



Education and Culture DG

Lifelong Learning Programme



LEONARDO DA VINCI

# europass+ 2

Pre Test with Young People

The Point of View of Enterprises

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OVEST MILANO

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# Pre Test with Young People

## *Guidelines and Results*

# Guidelines

## Target

Young people (17 - 32 years old) with different educational levels, with or without a CV (also in europass format), who reported to Eurolavoro, Smile and Smile Puglia to get professional and educational advice.

## Pre Test's Numbers

- 3 subjects wrote their CVs **WITHOUT** using the europass+ website
- 5 (Eurolavoro) + 3 (Smile) + 3 (Smile Puglia) subjects wrote their CVs **WITH** the help of the europass+ website

# Guidelines

## Pre Test with the europass+ Website

### Phase 1

- Short description of the europass+ <sup>2</sup> project
- Request to use the website to write or rewrite the CV, and, at the end of the pre test, give opinions about the usability and relevance of the interactive tool to help young people document their informally acquired competences
- If necessary, assign a counsellor to help the user write the final version of their CV

### Phase 2

The subject uses the website

### Phase 3

At the end of the pre test, the counsellor interviews the user and fills in the appropriate questionnaire.

### Phase 4

The counsellor saves the user's CV and enters the results of the test into the back office records.

# Results

## **When the europass+ website is NOT USED: Some help is necessary and useful ...**

Users find it difficult to know exactly what skills or competences are and what skills or competences to list in the different sections of their CVs

For example, users ask for assistance to write a description of their skills and competences

# Results

## When the europass+ website IS USED: What users appreciate most

- The navigation of the tool is logical and easy
- Graphics, colours and images are appealing and friendly
  - Clear descriptions of skills and competences
- The examples and the check list enable users to illustrate their competences and skills
  - The final overview of skills and competences

# Results

## When the Europass+ website IS USED:

### What users appreciate most

The tool helps users build an awareness and give value to competences and experiences (free time activities) which are usually not evidenced in CVs

*Lorenzo, a user of the tool, commented:*

*“I believe that information about myself in my CV can help the human resources manager of an enterprise get a better idea of me as a candidate and of my style and approach to work. I think it is wrong to believe that a person is different in private and work life!”*

# Results

## WITH the use of the europass+ website:

### Suggestions to improve the website

- Some sections or words should be translated into Italian
  - The Italian flag should appear among the flags in the login page
- In the pages where the users are required to give a description of their competences, the relevant levels should be written below the description of the skill: So, users will not forget to select their level!

Two technical problems:

- Some pages (guided tour, overview e print my skills) are sometimes white
- After the login, the tool leads the users to a section where the descriptions of their skills can be found: The tool does not lead to the guided tour

# Results

## WITH the use of the europass+ website: Suggestions to improve the website

- In the last step of the procedure, it is better to print the whole europass CV format with all the skill sections filled, and not only the section regarding competences/skills.
- It is better not to report the levels of the user's skills in the CV to be printed and saved.
- The meaning of "not relevant" referring to skill levels should be explained
- Competence descriptions should be shorter and should allow the user to get more information if necessary ...
- Some examples or check lists regarding the section "Other Competences and Skills" should be given ...
  - The examples regarding artistic skills should be less stereotyped
- The tool should remember to use examples consistent with the researched work.
  - Check lists should be easier and less technical ...

*What do you think about these suggestions?*

# The Point of View of Enterprises

*Guidelines and Results*

# Guidelines

## Target

### Three SMEs, partners of our project

Confartigianato (6 employees – craftsman association and services for associated enterprises)

Irccos (< 15 employees – photovoltaic certification and construction casings)

Euroimpresa (11 employees – Business Innovation Center)

### Other Italian enterprises contacted by the Italian partners

- Holcim Italia spa (more than 400 employees – manufacture of cement)
- Made srl (< 15 employees – consulting company - Marcegaglia Group)
- Nuova Iniziativa Editoriale spa (110 employees – publishing company)
- Centro Servizi Volontariato (6 employers and at least 15 collaborators every year – association for services to voluntary associations)
- Alimenta srl (7 employees – consulting company)
- Getrag spa (720 employees - Motor vehicle transmission production )
- Stampa sud spa (80 employees – graphic industry)

# Guidelines

## Phase 1

Contact the enterprises and send them the guidelines for the interviews

## Phase 2

Interview on the phone or de visu to meet the point of view of the enterprise about the europass CV and competences/skills

## Phase 3

The researcher enters the results of the interview into the back office records

# Results

Enterprises state that they:

