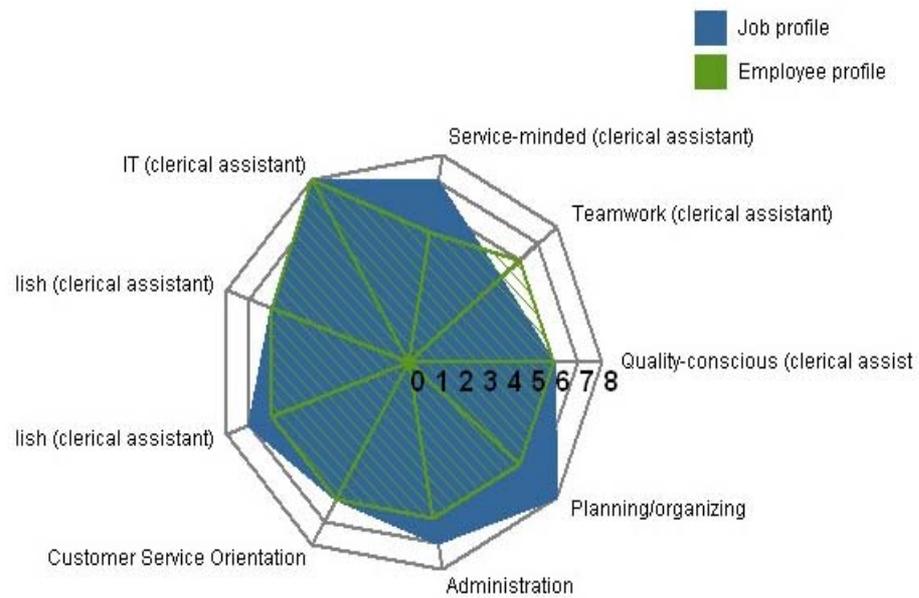


Competence assessment tool



User manual

For logging in:

Open Internet Explorer and enter the following address:

www.competence-assessment.eu/comet/uk

You have been sent the username and password by e-mail. If you don't have an e-mail address, your username and password has been mailed to your superior.



LOGIN

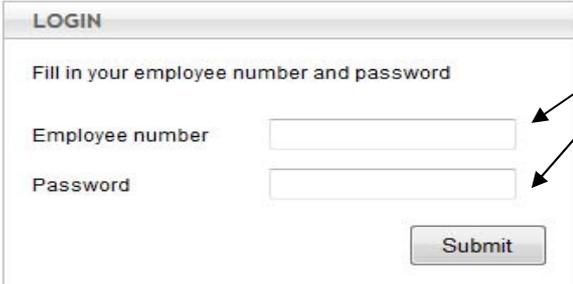
Login as employee

Login as superior

Login as superuser

I have forgotten my password

Choose "Login as employee"



LOGIN

Fill in your employee number and password

Employee number

Password

Submit

Enter "Employee number" and "Password"

If you have forgotten your password, click on "I have forgotten my password" on the front page, then enter and submit your e-mail address or contact your superior:

I HAVE FORGOTTEN MY PASSWORD

Fill in your Email so you can receive your login information

Email

Enter your e-mail here

1 OF 11

Welcome Cathrine Stone

Welcome to COMET Competence Web!
The programme will give you an overview of your competences compared with the job you are employed in.
This information is used in order to plan different development activities, together with your superior. We hope that the competence assessment will give you the possibility for a good dialogue with your superior about your development opportunities.

Fill in the screens one by one. When you answer the questionnaire, you will have to either:
- Answer 8 questions for each competence, or
- Choose one of the 8 levels, which matches you best
When you are finished, you will get the result depicted in a spider web.
Click Start here.

You are now ready to start the questionnaire. Click on "Start here" and follow the instructions on the screen.

