

Chance 3000

Stärken erkennen

Manual

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**Your guide
for your helpful tool!**

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Introduction

Dear Trainer!

Dear Tutor!

Dear Consulter!

We are delighted that you are using our Consulting- and Assessment-Tool! You will see that all the elements will offer you support for a qualitative consulting.

This can be in regard of the further life of your customers or for assisting companies to find the persons, where their participants profile consistently agrees optimally with the job profile.

This Manual represents an introduction to one of the developed tools: the online assessments. Its intention is to allow the tool to specify and operate with the participants. The focus of the diagnosis lies on the fields of ICT, health and tourism.

We are looking forward to cooperate with you!

Cooperation

If you use our online tool, first please get in touch with the project partner in your country. About this institution you will get training sessions and introduction to the specification and the setting, as well as all the necessary access and information.

The diagnostics can be performed only once per participant, thus the quality will be guaranteed and as no training process is possible, the real potential can be seen. For this purpose is also precisely important that you are supervising while performing as a contact person available, because if explanation is necessary, you may assist the participant.

But please restrict yourself and make sure to explain the procedure, the process, function keys, functions and the practice example. However, the examples must be performed by each participant alone.

Technical requirements

To enable error-free execution, the following requirements must be fulfilled:

System:

- Internet Connection
- Windows operating system to Windows Vista and higher

Possible Internet Browsers:

- Google Chrome, Version ≥ 40.0
- Mozilla Firefox, Version ≥ 31.0
- Internet Explorer, Version ≥ 9
- Safari, Version ≥ 7

Log-in in the Online Tool

You have the possibility to implement the tools individually made for your participants, in one of the project languages (German, Austrian German, English, Italian or Spanish), even when some of your participants is located in another country. That means that even if you for e.g. live in Austria, but Spanish language is the mother tongue of your customer, you could do the assessment in Spanish from Austria.

To log in your client, you will receive language-specific access code that could be obtained by your project partners in your country.

Example of a german access code: **5NQdUHW13o** de

Example of an english access code: **QTHfMM3Cx7** en

To participate in the Online Tool, only the code must be entered, without the country code. The identification of the language displayed in the Online Tool is part of the access code. Your access code can be used only ones in the frame of the process of the Online Tool.

Partners and counselors or caregivers are instructed by the responsible project partner for the use of Online Tools in advance.

Access can be gained at the project page. Then let your customer enter the code in the following area.



Herzlich willkommen auf der Seite des Assessments zum Projekt Chance 3000!
Bitte geben Sie hier Ihren Code ein.

Login

Personal data

After entering the access code (without country code) appears the welcome page; with pressing the "Next" button, your customer will get access into the system.

Chance 3000

Welcome to the assessment of Chance 3000!

Welcome to the page of the assessment of the project Chance 3000. You have the possibility to collect your strengths and determine your sector-specific skills.

next



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Please make sure that your customer fills out the following page and confirm all the 3 squares below with a check before pressing "save & continue", to be able to proceed.

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Personal Data

Please fill out the form below, then you will be automatically redirected to the assessment.

First name *	Surname *	E-Mail *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex *	Birthdate *	Birthplace *
<input type="text" value="Please choose"/>	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2002"/>	<input type="text"/>
Mother language *	Nationality *	
<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	
Contact Address:		
Postal code *	City *	Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	Region/ Location *	Phone number *
<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text"/>

I have checked my personal data and I agree, that my data and the results of the tests are stored and will be displayed to all participating companies.

I agree, to participate in this Website (Chance 3000) / to cooperate and declare that it is my free will to be part of it.

I am a responsible person and will answer all the questions of psychological tests as honestly and accurately as possible.

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After the data is entered and the terms approved, a confirmation with detailed explanations on how to proceed will appear.

Among other things, it should be noted where the remaining time per block is shown and that your customer can have only a one-time break.

Then he/she can start with the diagnostics!

Data successfully entered

We are pleased that you are taking part in our assessment!

For each field you will get a detailed explanation, which you can access to again during the execution. You will know about the available time for each field. The remaining time will be displayed. If you have less than 1 minutes remaining for an area, this remaining time appears in red. Work calm and focused.

In addition, your supervisor is at your disposal for any questions and / or doubts you may have.

You have the option of a one-time break and you can perform it after one completed part. Following a break button will appear, when you click on it, you have a maximum of 30 minutes break and upon the return you will be able to continue where you have left.



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Diagnostic structure

Your customer will be guided through the entire system. Each part will appear randomized, i.e. each participant starts with different parts. No part begins with the same blocks and issues.

At the beginning of each part, the task will be explained in details.

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The following test measures spatial orientation. This test is composed of several exercises containing different images. In each exercise you will find 2 - 4 possible solutions, but only one is correct. Look at each one carefully and "click" on the option that you think is correct.

Even if you are not sure of the answer always try to choose the most suitable one for you and never leave a question without an answer.

Please do the following example, to see if you understand the instructions of this test.

The next step is to click the button "next" and you will move to the test exercises.

For this test you have 15 minutes.

