

Application n° 2014-2-ES02-KA205-005432

PARTICIPANT \_\_\_\_\_

DATE \_\_\_\_\_

### BASIC COMPETENCES AND HABITS FOR EMPLOYMENT

COMPETENCE	DESCRIPTION	VALUATION			
Image / personal hygiene	Appropriate dress and grooming. Clean and ironed clothes	Very Low 1	2	3	Very high 4
Education / courtesy.	Greetings and goodbyes. Cordiality in the relation, apologizing for delays.	Very Low 1	2	3	Very high 4
Verbal fluency	Ability to express thoughts and ideas in an understandable way for interlocutors	Very Low 1	2	3	Very high 4
Listening skills / Comprehension	Ability to listen properly, focusing on conversation and understanding its content.	Very Low 1	2	3	Very high 4
Order	Ability to keep things placed in the appropriate place.	Very Low 1	2	3	Very high 4
Punctuality	Attends appointments at the set time. Warns on setbacks that may stop him from attending	Very Low 1	2	3	Very high 4
Physical resistance/ energy	Ability to perform physical labor. Appearance of strength. High energy level, he/she doesn't get tired often.	Very Low 1	2	3	Very high 4

### PERSONAL AND SOCIAL COMPETENCES FOR OCCUPATION

COMPETENCE	DESCRIPTION	VALUATION			
<b>RESPONSIBILITY</b>	Committed person (work searching, performing a labor...) and assumes the obligation to carrying it out. Willingness to get involved at work.	Very Low 1	2	3	Very high 4
<b>PERSISTENCE</b>	The person shows strength and continuity in achieving intended purposes, despite the difficulties that may arise.	Very Low 1	2	3	Very high 4
<b>ADAPTATION CAPACITY</b>	Willingness and ability to accept and implement changes in behavior and adjust quickly to new or changing situations in the workplace.	Very Low 1	2	3	Very high 4
<b>INITIATIVE</b>	Dynamic person capable of contributing with ideas, solutions or perform tasks / activities, detecting and exploiting opportunities to improve results.	Very Low 1	2	3	Very high 4
<b>ORGANIZATION</b>	Ability, when facing a sequence of related job activities, to set the order of performance, taking into account both the urgency and the importance, and to execute them with the resources and on time.	Very Low 1	2	3	Very high 4
<b>ORDER</b>	Capacidad para mantener colocadas las cosas en el lugar que les corresponde. Ability to keep things correctly placed.	Very Low 1	2	3	Very high 4
<b>TEAM WORK CAPACITY</b>	Ability to collaborate and cooperate in performing tasks within a team, working towards a common goal beyond personal interest.	Very Low 1	2	3	Very high 4