PAGE 2 OF 11

The Competence: Quality-conscious (clerical assistant)

The ability to self-monitoring and implementation of corrective actions
Answer each of the questions below

I have a clear understanding of what is good and bad quality	<input checked="" type="radio"/> Yes <input type="radio"/> No
I always check my work for errors and omissions	<input checked="" type="radio"/> Yes <input type="radio"/> No
Others tell me regularly that my work is mostly in order	<input checked="" type="radio"/> Yes <input type="radio"/> No
I always give feedback if I see something that does not meet the quality standard	<input checked="" type="radio"/> Yes <input type="radio"/> No
I have a good knowledge of our quality standard	<input type="radio"/> Yes <input checked="" type="radio"/> No
I make always sure that errors are stopped before the product is forwarded	<input checked="" type="radio"/> Yes <input type="radio"/> No
I know and respect the quality assurance procedures of our company	<input checked="" type="radio"/> Yes <input type="radio"/> No
I always take action to improve the quality of my work	<input checked="" type="radio"/> Yes <input type="radio"/> No

You have to answer “Yes” or “No” to all the questions, where you meet this option. You go on to the next competence by clicking “Next”. You can at any time save the questionnaire and continue to answer it later, by clicking “Save and quit”.

PAGE 6 OF 11

The Competence: Oral English (clerical assistant)

The ability to understand and communicate in English
Mark the level that match best

When I speak English, other people can understand me	<input type="radio"/>
I can give prepared presentations in English	<input type="radio"/>
I can talk in English for a few minutes about a topic I am familiar with	<input type="radio"/>
I can participate in conversations or discussions in English	<input type="radio"/>
I can state and support my opinion when I speak English	<input type="radio"/>
I can talk about facts and theories I know well and explain them in English	<input type="radio"/>
I can orally summarize information I have read in English	<input type="radio"/>
I can orally summarize information from a talk I have listened to in English	<input type="radio"/>

Here you can mark the statement, which matches you best – only one check mark.

11OF11

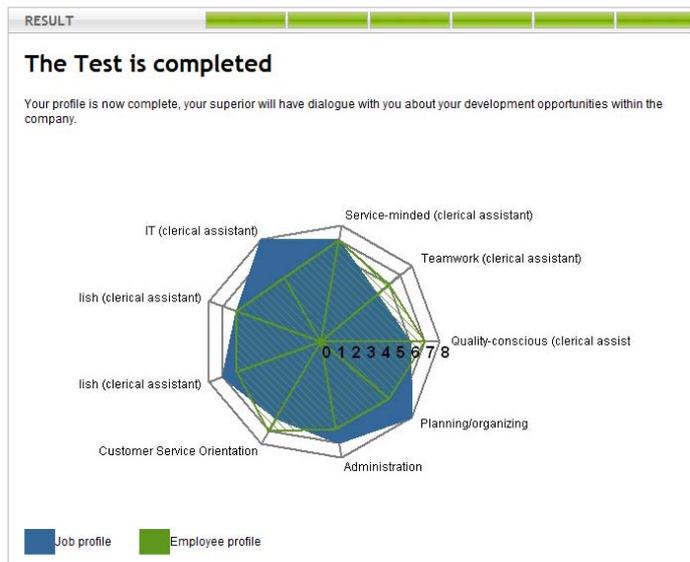
Select Education : Clerical assistant

OTHER DEMANDS

	YES	NO	PLANNED
Accounting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous Next

By clicking on the scroll-down menu, you will get a list, from where you can choose the education you have. If there are "Other demands", you will have to answer on them and then click "Next".



The test is now complete and you have the following possibilities:

1. "My profile": here you can print out your profile
2. "Development plan": you can see and print out the development plan that you and your superior have filled in (you will first see the development plan after the dialogue with your superior).
3. "Courses": shows a list of courses, which you have completed
4. "List of courses": shows the list of courses proposed by the company
5. "Print answer": here you can get a list of all the questions and your answers
6. "Dialogue form": this is the minutes from the dialogue with your superior
7. "Job description": this is a page, which shows the competences/demands required by your job
8. "Preparation form": is a form to help you prepare for the dialogue with your superior. Think over the questions, write down your answers and print the form out
9. "Change password": here you have the possibility to change your password