

## ILPO55 REFERENCE FRAMEWORK - EMPLOYABILITY PORTFOLIO

### TOOL 4 - INTERVIEW PROCESS AND TEMPLATE

#### Introduction

For the purposes of the fourth tool in the ILPO55 Employability Portfolio Process, the “Over 55” individual will be invited to sit for an interview to discuss the outcomes of the previous steps, and his/her plans for the future of his/her career/ professional development.

The aims of the interview are:

1. to analyse and review the outcomes of the previous three tools and gather information on the individual’s personal experience with the ILPO55 Employability Portfolio process;
2. To review the e-portfolio and provide possible tips on improvements including professional accomplishments/evidence performance claims;
3. to further explore the individual’s skills and competences in order to Identify any possible gaps in view of the pre-established goals within the mentoring sessions;
4. to define and establish the individual goals for professional development (and determine one of the following possible outcomes):
  - Continue working in the same role within the same function within current organisation;
  - Look/Apply for another role in a different function in the same organisation;
  - Continue working in the same organisation but with other activities (trainer, mentor, coaching, CSR facilitator, intergenerational activities, social activities)
  - Look for a job outside the present organisation, and/or take another entrepreneurial route.
5. Identify any possible skills gaps based on the established goals, discuss and establish an initial draft for a plan for professional development.

#### Recommendations for Use:

The ILPO55 Consortium recommends that the interview is held by an HR expert and who is independent from the individual, the Mentoring sessions and possibly the organization currently employing the individual. The interview should not last more than 40 to 60 minutes; however it is recommended that enough time is allocated for the discussions to take place even if this goes beyond the indicated scheduling.

It is of utmost importance that prior to the interview, the expert (interviewer) is briefed on the process of career development being followed by the individual and provided his/her outcomes of the first 3 tools in the Employability Portfolio. The interview should concretize the O55 individual’s idea/s for Professional Development Plan and provide the basis for the filling in of the Professional Development Plan which is the 5th Tool within the ILPO55 Employability Portfolio. In fact, at the end of the Interview process, the interviewer is to issue a report including all the information discussed during the interview and highlight any targets established. The O55 individual should be invited to examine thus report in depth, in conjunction with the support of his facilitator/mentor, in view of the creation of his/her the Professional Development Plan.

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**INTERVIEW REPORT**
**SECTION A: PERSONAL DETAILS**

Name and Surname		Date of Birth	
I.D./ Passport Number		Currently in Employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Organisation currently employed in			
Current Role in Organisation		Date of Interview	

**SECTION B: IDENTIFICATION OF STRENGTHS AND WEAKNESSES**

*What are your main strengths?*

*What are your main areas for development?*

**SECTION C: IDENTIFICATION OF PROFESSIONAL GOALS AND PRIORITISATION OF SKILLS**

<b>Which of the following would you select as your personal professional goal?</b>		<b>Tick [✓]</b>
<b>A</b>	Continue working in the same role within the same function in the current organisation;	
<b>B</b>	Look/Apply for another role within a different function in the same organisation;	
<b>C</b>	Complement working in the same organisation with other activities (trainer, mentor, coaching, CSR facilitator, intergenerational activities, social activities)	
<b>D</b>	Look for a job outside the present organisation, and/or take an entrepreneurial route.	

*Provide further details on the Goal chosen (e.g. if you choose option B amplify which alternative role you are aiming for; if you choose option C, amplify on the supporting activity you would like to engage in )*

*What are the skills which need to be obtained or enhanced in order to reach the established Goal?*



SECTION D: INTERVIEWER'S REPORT AND COMMENTS

Large empty rectangular area for the interviewer's report and comments.

NAME OF INTERVIEWER

SIGNATURE

DATE

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