Leonardo da Vinci

Transfer of Innovation

"KOMPASS"

PERSONAL SURVEY

- **Knowing yourself**

Below, you will find 40 characteristics that could be used to describe **yourself**. Please consider each characteristic according to the question: **How characteristic is this attribute of me.**

Place each characteristic in an appropriate box, which range from **most characteristic** to **least characteristic**. Each box only receives one attribute. For example, only 2 items may be "most characteristic" of you and your ideal organization while 8 items must be "neither characteristic or uncharacteristic." You can write the item number in the box rather than the words. It may be easiest to read through the entire list of characteristics looking for extremes first. While this sort may appear difficult, it goes quickly if you cross items off as you place them, and it is a critical part of the research.

Most Characteristic				Neither Characteristic Nor Characteristic	Least Characteristic			

The characteristics are:

1. Adaptability	21. Decisiveness
2. Stability	22. Being competitive
3. Being reflective	23. Being highly organized
4. Being innovative	24. Achievement orientation
5. Being quick to take advantage of opportunities	25. Having a clear guiding philosophy
6. Taking individual responsibility	26. Being results oriented
7. Risk taking	27. Having high performance expectations
8. Opportunities for professional growth	28. Being aggressive
9. Autonomy	29. High pay for good performance
10. Being rule oriented	30. Security of employment
11. Being analytical	31. Offers praise for good performance
12. Paying attention to detail	32. Being supportive
13. Confronting conflict directly	33. Being calm
14. Being team oriented	34. Developing friends at work
15. Sharing information freely	35. Being socially responsible
16. Being people oriented	36. Enthusiasm for the job
17. Fairness	37. Working long hours
18. Not being constrained by many rules	38. Having a good reputation
19. Tolerance	39. An emphasis on quality
20. Informality	40. Being distinctive / different from others

- **Academic background**

What is your educational level?

Non compulsory education	Pre school education	Kindergarten		
Compulsory education	Primary education	Primary school		
	Lower secondary education	General/ middle school (Gymnasium)	With taking the "Capacity exam"	
			Without taking the "Capacity exam"	
		High school - lower cycle -		
		Arts and trades school		
Non compulsory education	Upper secondary education	High school - upper cycle -	With taking the National Baccalaureate Exam	
			Without taking the National Baccalaureate Exam	
	Tertiary education – non university	Post high school		
	Tertiary education - university	University - bachelor		
		University - master		

How many school years did you finished? _____

Which schools did you go to?

School	Place	Classes

What diplomas/ certificates did you get?

_____

_____

Which subjects did you enjoy the most? Why?

_____

_____

_____

How did you manage at school?

	Matches exactly	Tends to yes	Tends to no	Doesn't match
I was able to solve tasks in the same time as my colleagues did				
My teacher was satisfied with my work and my achievements				
I was able to pay attention and to focus during courses				
I enjoyed sharing with others my knowledge				
Whenever I was nervous it was more likely to make mistakes				

If I had bad results in school, that would have motivated me in learning more				
Whenever there was a problem, I tried to analyze the situation before taking a decision				
I felt equal with my other classmates				
I recovered quickly from a tiring school day				
I always did my assignments in due time				

Did you learn any profession? YES/NO

If yes, which one?

Profession	Period	Company/institution	Certificate

What did you enjoy the most about the training?

_____

_____

If you had the possibility to go back in time, would you make the same choice? YES/NO

How satisfied were you with your education?

	Matches exactly	Tends to yes	Tends to no	Doesn't match
I feel like I really learned something useful				
I developed skills that are necessary in the field in which I would like to work				
The courses met my expectations				
During the courses I learned different ways to solve a problem/ situation at work				
During the courses, I liked mostly the practical part				
I learned how to work under time pressure				
I found out that I can use my skills for other jobs too				
I learned more about how I can be promoted in my future career				
I developed skills that are useful in both my professional and my day by day life				

IT knowledge

		Low	Level good	Very good
Operating system:				
Programs:				
Internet				
E-mail				
Yahoo Messenger/ Facebook/ Twitter				

Foreign languages

Language		Level of proficiency		
		Low	Good	Very good
English	Speaking			
	Writing			
French	Speaking			
	Writing			
Other: _____	Speaking			
	Writing			

- **Social background**

What is your civic status?

Single/ Married/ Divorced/ Separated/ Stable relationship/ Widow

What is your family structure?

Nuclear/ Extended/ Doesn't exist

Which are the most important persons in your life? Explain why.

Person	Why?

Which are the most important events that occurred in your life? Explain what impact did they had on you.

Event	Impact

What does your family expect from you?

_____

_____

What is the opinion of your family concerning labour market integration?

_____

_____

From the list below, underline the emotions that refer to you the most.