Overall Progress:

0%



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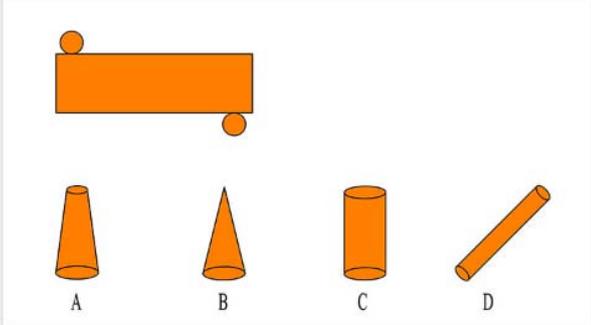


First, an example will be respectively displayed. This one is not for the actual test. After the solution button is selected, the correct answer will be displayed in color. Then after pressing the button "Next" your customer will be taken to the first task.

Chance 3000 20-1-50913

ability-space - Example

Which geometrical figure can be created by this template?



A B C D

[Solution?](#)

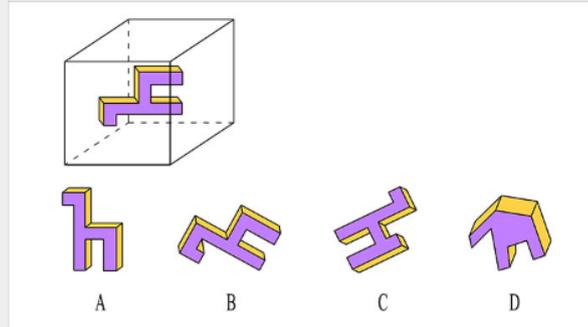
Overall Progress: 0%

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In the top right corner of the first task is displayed the number of the total questions for this block as well as the indication of the given time for this part.

Example: This is the first question out of nineteen. Remaining time for this block is 14 minutes 32 seconds.

Which of the following figures corresponds to the figure inside the cube?



A B C D

next »

Overall Progress: 0%

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At the bottom is displayed, for your customer's orientation, a percentage of the "overall progress" done till now.

In this form, all tasks are displayed and performed.

From the second block, an additional "Break" button will appear at the bottom corner on the left side. Only once can be taken a break.

In the following tests three words are given. Between the first and the second word exists a certain relationship. In each task you have to find out how the two words relate to one another.
There is a relationship between the words which the third word (the answer) should highlight. This word has to be found from the answers below.
In each exercise you will find 5 possible solutions (words), but only one is correct. Read each one very carefully and click the option that you think is correct.
Even if you are not sure about the answer always try to choose the most probable/ plausible one for you and never leave a question without a response.
Please do the following example to see if you understood the instructions of this test.
The next step is to click the button "next" and you will pass to the next exercise of the test.
For this test you will have just 5 minutes.

Break

next »

Overall Progress: 3%

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If the break button is pressed, the remaining break time is displayed and will remain active, counting down. By pressing the bottom "Next", the pause is terminated and the assessment continues normally.

The screenshot shows the 'Chance 3000' assessment interface. At the top, the title 'Chance 3000' and the identifier '20-2-50932' are visible. Below the title, the subject 'ability - analogies' is displayed. The main content area contains instructions for the test, explaining that three words are given and the user must find a relationship between them. A modal window titled 'Break' is currently open, displaying the message 'Once you are ready again, press the button NEXT' and 'Remaining Breaktime: 29:58'. The interface includes a 'Break' button on the left and a 'next >' button on the right. At the bottom, there is an 'Overall Progress' indicator showing 3% completion, along with logos for 'Chance 3000', the European Union, and the 'Programm für lebenslanges Lernen'. The copyright year '© 2016' is also present.

Certificate and Interpretation

At the end of the assessment, a certificate can be downloaded, saved and printed. This is your customer's confirmation; after this he/she can enclose his/her application.



Chance 3000

Welcome to the assessment of Chance 3000!

You have successfully completed the assessment! Now you have the possibility to leave the system or to print out the certificate.

[Download the certificate](#)

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The certificate confirms that your customer has successfully participated in an international project and where is his/her potential generally and specifically in the focus areas of ICT, health and tourism.



CID: 000001



Certificate

The consortium "Chance 3000" confirms

Mrs
Maya Ito

the successful participation in the online diagnostics of the international project

Chance 3000

Wien
07. Dezember 2015

Albert Westermayer
Brahman KG

For an evaluation of your client's analysis and a corresponding advice, please contact the project partner in your country, in order to give you competent advice. This can give you a professional enrollment for the competent implementation and application.

Procedural Instructions

The following points are indeed explained by the system itself, but it provides a great base for your customers to proceed. Therefore, please mention in the introduction the following points (the specific description has already been mentioned above):

- Self-explanatory system
- Each participant has a different order (if at the same time several participants perform an assessment)
- Answer spontaneously in the categories: personality and interests, since the right decision is the decision "from the gut"
- If one task can not be solved, rather go to the next, and solve that one
- Paper and pen for calculations can be used, but not for the part "Memories".

Thank you for your support for successful participation!

Your Stärken erkennen – Chance 3000 Team

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