ABOUT THE TOOL

The KeyStart2Work Self-Assessment tool is an online interactive tool for discovering, assessing and validating the **12 Transversal Competences (TCs) - Key for Employability** identified through thorough desktop research, online surveys, expert interviews and focus groups with relevant stakeholders in 6 EU countries (Spain, Italy, Austria, Greece, Poland, and Belgium) in the frame of the [EU funded project KeyStart2Work](#), and in particular the following TCs:

1. Time management & organization
2. Flexibility & adaptability
3. Decision-making
4. Information collection & processing
5. Teamwork orientation
6. Negotiation skills
7. Empathy
8. Leadership
9. Critical, strategic & innovative thinking
10. Problem-solving
11. Intercultural skills & global awareness
12. Learning orientation

The self-assessment tool is provided **online and free of charge**, takes around **2 and a half (2.5) hours** and addresses **young and adult VET learners, jobseekers and professionals** wishing to gain awareness of what TCs are, discover, assess and validate the level of their own TCs key for employability, improving this way their employability potential in todays' highly demanding labour market.

It has been structured on the basis of **36 imaginary yet highly topical scenarios** that have been originally ideated by project partners so as to evaluate attitudes and behaviours related to each TC, as they are illustrated in detail in the [Catalogue of Transversal Competences](#), rather than knowledge in this respect. Thus, the tool can be used by all target users irrespective of their knowledge and experience level on those TCs.

All 36 scenarios draw from 3 different stages in life/ situational contexts where the user should consider themselves the protagonist:

1. The stage of entering the job market either as a student, new-comer, or unemployed (**Section 1: Launch your career**)

2. The stage of career development while being active in the job market, in view of increasing the employability potential and staying competitive into a fast-changing and increasingly demanding labour market or being upgraded in job (**Section 2: Boost your career**)

3. The real life, eg. while spending time with friends or family, being on holidays, during a party time, school-time, etc. (**Section 3: Practice in Real Life**)

There are 3 multiple choice **answer options** per scenario while each scenario provides one answer option for each level: High - Medium - Low. The scenarios are not indicating which competence are being assessed.

Each TC is evaluated and assessed through 3 scenarios covering all three (3) scenarios' groups described above, so users should take all 36 tests (scenarios) to get their full results, imagining **what they would do if they were the protagonist in all 36 scenarios.**

When all tests are completed, users can get their own results at the results page, where they can learn what their level (**low-medium-high**) and score (**0-300**) on those 36 transversal competences is, and in particular:

— an overall **radar chart** with scoring on a 0-300 scale ("Radar Chart section)

— a **summary table** illustrating the level and the score per TC

— the thorough description of their current **profile per competence** ("Your Profile" section)

At the results page they can also find related side material for **further reading**, **famous quotes** and the **full descriptions for all skills and levels**.

All material in results page is both **downloadable and printable**.

Users can **retake** the self-assessment tool to improve their results after at least 24h from their last self-assessment.