Fear	Defiance	Envy	Power	Disappointed
Excluded	Hurt	Creative	Abused	Freedom
Willing	Sanguine	Self-worth	Powerless	Helplessness
Jealous	Anxiety	Furious	Fright	Love
Successful	Excited	Anger	Proud	Motivated
Happiness	Ashamed	Cheerful	Unsure	Passive
Valued	Frustrated	Depressed	Desperate	Shy
Sick	Luck	Committed	Exploited	Responsibility
Brave	Used	Pleased	Ambition	Choice

Are there things about yourself that you want to change? Motivate your answer.

_____

_____

_____

_____

Name one thing of your life that makes you proud of yourself.

_____

_____

In your opinion, how important are the following social characteristics in the process of finding a job?

	Not important → → → → → → → Very important				
Initiative					
Constancy					
Organization					
Enthusiasm for the program					
Punctuality					
Availability for morning awakening					
Self- sufficiency					
Attitude regarding criticism					
Availability for learning					
Responsibility for the tasks					
Capacity to memorize					
Capacity to express clearly					

- **Professional experience:**

Did you ever had a job? YES/ NO

If so, was it with a legal contract/ without a legal contract?

At your last job, which was as a _____, in a _____, you:

	Matches exactly	Tends to yes	Tends to no	Doesn't match
I managed to use the information learned in school				
I was able to financially sustain myself and my family				
I was happy to wake up in the morning knowing that I have to go to work				
I made friends at work				
I managed to adapt to the working schedule				
I had enough time for me and my family				
I feel that I have gained a lot of experience to put the basis of a professional career in this particularly field				
I would like to be employed on a similar position				
I have gained a lot of confidence in myself				
I would like to start over with a job in another occupational field				

- **Current situation:**

What hobbies do you have?

_____
_____

How do you think your hobbies can contribute in finding a job?

_____
_____

Which are your daily tasks within the community?

_____
_____
_____
_____

Which knowledge and skills have you gained?

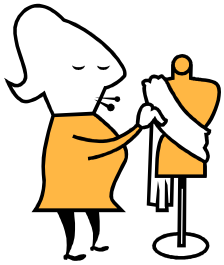
_____
_____
_____

What do the others expect from you?

_____
_____

- **Future perspectives**

Which fields of activity are you interested in?



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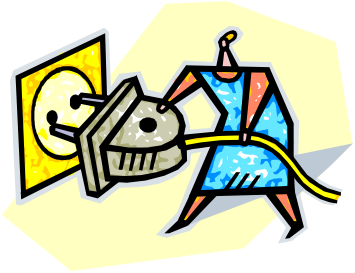
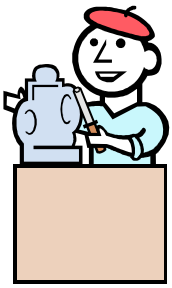
nature, environment, ecology	hotel/ restaurant industry, home economics, food technology	fashion, personal hygiene, wellness
agriculture, forestry, mining, stock breeding, gardening, ecology, environment, stone working	restaurant industry, hotel industry, home economics, food and drinks/ tobacco production,	fashion, clothing, textile industry, leather, cosmetics, personal hygiene, wellness, hair styling





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design, visual communication	building industry, utilities management, interior fitting	metalworking, automotive, engineering
handicraft, graphic art, visual communication	civil engineering, utilities	machines, devices, automotive engineering,

management, installation, facility management, interior fitting, interior design

electrical engineering, plastics engineering

trading, economy, administration/ management

tourism, traffic, defense

strategy, project planning, engineering

industry, commerce, trade, service sector, civil service, business economics/ national economy, foreign affairs

tourisms, aviation, railway, roads, navy, other means of transport, mail and telecommunication, customs, police force, German armed forces, judicature

engineering, mechanical engineering, process technology, architecture, civil engineering, landscape and urban planning

electronics, information technology, telecommunication

Information technology, telecommunication, network management, communications engineering, software engineering

science

chemistry, physics, electrical technology, botany, biology, pharmacy, geo science

art, music, theatre, cinema

art, music, theatre, film, dance

language, journalism, media

linguistics, language teaching, translation, interpreting,

health, medicine, therapy

care work, medical-technical and medical-therapeutic jobs, human

pedagogies, psychology, society

teaching, education, counseling, mentoring,

journalism, media, literature

medicine and veterinary medicine

social work, spiritual guidance

services

delivery services, cleaning services

More precisely, name three professions that you would like to pursue:

_____

_____

_____

For each of these three professions, please mention the qualification and the skills you already have.

Profession 1		Profession 2		Profession 3	
Qualification:		Qualification:		Qualification:	

Skills:		Skills:		Skills:	

From the professional point of view, where do you see yourself in five years?

_____

_____

What are your next action steps in achieving your goal?

_____

_____

_____

Thank you!