ILPO55 Competence Evaluation Questionnaire over 55

ILPO55 project is a three-year European project, funded with the support of the European Commission that aims at creating an Intergenerational Learning Partnership (ILPO55) that will support the employability and reduce the skills mismatch of over 55 employees from the Financial Services Sector and new/existing employees.

The following questionnaire aims at evaluating the competences of the individual over 55 years employee in the Financial Services Sector. The result of this questionnaire is important input to define your individual **ILPO55 portfolio**. After completing this questionnaire you will be invited to complete this portfolio by making an e-portfolio, take a 360 feedback test and an interview. Based on this **ILPO55 portfolio** concrete actions for enhancing your employability will be defined together with the ILPO55 partner in your country.

For further specific information on the ILPO55 project, please check our website at: http://www.ilpo55.eu/

From part A to E are closed questions and part F and G are a combination of open and closed questions. The questionnaire takes a total time of 10-15 minutes. The rating of the closed questions is from 1 to 5, when 1 is low level of the skill/competence and 5 is high level of the skill/competence.

All data gathered will be treated confidentially.

The questionnaire consists of the following parts:

Part A) MANAGEMENT SKILLS
Part B) TECHNICAL SKILLS
Part C) SOCIAL SKILLS
Part D) PERSONAL/BEHAVIOURAL SKILLS
Part E) INFORMATION AND COMMUNICATION TECHNOLOGIES SKILLS

GENERAL INFORMATION

Please provide the following information:

a) Position/job title:

b) Gender:

c) Country where your institution is based:

d) What type/sector of organisation you work in:

e) Education background:

f) Experience in the company:

Erasmus+

ILPO55
Intergenerational Learning Partnership Over 55

eupa
aġenzija programmi tal-unjoni ewropea
european union programmes agency

PART A –MANAGEMENT SKILLS

How do you assess your own skills/competences regarding the following topics?

	1 - Low	2	3	4	5 - High
Strategic planning and formulation					
Strategy implementation					
Delegation of tasks to teams and individuals					
Performance management in terms of planning, conducting, follow up and assessment					
Environmental scanning and analysis for decision-making					
Managing internal and external relationships with key stakeholders					
Change management					
Risk identification and management					
People Management					
Cultural diversity Management					
Financial management					
Conflict management					
Time management					
Others					

PART B – TECHNICAL SKILLS

How do you assess your own skills/competences regarding the following topics?

	1 - Low	2	3	4	5 - High
Technical banking skills	○	○	○	○	○
Other financial services skills (excluding banking)	○	○	○	○	○
Strategy formulation and implementation	○	○	○	○	○
Market and competitor analysis	○	○	○	○	○
Project development	○	○	○	○	○
Planning	○	○	○	○	○
Assessing financial products/services	○	○	○	○	○
Budgeting	○	○	○	○	○
Reporting	○	○	○	○	○
Quality	○	○	○	○	○
Conducting meetings	○	○	○	○	○
Key performance indicators/criteria for definition and analysis	○	○	○	○	○
Key performance indicators/criteria for monitoring	○	○	○	○	○
Customer oriented	○	○	○	○	○

PART C – SOCIAL SKILLS

How do you assess your own skills/competences regarding the following topics?

	1 - Low	2	3	4	5 - High
Dialogue and persuasion capacity	○	○	○	○	○
Organizational awareness	○	○	○	○	○
Relationship building and Networking	○	○	○	○	○
Impact and influence	○	○	○	○	○
Leading, developing and managing people	○	○	○	○	○
Team leadership	○	○	○	○	○
Social commitment	○	○	○	○	○
Market orientation	○	○	○	○	○
Participation in Cooperation Programmes	○	○	○	○	○

PART D – PERSONAL/BEHAVIOURAL SKILLS

How do you assess your own skills/competences regarding the following topics?

	1 - Low	2	3	4	5 - High
Self-control and confidence	○	○	○	○	○
Flexibility	○	○	○	○	○
Organizational commitment	○	○	○	○	○
Analytical thinking	○	○	○	○	○
Conceptual thinking	○	○	○	○	○
Initiative/creativity	○	○	○	○	○
Understanding of the organization	○	○	○	○	○
Achievement orientation	○	○	○	○	○
Team working and collaboration	○	○	○	○	○
Concern for order, quality and accuracy	○	○	○	○	○
Time management	○	○	○	○	○
Emotional Intelligence	○	○	○	○	○
Stress Management	○	○	○	○	○

PART E – INFORMATION AND COMMUNICATION SKILLS

How do you assess your own skills/competences regarding the following topics?

	1 - Low	2	3	4	5 - High
Office tools	○	○	○	○	○
Presentations with new PPT social tools	○	○	○	○	○
eLearning	○	○	○	○	○
Advanced excel tools	○	○	○	○	○
Social media tools	○	○	○	○	○
Videostreaming	○	○	○	○	○
Verbal communication	○	○	○	○	○
Non Verbal communication	○	○	○	○	○
Written communication	○	○	○	○	○
Smart tools	○	○	○	○	○
Communication tools: Skype, others	○	○	○	○	○

Thank you for your collaboration