

TEMPLATE FOR REPORT OF JOBTOL REVIEW

0. Job Tool Analysis Model Methodology

JobTool results are: 1. Didactical Methodology, 2. Manual for Trainers, 3. Training tool for unemployed with 9 training modules contents (Self-awareness; Opportunity-awareness; Goal Setting; Job searching skills I; Job searching skills II; Personal development; Electronic preparation of application documents; The Interview; First days on new work; Labour regulations and rights; 4. Exercises; 5. Virtual interview questions. In order to analyze these contents we propose to use the following methodology. For each result, read carefully the contents and, for each content, identify the action you agree more: maintain everything (ME), change by reducing (CR), change by enlarging (CE), withdraw everything (WE) or other, identify what and give it a 2 letter code. After, to each action explain/justify/comment/suggest why and how the content should be treated, event if it is to maintain it as it is and especially when it should be reduced (clearly identify the content to be removed, shortened, changed) or enlarged (clearly identify the content to be added, updated, deepened). After each result review or just in the end, if necessary, you can make a comment or write a conclusion/suggestion or any other thing that can help to understand better your actions and explanations.

1. JobTool - Didactical Methodology

Contents	Action*	Explain why and/or how
JOB TOOL DIDACTICAL CONCEPT	CE	To keep, adding information from focus groups with employers and the identification of the top 10 skills required in the sectors of Social work and Business services
TARGET GROUPS	CE	Youth up to 25 years, adults over 45 years
PRODUCTS	CE	e-learning elements; add new modules based on the top 10 skills required in the labour market (Communication module; Motivation module; Client – orientation module; Conflict – solving module; Common mistakes in

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		job interviews module); Basic English course
OVERVIEW	ME	Keep as written
eLEARNING ELEMENTS	CE	Develop new e-learning exercises

*Possible actions:	
Maintain everything	ME
Change by reducing	CR
Change by enlarging	CE
Withdraw everything	WE
Other: What?	??

Comment:

2. Manual for Trainers

Contents	Action*	Explain why and/or how
Introduction	CE	To the introduction it may be included the results & conclusions of focus groups with representatives of employers, which will serve as a reference and guide for participants.
Target Groups	CE	Youth up to 25 years, adults over 45 years and migrants
Overview	ME	Keep as written

Orientation Phase	CR	Phase Orientation is appropriate to last for only 1 or 2 days as if it lasts 10 days the interest of participants may be lost during this period. It is necessary to develop methodology for the conduction of the individual consultation meetings to determine their number - for example, one individual meeting each week during the duration of training.
Group Meetings	CR	The training itself and the group meetings should last no longer than 15 days. In group meetings can additionally be trained various skills through the application of interactive exercises, discussion of potential problem situations, discussion of appropriate solutions, etc.
Need Assessment Feedback Questionnaires	CE	To have questionnaires to track the results 2 times - during the training and at its end.
Individual Action Plan	CE	There should be developed a form for the action plan as well as guidelines for the consultant on the development of action plan.
E-Learning Elements	ME	The electronic version of the exercises can be used to explain better from the results from the exercises.
<i>JOBTOOL Modules</i>		
SELF AWARENESS	??	The theme of self-knowledge can be started with examples that can lead the participants towards the need for self-awareness. The improvement of participant's skills and qualities, as well as self-knowledge raising should be included as a part of the action plans of the participants. After completing the module, the participants may receive individual tasks

		like – identify what is the “dream” job for you?
OPPORTUNITY AWARENESS	CE	Each "Job Opportunities" exercise’s possibilities should be discussed between the participants, because these are main methods and resources for job searching. After completing the module, the participants may receive individual tasks like – discovering and visiting companies that are suitable for their own needs, using Internet or other sources.
GOAL SETTING	ME	The established main objectives connected with career path may be included in the action plans.
JOB SEARCHING SKILLS I	CR	To keep exercise 11 and to remove exercise 12. Regarding exercise 13 to keep the exercise, adding a more detailed analysis of the results. To update the content including new questions and to add a N/A possibility for answer .
JOB SEARCHING SKILLS II	CR	
PERSONAL DEVELOPMENT	CE	Instead of exercise 14, another exercise should be provided - "My interests/hobbies", that could help the person to present in the best possible way his/her personal hobbies and interest. Another exercise can be provided with focus on "Developing skills that are valued in the labour market"
ELECTRONIC PREPARATION OF APPLICATION DOCUMENTS	ME	To remove exercise 16. Instead of exercise 16a, another exercise should be provided - "How to write motivational/cover letter", that can help the person to develop the skills needed to write a good cover letter. This exercise should be replaced with real Cover letter format writing, through adding a sample and online fill-

		in-the-blank form. The format should include the names of the sections. Exercise 17 should be replaced with a real Europass CV format writing, through adding a sample and online fill-in-the-blank form.
THE INTERVIEW	ME	To remove exercise 18. To keep exercises 19, 20, 21, but with different answers and results.
MY FIRST WORKING DAY	ME	To keep but with different answers and results

*Possible actions:	
Maintain everything	ME
Change by reducing	CR
Change by enlarging	CE
Withdraw everything	WE
Other: What?	??

