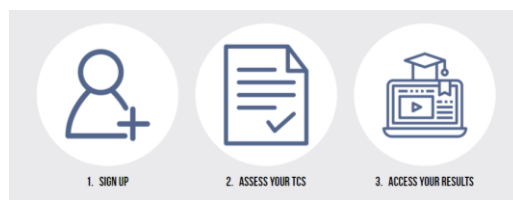# USER MANUAL

Welcome to the KeyStart2Work Self-Assessment tool!

You are now at the Homepage. Take the 3 indicated steps to play the tool, following the instructions below.
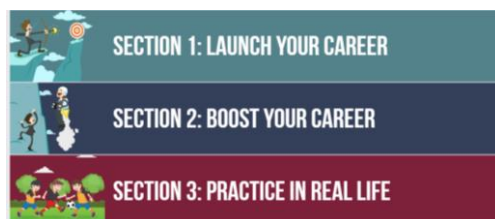
STEP 1: Sign Up

To have access to the tool click here and register by entering your name, email and a password.

Return to the homepage to move to the next step.

STEP 2: Assess Your TCs

Click here to enter the assessment area.

You are now here:

You need to respond to all questions across all 3 sections to get your results (12 scenarios each, 36 scenarios in total).

Go to **"Section 1"** and respond to each scenario by choosing the answer that fits best. There are no correct – wrong answers, as the tool evaluates the level of competence in regards to each Transversal Competence (TC) from an attitudinal/ behavioural perspective. Only one (1) out of three (3) answers can be selected.

Click on the "**Submit Answer**" button to save your answer and go next. At this stage you cannot change your answer after it has been submitted.

If you wish to exit the tool without losing your work, click first on the "**Submit Answer**" and right after the "**Save & Exit**" button to save all answers submitted so far and continue later on. When you come back, go to the section you left incomplete so that the system automatically pick you up from where you left (unless you have already completed this section once). Don't forget to return and complete your assessment later on.

Once Section 1 is completed the system automatically leads you to the link for entering **Section 2** and so on. Remember that you have to go through all 3 sections to get your final results.

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After **Section 3** is completed the system automatically leads you to the link for entering the results page "Access your results". Alternatively, you can return to the homepage and click on the "Access your Results" button.

STEP 3: Access Your Results

Click here [icon: 3. ACCESS YOUR RESULTS] to enter the results page.

You are now here:

YOUR RESULTS

📊 Radar Chart

▦ Summary Table

📖 Full descriptions for all skills and levels | 📄 Further readings to learn more | 🔄 Reassess your TCs to improve your results

YOUR PROFILE

📊 **TIME MANAGEMENT & ORGANIZATION - HIGH PROFILE**
You are a good time and organization manager because you know how to plan and organize your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high.

📊 **FLEXIBILITY & ADAPTABILITY - HIGH PROFILE**
You are highly adaptable and it may be, more highly valued at work than those who are highly skilled but less willing to adapt, flex, and change. You serve specific needs of the people you manage, this demonstrates that you care for others – trying more to cope with them than expecting them to conform to your preferred way of doing things.

Go to **"Your Profile"** area to read the **description of your own profile per TC** based on your responses to all 36 scenarios throughout the previous step (12 TCs key for employability in total):

YOUR PROFILE

📊 **TIME MANAGEMENT & ORGANIZATION - HIGH PROFILE**
You are a good time and organization manager because you know how to plan and organize your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high.

📊 **FLEXIBILITY & ADAPTABILITY - HIGH PROFILE**
You are highly adaptable and it may be, more highly valued at work than those who are highly skilled but less willing to adapt, flex, and change. You serve specific needs of the people you manage, this demonstrates that you care for others – trying more to cope with them than expecting them to conform to your preferred way of doing things.

📊 **DECISION-MAKING - HIGH PROFILE**
Excellent! You're well on your way to becoming a good "collector"! You put a lot of effort in searching and applying information. When you have to take a decision or make a choice you usually integrate, synthesize, and apply information from multiple sources. In order to collect only valid and sound information you determine procedures for maintaining and evaluating information. You make an effort to think in terms of generalized models rather than concrete details to have an idea of the big picture. To do that you move beyond concrete analysis of factual information to develop abstract, conceptual understanding of the meaning of an array of information. To further improve your style you could try to integrate diverse themes and lines of reasoning to create new insights, levels of understanding or knowledge.

Click on the "**Radar Chart**" button to get a 360-degree overview of your personal score (on a 0-300 scale) across all 12 TCs assessed in previous step:

📊 Radar Chart

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Click on the "**Summary Table**" button to get the summary of your results in the form of table summarizing both your score (on a 0-300 scale) and level (low-medium-high) across all 12 TCs assessed in previous step:

⊞ Summary Table		
#	**Name**	**Total Score**
1.	TIME MANAGEMENT AND ORGANIZATION	300 - High Level
2.	FLEXIBILITY AND ADAPTABILITY	300 - High Level
3.	DECISION-MAKING	300 - High Level
4.	INFORMATION COLLECTION AND PROCESSING	300 - High Level
5.	TEAMWORK ORIENTATION	300 - High Level
6.	NEGOTIATION SKILLS	200 - Medium Level
7.	EMPATHY	300 - High Level
8.	LEADERSHIP	250 - High Level
9.	CRITICAL, STRATEGIC AND INNOVATIVE THINKING	300 - High Level
10.	PROBLEM-SOLVING	155 - Medium Level
11.	INTERCULTURAL SKILLS AND GLOBAL AWARENESS	300 - High Level
12.	LEARNING ORIENTATION	250 - High Level

Click on the following buttons:

▤ Full descriptions for all skills and levels	🗎 Further readings to learn more	⟳ Reassess your TCs to improve your results

to:

— **gain awareness** of the full descriptions of all levels (low-medium-high) across all 12 TCs (downloadable & printable pdf)

— **broaden your horizons** in regards to the 12 TCs assessed through rich side material suggested for further reading and related famous quotes (downloadable & printable pdf)

— **retake** the tests whether in one section or across all 3 sections to improve your results **after at least 24h** since the last time you completed the specific section or the entire tool respectively.

Click on the 🖶 📄 button to **download and/ or print** your profile description and all other results forms (radar chart, summary table) that are **open at the moment of printing**.

Printing in **landscape layout** is strongly recommended to facilitate reading.

Thank you for using the KeyStart2Work Self-Assessment tool!