

# Inside-out

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**Creating conditions and instruments for lower educated workers and handicapped people with a distance to labour market with the aim of a regular position on the labour market**

**Questionnaire for WP3: Development of a training for mentors/ jobcoaches**

**April 2012**

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## Questionnaire for job coaches

### Introduction

This questionnaire is part of the training development as described in Work Package 3: Development training for mentors. It intends to provide a picture of the skills that a mentor needs when guiding people at the workplace who have a large distance to the labour market.

### Completing the questionnaire

The questionnaire consists of a number of statements, divided into three topics:

1. Organizing the induction process;
2. Training of the candidate;
3. Reviewing the learning result.

The statements can be appreciated with "fits perfectly within my task" to "does not fit within my task." When a statement is about work that the company mentor does not perform, for example the selection of candidates, please fill in noting.

### The outcome

The outcome of the questionnaire can be determined with the form "Outcome Self-Assessment questionnaire" which you find on the last page of this document. You can fill in the diagram and see how often a response from each of the four columns (A, B, C or D) was chosen. It will give a picture of the tasks of a company mentor divided into the three previously mentioned topics.

Name company mentor:

 <b>Organizing the induction process</b>		Fits <b>Perfectly</b> within my tasks	Fits <b>Sufficiently</b> within my tasks	Fits in <b>Some degree</b> within my tasks	Fits <b>Not</b> within my tasks
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	I tell the candidate at the beginning of his work (period) what I expected of him	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	I discuss with the candidate his induction process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	I observe the candidate to determine his initial situation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	I'll decide together with the candidate what activities suit his induction process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	I make an induction program appropriate to the objectives and competences of the candidate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	I'll decide together with the candidate which activities within my company can be executed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	I make together with the candidate the planning of his activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	I like to teach the candidate what it means to work in my company.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	I listen carefully to the candidate and ask questions if necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Total</b> (number of times the option of that column is chosen)					

Name company mentor:

 <b>Guidance of the candidate</b>		Fits <b>Perfectly</b> within my tasks	Fits <b>Sufficiently</b> within my tasks	Fits in <b>Some degree</b> within my tasks	Fits <b>Not</b> within my tasks
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	I give the candidate clear instructions on how to perform the work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	I give the candidate clear feedback on the performance of his work and his attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	I make sure I use language (e.g. level) that the candidate understands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	I ask the candidate how he would like to be guided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	I tell the candidate what he has done well in carrying out his tasks and activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	I regularly check the progress of the induction process of the candidate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	I do counseling with the candidate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	I take action when the development of the candidate stays behind	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	I help the candidate to reflect on his learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	I adjust the way I give guidance to the needs of the candidate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	I estimate the independence and motivation of the candidate for the execution of a task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	I am using my mistakes and feedback to improve my function as a company mentor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	I help the candidate to solve problems in his learning process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Total</b> (number of times the option of that column is chosen)					

Name company mentor:

 <b>Assessing the induction results</b>		Fits <b>Perfectly</b> within my tasks	Fits <b>Sufficiently</b> within my tasks	Fits in <b>Some degree</b> within my tasks	Fits <b>Not</b> within my tasks
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	I decide when the candidate has sufficient knowledge for his tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	I plan and prepare to review the candidate's tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	I inform the candidate about the timing and method of assessing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	I review the candidate on the basis of assessment criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	I ask the candidate why he has made certain choices in the execution of his tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	I base my assessment on the visible behavior of a candidate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	I explain to the candidate from where my assessment is based on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	I am using my knowledge of the profession to assess the candidate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Total</b> (number of times the option of that column is chosen)					

## Outcome Self-Assessment questionnaire

Fill in the diagram below and see how often a response from each of the four columns (A, B, C or D) was chosen. This can be done by counting each subject at the bottom of each page and to count how many times for A is chosen, how often B, etc.

Name company mentor:

Company:

Datum:

Subject	Outcome company mentor	
Organizing the induction process	... x <b>A</b> ... x <b>B</b> ... x <b>C</b> ... x <b>D</b>	
Guidance of the candidate	... x <b>A</b> ... x <b>B</b> ... x <b>C</b> ... x <b>D</b>	
Assessing the induction result	... x <b>A</b> ... x <b>B</b> ... x <b>C</b> ... x <b>D</b>	