



## Self-assessment Tool

### 1. Minimum requirement for entry

Formal education (minimum requirement ISCED 6) - pls specify:

.....  
.....

*Please attach copy of your diploma*

Further training (At least 40 hours of further education in career guidance, counselling for employment, soft skills development, coaching or other related areas)

Training	Provider	Year	Duration (h)
			Total:

*Please attach copies of certificates*

Experience (select appropriate answer)

A: I currently work as a career counsellor ( <i>at least 6 months, 18 hours/week</i> )	<input type="checkbox"/>
B: I have cumulative experience in career guidance of at least 300 hours	<input type="checkbox"/>
C: I provided careers services to at least 50 clients	<input type="checkbox"/>

*Attach a CV containing: job title and employer, detailed description of activities, time period of activities, average weekly working time devoted to these activities. Only for c): Refers to the number of clients whom the consultant has provided individual services.*



## 2. Ethical service with clear mission and goals

### Mission statement

*What are the goals and missions of the service you provide?*

*What benefit do you bring to your clients?*

*What benefit do you bring to society?*

*Try to describe the mission statement so that it is understandable, emotionally appealing and short. 2-3 sentences*

### What client's needs are you addressing?

### Planning of the service

*Describe how do you plan activities of your service and how do you set targets. Are there any key performance indicators?*

Example: Planning by objectives can be very dependent on the organization in which the counselor works - in the case of independent consultants, proving planning according to objectives is difficult. Try to formulate the goals and plans of your service in the simplest way. Ideally, formulate them to be quantifiable and measurable. Targets should refer to client outcomes or wider societal outputs, for example:

*"Every month the service will be provided to ... clients."*

*"Increase the number of schools / companies with which I will cooperate with ..."*

*"Increase pupils' awareness of vocational training. The goal is to increase the number of applications for vocation schools in the district. "*

*"Clients will report satisfaction of more than 80% in satisfaction questionnaires"*

*"Every client will have a clear plan of career development after the end of the counselling process"*

*"For all clients, there will be a development of employability factors, measured by the questionnaire before and after the counselling process" (employment services)*

*"Clients will be able to independently prepare a quality CV after / during the counselling process."*

*"Increasing clients' confidence and motivation to achieve their career goals ..."*

*"The number of students dropping out of school will be reduced..."*



**Code of Ethics**

Select the most relevant ethical

*principles while providing the service. Briefly reflect. (paragraph 1). The basic ethical principles of any guidance praxis are the following: principle of nonmaleficence, principle of beneficence, principle of respect for autonomy, principle of justice, fidelity and truthfulness.*

**How do clients learn about the ethical principles, mission and goals of the service?**

*Are the mission and goals of the service published, listed in the information or methodical materials?*

**Your vision**

*What is your vision and vision for your service? Where would you like to get within 3-5 years? Express it in 1-2 sentences.*

Achieved level – self-assessment (0 – 3) - pls specify the reasons why

What can I do to make my vision, mission and goals better and clearer for my clients?

How can be my planning and targets setting improved?

How can be ethical principles more integrated into the service?

### 3. Service using multidisciplinary resources

Which existing resources do you use, e.g. job search portals, professional profile, standards, training opportunities...?

*(Provide 1-2 examples of useful websites for client, useful contacts in different sectors, publications...)*

What meaningful contacts with the world of work do you have, e.g. (employers, HR professionals, at trade fairs...)?

*(Provide 1-2 examples of contacts over the past year - including what information you have gained and how you used it in guidance)*



What is a “meaningful contact with the world of work”?

It is not enough to make good use of information resources in electronic or paper form for the good interconnection of a career counsellor with the world of work: it is necessary for the counsellor to actively engage in meaningful contacts with the world of work. Intentional contact allows you to get relevant information about expectations, needs of the employer, the situation in a particular profession, information about a specific company, corporate culture, etc.

Who do you cooperate with and how, e.g. organizations, parents, teachers, employers, employees, etc.?

*(Provide 1-2 examples of external partners, evaluation of the cooperation with these partners, etc.)*

Re-directing clients

*Describe at least one specific example when you redirected a client to a different service than career guidance. State the reasons for the redirection. It can be the following types of services: psychotherapist, legal counselling, special-pedagogical counselling, legal aid centre (indebtedness), employment office, staffing agency ... If you verified the quality of the service, please describe how*

Which tools/methods/approaches do you use? What is their theoretical basis?

What is meant by “tool”?

The basic career guidance approach is an interview, but it can be enriched by using various structured procedures, methods, techniques, questionnaires, model situations and other activities.

If you use commonly known methods, just name them. In case of your lesser known or your own method, give a brief description (one sentence, eg "sorting cards with competencies according to client's individual priorities").

Emphasis is placed on tools that support the active role of the client. If you also use other methods (eg psychological assessment), please specify in the appropriate categories.

Adaptation of the method

*Give an example, how you did adapt the existing method based on a specified client need/target group*

Achieved level – self-assessment (0 – 3) - pls specify the reasons why



How can I use career information and tools more effectively?

What can I do to improve my cooperation with external subjects?

How can I improve usage of methods and approaches in order to make my service as effective as possible?

