

## Briefing document competence test

### 1) Objective and progress of the competence test

#### Main objective

The **HR-professional** checks to what extent, the student manages to give a differentiated image of his professional strengths, interests and potential. All this information is not linked with an existing job offer.

The main objective of the test is to consider, with the student, his competences. It is important that the students can show self-reflection and that they can relate their points of attention to the future professional context.

The HR-professional checks which impression the student makes, what his strengths are, how he can improve those strengths and how he can link them to the job market.

Important: the reflection has to be detached from the selection situation. It is not

- a simulation of an interview
- a real interview

#### The student

The objective for the student is to learn how he can give a better profile of himself and how he can link himself to the job market. The student can use a digital portfolio to present himself.

#### Progress

The competence test is based on an exact 30-minute scheme: presentation – conversation – feedback.

- **Phase 1: Presentation**

The student gives a picture of his own competences in function of his professional future through a **presentation portfolio** (10 min.).

- **Phase 2: Conversation**

The HR-professional interviews the student about his competences (10 min.).

- **Phase 3: Feedback** by the HR-professional

The HR-professional gives the student a summarized feedback, he draws special attention to positive points during the presentation and the conversation (10 min.). He explains how the student can further improve his presentation on the job market.

## **2) Phase 3: feedback to and evaluation of the student by an external person**

- The oral feedback to the student immediately after the presentation and after the interview is an important part of the test and has to be dealt with considerable attention.
- The HR-professional evaluates the student with the enclosed score form.  
Procedure:
  - The form contains 7 different criteria and a scale with 6 marks.
  - The HR-professional evaluates every criteria and gives a global score. This global score does not have to be the addition of the fraction scores.
  - The competence test equals 2 credits in the course module "Internship" (total of 17 credits). An honest evaluation, even if it is negative, does not explicitly have a negative impact on the total score. An honest evaluation is only for the best of the student.

## **3) Evaluation and reflection by the student**

- After the test, the student has to evaluate it.
- The HR-professional fills in the online score form. Students who will take the competency test at their internship company will provide the link of the online score form to the HR person with whom they will take the test.