



## **Equality Future in Europe – EFE**

### **O4: EFE ICT Tool for competency assessment**

# **GUIDE FOR END-USERS**



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## I. Introduction

The EFE ICT Tool for competency assessment of people with disabilities is a tool for diagnosing key competencies for the labor market. The tool is addressed to people with disabilities searching for employment.

The diagnosis of competencies can help identify one's strengths and weaknesses and plan further personal development path for a person with disability.

## II. Scope of diagnosis

The EFE ICT tool diagnoses 15 key competences classified into two groups.

The job-seeking competences:

- Willingness to work
- Perseverance in search for employment
- Self-awareness
- Knowledge of the job market
- Preparation of application documents
- Participation and self-presentation in an interview

The key employability competences:

- Time management
- Coping
- Communication
- Cooperation
- Self-motivation
- Self-efficacy
- Adaptability
- Willingness to learn
- Responsibility

### III. The diagnosis with EFE tool

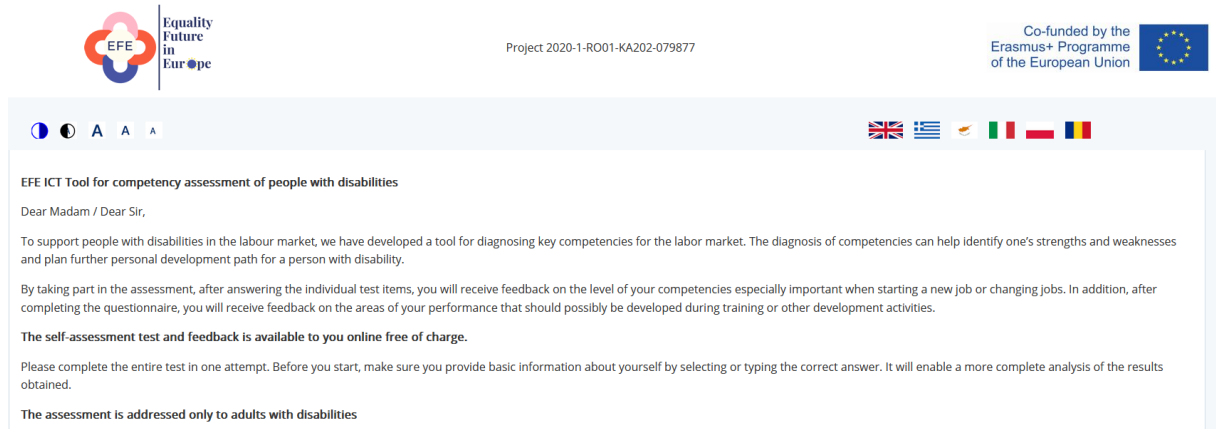
EFE tool is a multidimensional electronic tool with several language versions (English, Greek, Italian, Polish and Romanian), available free of charge on the website:

<https://efe-test.oic.lublin.pl/>

Below you can find a short manual describing functions of the tool.

After entering the address in your browser, you will see the description of the questionnaire and the instructions on how to start or continue the diagnosis:

#### Homepage



The screenshot shows the homepage of the EFE tool. At the top left is the EFE logo and the text 'Equality Future in Europe'. In the center, it says 'Project 2020-1-RO01-KA202-079877'. On the right, it says 'Co-funded by the Erasmus+ Programme of the European Union' with the European Union flag. Below this is a navigation bar with a moon icon, a sun icon, and three 'A' icons for font size, followed by flags for UK, Greece, Italy, Poland, and Romania. The main content area has the title 'EFE ICT Tool for competency assessment of people with disabilities' and a greeting 'Dear Madam / Dear Sir,'. It describes the tool's purpose: 'To support people with disabilities in the labour market, we have developed a tool for diagnosing key competencies for the labor market. The diagnosis of competencies can help identify one's strengths and weaknesses and plan further personal development path for a person with disability.' It also states: 'By taking part in the assessment, after answering the individual test items, you will receive feedback on the level of your competencies especially important when starting a new job or changing jobs. In addition, after completing the questionnaire, you will receive feedback on the areas of your performance that should possibly be developed during training or other development activities.' A bolded line reads: 'The self-assessment test and feedback is available to you online free of charge.' Below that, it says: 'Please complete the entire test in one attempt. Before you start, make sure you provide basic information about yourself by selecting or typing the correct answer. It will enable a more complete analysis of the results obtained.' At the bottom, it notes: 'The assessment is addressed only to adults with disabilities'.

#### Login

If it is your first time to enter the tool, click on the “Start button”.

If you have already started the assessment before and want to continue, please enter your individual token generated by the tool.



You can pause/ stop the questionnaire at any time and resume it later (all the results will be saved). For this, you need to save your token (displayed on the screen) and login back using this token.

