Excellent	Well	Not so well	Very little
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2. Do you know how to write? Yes No
(If yes) how well?

Excellent	Well	Not so well	Very little
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3. Can you do numerical operations on paper?
(If yes) how well?

Excellent	Well	Not so well	Very little
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4. Can you do numerical operations without using pen and paper?
(If yes) how well?

Excellent	Well	Not so well	Very little
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5. Can you use a calculator?
(If yes) how well?

Excellent	Well	Not so well	Very little
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6. How well can you express yourself orally?
 6a. To describe something



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Excellent	Well	Not so well	Very little
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6b. To present yourself to someone

Excellent	Well	Not so well	Very little
-----------	------	-------------	-------------

6c. To argue

Excellent	Well	Not so well	Very little
-----------	------	-------------	-------------

7. Do you speak another language? Yes No
(If yes) what language?

Excellent	Well	Not so well	Very little
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8. Have you ever used a computer? Yes No
(If yes), for what kind of use?

To play a game?	Yes	No
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To surf the Internet?	Yes	No
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To write text?	Yes	No
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SOCIAL SKILLS

How well do you think you communicate with others? (example)

Excellent	Well	Not so well	Very little
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Can you understand others' feelings? (example)

Excellent	Well	Not so well	Very little
-----------	------	-------------	-------------

Can you understand and control your own feelings? (example)

Excellent	Well	Not so well	Very little
-----------	------	-------------	-------------

Are you trusted by others? (example)

Excellent	Well	Not so well	Very little
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Have you ever spoken in public? Yes No

(if the answer is No) how well do you think you could do it?



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Excellent

Well

Not so well

Very little

PROFESSIONAL/ VOCATIONAL SKILLS

Have you finished school?

(If yes) have you attended any other kind of education after school? Yes No

(If yes) what kind of education was it?

What specialty?

What do you think you gained from it?

Was it useful to you? Yes No

(If yes) in what way?

What kind of jobs have you been doing recently? (see the table below)

1st

2nd

3rd

4th

(analyze them in the table below)

Job description (what was the person doing)	What did you like the most? (2-3 things)	What did you like the least? (2-3 things)	Which of your personal characteristics did you use?	What have you learned by doing this job?



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Do you think that in these jobs you used your full potential? (explain)

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In what fields would you like to improve and in what ways in order to have more interesting jobs in the future and more probabilities to stay employed?

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Observations of the Counselor regarding the person's needs

BASIC SKILLS

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SOCIAL SKILLS

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PROFESSIONAL SKILLS

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