

ENTRY LEVEL ASSESSMENT

The trainings to be developed will target two groups of candidates:

- persons from the academic institutions;
- persons from the entrepreneurial/business environment.

In Module 1 the partner institutions are expected to define the entry level of these knowledge and competences necessary to join the trainings. These basics will be defined to be proportionate with the final requirements and will be elaborated simultaneously with Modules 2 and 3 respecting the content and the length of these latter.

The objective of this assessment tool is to evaluate the initial level of the knowledge and competencies of the candidates who want to take part in the training program.

In the recruitment phase, the candidates will receive information about the trainings and the expectations from the candidates. The recruitment announcement will specify the application procedure. The candidates will have to send in a CV and to fill up the application form. Pre-selected candidates will take part in individual face to face/video interviews.

The procedure for the entry level assessment

1. CV review

Trainees are pre-selected based on the information in their CV. The assessment tool for the CV review establishes the admission criteria (mostly formal criteria, such as education and professional experience).

The criteria to be assessed in the CV review stage are:

A. Minimum criteria

1. BA in business and 1 year of business experience
or
2. BA in other fields and at least 3-5 years of business experience

B. Additional criteria for ranking the candidates (each candidate will receive between 1 and 5 points for each criterion. The final score for the CV is computed as the sum of the points).

1. Consultancy experience as an advisor for ... years, in the field of (finance, accounting, manufacturing, law, supply chain, human resources etc.)
2. Experience in SMEs
 - as an owner for ... years
 - as a shareholder for ... years
 - experience within the family business. Please bring more details regarding your experience
3. Participation to formal and informal trainings/courses/development programs related to consultancy/mentoring/management

2. Application form

The aim of the application form is to get information about the participants' knowledge on business issues. This phase aims to ensure the (self)assessment of the hard and soft skills required for a mentor.

A. Please answer to the following questions:

1. Why do you want to participate in this mentoring program?

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.....
.....

2. What is the role of a mentor in a mentoring process?

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3. What do you expect the role of a trainee to be in this mentoring program?

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B. Please provide more details regarding your experience in the following areas:

Analysis of the business environment
Business strategies
Financial management
Investments
Human resource management
Marketing
Logistics
Value chain
Innovation activities

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3. Interview

The final stage of the evaluation will be based on individual interview (face to face, online video session or on the phone).

The aim of the interview is to check applicants' motivation and attitudes.

The interview will start with a short introductory presentation of the interviewer and explanation of the purpose of the phone/online discussion.

1. Please briefly introduce yourself and your professional experience.
2. Why do you want to participate in this mentoring program? How will you benefit from this mentoring program?
3. What are your main strengths that would enable you to become a good mentor?
4. What are the main challenges you expect to face as a mentor?
5. How does the mentoring program relate to your future professional/career plans?
6. How can your business experience help you to earn legitimacy with a mentee?
7. Think of a situation when a member of your team did not perform according to expectations. What did you do?

		
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