Click on the **Start** button to begin the assessment (if you are a new user)

**Start!**

or login with your token (to continue the assessment)

Token

**Login**

## Token

As soon as you start completing the tool, the individual token will be generated and displayed in the upper right-hand corner of the screen.

Write down your token, as you can interrupt the assessment and go back to it at anytime. To continue the assessment you will need to login on the home page (see section above).

Your token: c8e7bfd6

**Logout**

## Language selection

Then you will be redirected to the page to choose your language. Click on your country flag or choose English.

Choose language



## Demographic data

When you enter this section you need to fill in short information about yourself needed for statistics.

Please fill in short information about yourself:

Name and surname (optional)

Gender: \*

- Female  
 Male

Age (years): \*

The EFE questionnaire was prepared for adults with disabilities. If you do not meet these conditions, the results obtained after completing the test may be in error.

I have a disability certificate: \*

- Yes  
 No

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*\*Your name and surname is optional. This data will be transferred to your individual report only.*

## Self-assessment

Now you enter the actual self-assessment part about different qualities and abilities of people with disabilities who intend to take up a job and those who are already employed.

There are 8 pages of self-assessment.

Each item should be assessed on a scale from 1 to 6:

- 1- strongly disagree
- 2- disagree
- 3- slightly disagree
- 4- slightly agree
- 5- agree
- 6- strongly agree

## Part I (1 / 8)

Below, you will find a set of statements about different qualities and abilities of people with disabilities who intend to take up a job and those who are already employed. For each of them mark **on the scale from 1 (strongly disagree) to 6 (strongly agree)** the answer that best expresses your beliefs about yourself.

	1 - Strongly disagree	2 - Disagree	3 - Slightly disagree	4 - Slightly agree	5 - Agree	6 - Strongly agree
I know that I am able to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am actively looking for a job despite any difficulties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can write a CV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can distinguish between the urgent and less urgent tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am constantly developing my competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am not discouraged from looking for a job when my application is rejected	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can look at my strengths and weaknesses in an objective way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know what employers expect from job candidates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can present myself well during an interview	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can express myself clearly when talking to another person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## Navigation

You can go back or move forward with “back” and “next” buttons.

I am not afraid to work hard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I enjoy participating in trainings and courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Despite my disability, I want to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## Finish

The last page of the assessment includes “Finish” button to complete the assessment.



## Part I (8 / 8)

Below, you will find a set of statements about different qualities and abilities of people with disabilities who intend to take up a job and those who (strongly disagree) to 6 (strongly agree) the answer that best expresses your beliefs about yourself.

	1 - Strongly disagree	2 - Disagree	3 - Slightly disagree
I can answer questions posed by the interviewer without stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I find it easy to ask questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I like sharing the workload with colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I complete my tasks within the time frame defined by my supervisors	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I am not afraid of changes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Back](#) [Finish](#)

## Your results and final report

When you finish the assessment, your results will be displayed.

### Your results

The level of your competencies has been determined on the basis of your results:



[Download full REPORT with the analysis of your results obtained from EFE ICT Tool.](#)

The final report can be also downloaded here.





[Download full REPORT with the analysis of your results obtained from EFE ICT Tool.](#)



## IV. Final report

Your individual report will be generated and downloaded in PDF file.



### **Equality Future in Europe - EFE**

**The diagnosis of key competencies in the labour market**

**EFE ICT Tool for competency assessment**

11-01-2023

The report will detail your performance in 15 areas of competence.

Taking up employment or changing your job can be a demanding process. In order to be successful in finding a job, apart from having the variety of competencies desired by employers, there are competencies related to the very job searching process and participating in job interviews that are of high importance. In order to support you in navigating the job market, an international team of institutions from five European countries: Cyprus, Greece, Poland, Romania and Italy has developed a diagnostic tool for people with disabilities who are entering the labour market or intending to change their job. The EFE questionnaire measures the level of fifteen key competencies in the labour market. The tool allows you to identify your strengths and weaknesses and plan further development paths in the labour market.

### YOUR RESULTS

The completed questionnaire examines the competencies that are important in the labour market. The following results are based on your answers and are credible only if you answered to them frankly. Based on your results, the level of your competencies has been determined.



You possess an average level of the following competencies:

#### Time management

you are quite good at effectively using time and achieving professional goals on time, however, sometimes you lack regularity and the ability to be more organised.

#### Participation and self-presentation in an interview

you are quite good at presenting your own strengths and achievements during an interview or

Project no 2020-1-RO01-KA202-079877

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There will be also some tips on what to do next.

## V. Accessibility features

The following accessibility features are provided on the website:

- Contrast
- Larger Accessibility Text Sizes