What can I do to get wider range of methods for different types and needs of clients?

### 4. Client centred service

How do you inform clients about the process and its goals?  
*(website, information materials, general terms and conditions...)*

How are the client's needs identified and the objectives of guidance set?

#### Individualization of the service

*Briefly describe 3 specific examples of how you customized the service to the needs of your clients. Adaptation of the service may relate to the tools used and the course of the service*

#### Example

Demonstrate that your services are tailored to the individual needs of each client. Without specifying the client's personal details, please describe briefly identified needs and how they led to the adaptation of the advisory service.

Identified need	Service customization
<i>1. Client on parental leave needed to increase self-confidence after a longer period out of the labour market</i>	<i>Emphasis on highlighting the competences gained from previous experiences. Used tools: a list of verbs, success stories. Using Hogan's testing. Practice of self-presentation.</i>
<i>2. Client with a managerial experience in the corporation, looking for a new direction in which</i>	<i>Emphasis on the exploration of his own values (career anchors) and on the experiential methods for creative generation of various</i>



<i>he would feel useful</i>	<i>alternatives (9 lives). Contact with the nonprofit sector.</i>
<i>3. Secondary grammar school student, excellent school results, has no idea of professional orientation - university selection.</i>	<i>Analysis of parental expectations (Activity "Occupation in our Family - Family Creed"). RIASEC Activity to Identify Interests. Mediation of visits / internships in ...</i>

**How do you assure the active role of the client?**

**Widening career perspectives**

*Describe how you help the client to broaden his/her career horizons, as well as elaborating multiple alternatives to his / her career (in the labour market, choice of education...).*

**What is meant by „widening career perspectives“?**

The aim of career guidance is to broaden client's horizons and help him discover new opportunities, without any external coercion. You can prove that you can meet this criterion in different ways: it may be the use of a particular method that leads to the exploration of new opportunities - on the basis of information about the labor market, etc. (working with occupational databases, brainstorming opportunities where gained skills could be transferred, mediating meetings with people from different sectors...). It can also be methods that allow the client to compare and decide between several alternatives (eg, the experiential method of two chairs ...).

**Where do you provide your services?**

*If relevant, please, describe how to deal with the barriers that prevent potential clients from accessing the service (barrier-free spaces, spatial proximity to the target group, opening hours for workers, distance services, etc.)*

**Achieved level – self-assessment (0 – 3) - pls specify the reasons why**

**How can I improve my clients awareness about the provided service?**



How can I improve identification of client needs?

What can I do to customize my service to particular client's needs?

How can I increase my client's active role (empowerment)?

How can I improve the spatial arrangements where I provide my service?

### 5. Service bringing value to users and to society

Which career management skills are developed by your services? How?

#### Example

Try to look at the service you provide as a training program: What will the client learn, what skills will he gain? For each of the selected skills, please give an illustrative example of the tool (activities, methods) that leads to its development. Make use of the data provided in point 2.4.

*"Self - knowledge: ..." (specify the tools by which the client actively learns to analyse and know him/herself – not tests and questionnaires he/she passively fills in)*

*"Self-presentation: practicing job interview, writing CV, creating a LinkedIn profile"*

*"Establishing contacts: Jobseekers carry out interviews with people from targeted professional fields and actively address employers - at least three during the counselling process"*

*"Working with information: the pupil gets the assignment to find out as much information as possible about the occupations he / she is interested in (required education, expected salary, daily activities, working environment, opportunities for further development)*

*"Decision Making: I use a table where the client lists the ingredients of the ideal job in the first column and considers possible alternative career goals - according to how they fit the criteria on the scale 1-5"*

*"Planning: I use an experience method - reverse action planning."*

Are there outcomes that a client can use to manage their career / to show to third parties? (CV, linkedIn profile, portfolio...)

How do you collect feedback and measure impact (achievement of goals)?



How do you promote your services?  
*(give examples...)*

How do you defend career guidance interests?  
*(conferences, articles, publications, strategic collaborations...)*

Promotion of the service vs. defence of interests

Promotion of the service = activities aimed directly at potential career guidance users in order to get new clients

Defending interests = activities that are not directly targeted at potential clients but are aimed at raising awareness, improving accessibility or quality of career guidance ...

Please provide evidence for each selected activity.

Achieved level – self-assessment (0 – 3) - pls specify the reasons why

How can I support my clients in theirs CMS development?

How can I support my clients to create more useful outcomes (during the counselling process)?

What can I do to collect feedback from my clients and measure impact more systematically?

What can I do to promote career guidance services to potential clients?

## 6. Continuous improvement

What training activities did you attend during last year?

*Provide 1-2 examples of competences you developed. What did you learn?*





What are your activities in research and/or tools development/adaptation in last 3 years?

How did you improve your service in the last year?

Achieved level – self-assessment (0 – 3) - pls specify the reasons why

What can I do to be more involved in personal development activities?

How can I increase my awareness of current trends, research outcomes etc.?

What aspects of my services can be improved and how?

### 7. Career counselling cross-cutting competencies

Does the case report show your competences?	YES / NO
Establishing an effective counselling relationship	
Client needs identification	
Using of counselling competences	
Self-reflexion	

Attach your case report ...