

## Identification of key employability skills

### The card of competencies

To identify key employability skills that the refugee may already count with due to his/her personal history (languages, empowerment, self-esteem, etc.), the card of competencies is a useful tool. The card of competencies is a tool intended to measure the progression of the refugee with regards to social, personal and linguistic requirements throughout a period of time with interventions intended to boost the refugee's access to employment. When using the card of competencies, the progress of the refugee is made visible both to the refugee him-/herself and to employers. Thus, potential skill gaps are also made visible thereby rendering it more evident what is needed of the refugee in order to succeed. The card of competencies is used by the refugee in collaboration with the employer and – if the refugee is in a supported employment/internship - a case worker/job consultant.

Situation at home	Unresolved 1	2	3	4	Succeeded 5
My situation at home is under control, and my family life does not pose any challenges to my job					

In order to succeed, I need to work with:

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Health	Unresolved 1	2	3	4	Succeeded 5
My health does not pose any challenges to my chances of doing my job					

In order to succeed, I need to work with:

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<b>Motivation</b>	Unresolved 1	2	3	4	Succeeded 5
I want to have a job, and I will enter any skill development program in a motivated and pro-active way					

In order to succeed, I need to work with:

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<b>Language and communication</b>	Unresolved 1	2	3	4	Succeeded 5
I understand, speak and write the national language well enough to be able to complete my tasks and speak to customers and co-workers					

In order to succeed, I need to work with:

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<b>Personal competencies</b>	Unresolved 1	2	3	4	Succeeded 5
I am accommodating and outgoing, and I can establish good relations to co-workers, customers and collaborators					

In order to succeed, I need to work with:

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<b>Inter-personal skills</b>	Unresolved 1	2	3	4	Succeeded 5
I am attentive and helpful, and my collaboration with co-workers and leaders is good					

In order to succeed, I need to work with:

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<b>Independency</b>	Unresolved 1	2	3	4	Succeeded 5
I take the initiative myself to do my tasks and I can work independently					

In order to succeed, I need to work with:

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<b>Adaptability</b>	Unresolved 1	2	3	4	Succeeded 5
I can adapt to new tasks and routines, and I am ready to learn new things					

In order to succeed, I need to work with:

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<b>Punctuality</b>	Unresolved 1	2	3	4	Succeeded 5
I always meet as planned and on time					

In order to succeed, I need to work with:

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<b>Personal appearance</b>	Unresolved 1	2	3	4	Succeeded 5
I always make sure that my clothing and personal hygiene match the rules and guidelines of my work place					

In order to succeed, I need to work with:

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<b>Quality of work</b>	Unresolved 1	2	3	4	Succeeded 5
I perform my tasks thoroughly and carefully and at the necessary pace					

In order to succeed, I need to work with:

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<b>Understanding and execution of instructions</b>	Unresolved 1	2	3	4	Succeeded 5
I understand and execute the instructions I receive in a satisfying way					

In order to succeed, I need to work with:

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<b>Order and tidiness</b>	Unresolved 1	2	3	4	Succeeded 5
I keep my things in my workplace and in my work area in order					

In order to succeed, I need to work with:

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