- Receive **more traditional** than europass CVs (only 2 state more Europass Cvs), and prefer the europass CV format as this is more standardised and easy to read
- Appreciate **practical and specific examples** of the candidate's competences and **skills**, but also descriptions of the contexts in which these were acquired (although these are considered less important)
- Appreciate clear and brief CVs, which give information of **non-formal education and training**, too
- Find it important to get detailed **information about the candidate's work experience**, but also information about the candidate's free time/leisure activities (sport, voluntary work, interests)

# Results

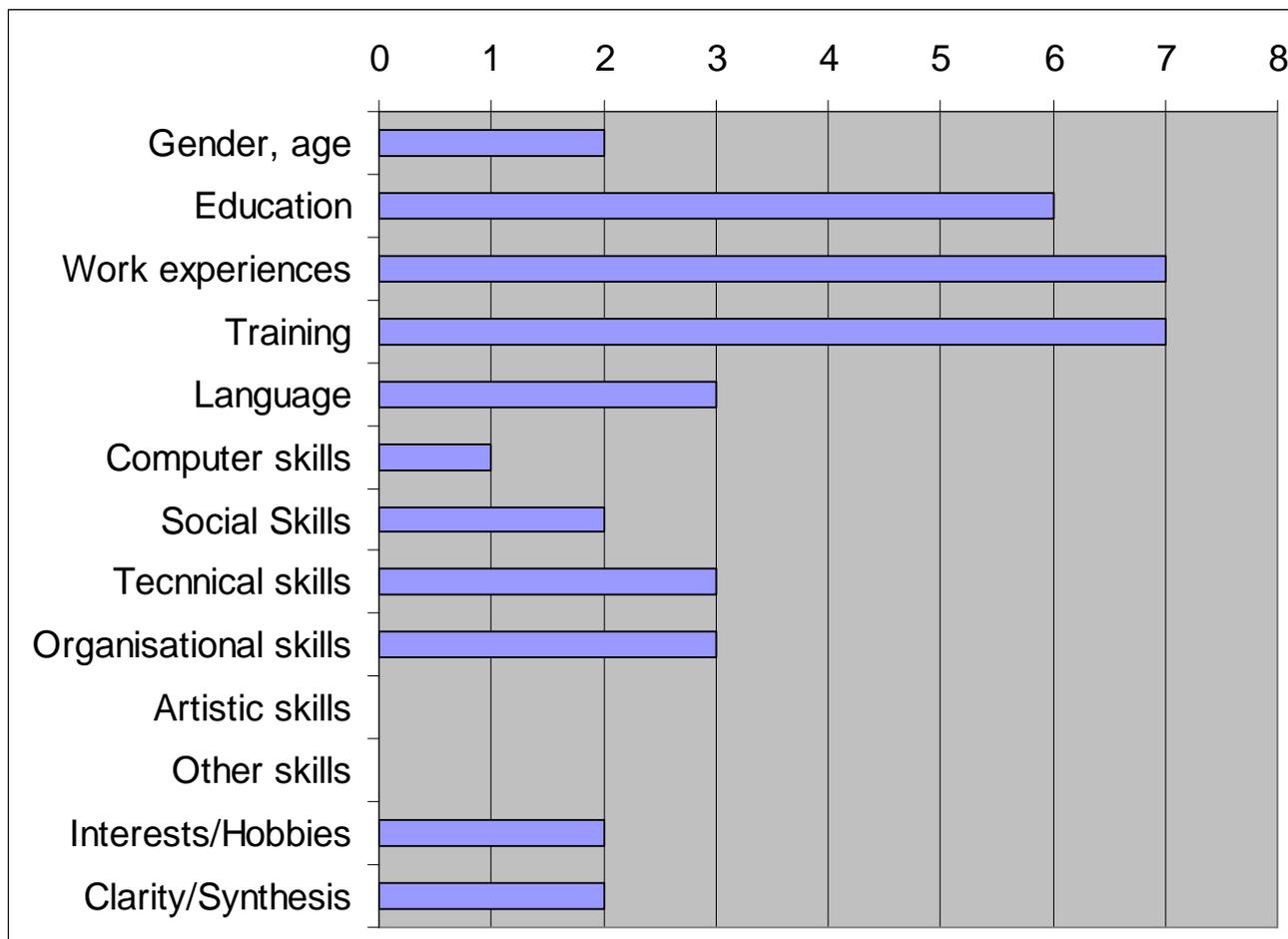
What kind of competences do enterprises want to find in a CV?

Social skills: team work and – although less important - intercultural skills

Organisational skills: time management, project management

Other skills: voluntary work

# But... What are the most important information the interviewed enterprises want to find in a CV?



# **An overview of the europass+ website and the challenges of our project**

**The tool is helpful and useful for young people  
The challenge for europass+<sup>2</sup> is finding out how to  
adapt the website to the new target (adults) and to  
create interesting CVs for enterprises.**

**How can this be achieved? Let's discuss some ideas...**