3. Exercises*

**Each exercise is linked to JobTool website, so that you can see its content. Just click on each one! You must be registered to see these contents / or you can use the following username and password to log in: Username: Katya; Pass: Katya*

Contents	Action*	Explain why and/or how
• EXERCISE 1 - SKILLS	ME	To keep, adding a more detailed analysis of the results. Update the content of the exercise.
• EXERCISE 2 - PERSONAL CHARACTERISTICS	ME	To keep, adding a more detailed analysis of the results. Update the content of the exercise.

• EXERCISE 3 - JOB INTERESTS	ME	To keep, adding a more detailed analysis of the results. Update the content of the exercise.
• EXERCISE 4 - GOOD WORKER	CR	To keep, adding a more detailed analysis of the results. To make it shorter.
• EXERCISE 5 - VALUES + • EXERCISE 6 - MY VALUES	??	Exercise 5 and exercise 6 should be combined in one exercise. To update the content
• EXERCISE 7 - JOB OPPORTUNITIES	ME	To keep, adding a more detailed analysis of the results. To update the content
• EXERCISE 8 - GOAL SETTING I + • EXERCISE 9 - GOAL SETTING II	??	Exercise 8 and exercise 9 should be combined in one exercise. To update the content by adding new situations, new questions, etc. Another possibility is to replace this exercises with a short psychological test (topic: "Goal-setting skills"), with an included key of the results.
• EXERCISE 10 - MY GOALS	ME	To keep, but with different answers and results.
• EXERCISE 11 - SEARCHING FOR A JOB	ME	To keep, adding a more detailed analysis of the results. Update the content of the exercise including modern ways and methods for find a job.
• EXERCISE 12 - IS THIS JOB FOR ME?	CR	To remove
• EXERCISE 13 - DO I DO ENOUGH FOR FINDING A JOB?	ME	To keep, adding a more detailed analysis of the results. To update the content of the exercise including new questions. To add a N/A possibility for answer
• EXERCISE 14 - MY PREVIOUS ACTIONS	??	Another exercise should be provided - "My interests/hobbies", that can help the person to present in the best possible way his/her personal hobbies and interest.

• EXERCISE 15 - MY ACHIEVEMENTS	ME	Good exercise. To keep , adding a more detailed analysis of the results.
• EXERCISE 16 - WRITING JOB APPLICATION	CR	To remove
• EXERCISE 16a - WRITING JOB APPLICATION II	??	Another exercise should be provided - "How to write motivational/cover letter", that can help the person to develop the skills needed to write a good cover letter. This exercise should be replaced with a real Cover letter format writing, through adding a sample and online fill-in-the-blank form. The format should include the names of the sections.
• EXERCISE 17 - CV	??	This exercise should be replaced with a real Europass CV format writing, through adding a sample and online fill-in-the-blank form.
• EXERCISE 18 - WHAT TO DO BEFORE THE INTERVIEW?	CR	To remove
• EXERCISE 19 - WHAT TO WEAR?	CE	To keep but with different answers and results. To make two exercises – one with woman and one with man. To update the content of the section “Useful tips”
• EXERCISE 20 - WHAT TO TAKE WITH YOU?	ME	To keep, but with different answers and pictures. To update the content of the section “Comments and useful tips”
• EXERCISE 21 - INTERVIEW	ME	To keep, but with different answers and results. To add new useful tips.
• EXERCISE 22 - FIRST DAY ON THE JOB	ME	To keep, but with different answers and results.
• EXERCISE 23 - THE CONTRACT	ME	Very useful exercise – to keep it, but with different sample.
• EXERCISE 24 - IS IT LEGAL?	CR	To remove



*Possible actions:	
Maintain everything	ME
Change by reducing	CR
Change by enlarging	CE
Withdraw everything	WE
Other: What?	??

Comment: At the discretion of the developer the content of some exercises may be changed, in order to accomplish the top 10 skills required in the sectors of Social work and Business services.

4. Virtual Interviews

**Each question theme is linked to JobTool website, so that you can see its content. Just click on each one! You must be registered to see these contents / or you can use the following username and password to log in: Username: Katya; Pass: Katya*

Contents	Action *	Explain why and/or how
1. Questions related to your desire and motivation to work this job exactly	ME	
2. Questions with which the employer aims to see whether you will fit in the working environment	ME	
3. Questions related to your readiness to contribute to the benefit of the company	ME	
4. Questions related to your readiness to give everything from yourself in the work:	ME	
5. Questions related to the payment:	ME	
6. Questions related to your informal skills and knowledge:	ME	
7. Questions related to your previous work experience:	ME	



*Possible actions:	
Maintain everything	ME
Change by reducing	CR
Change by enlarging	CE
Withdraw everything	WE
Other: What?	??

Comments: At the discretion of the developer the content of some exercises may be changed, in order to accomplish the top skills sought by employers.