UNIVERSITÀ DEGLI STUDI DI PARMA

E-learning tools for placement
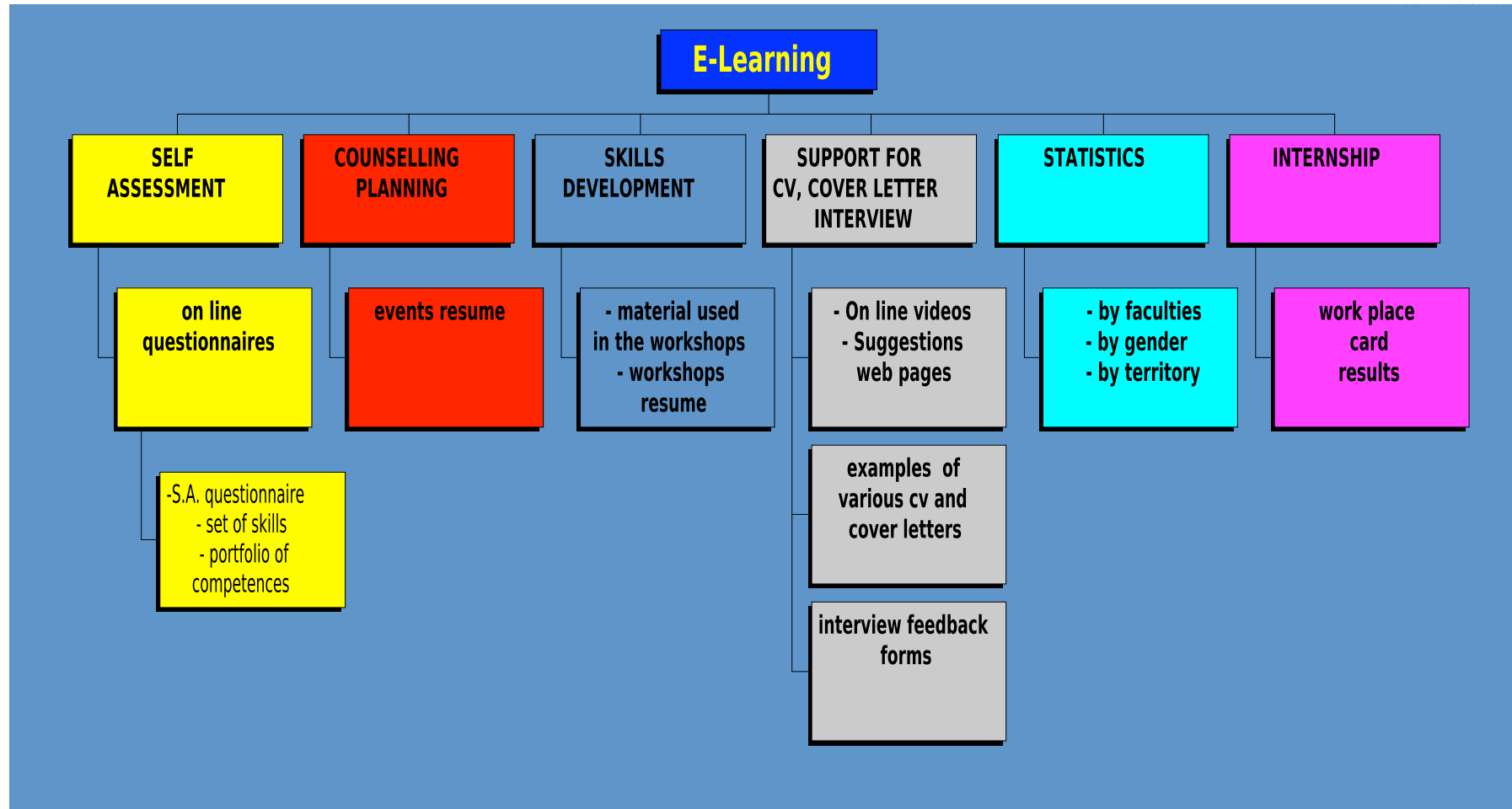
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E-learning chart

E-Learning

- **SELF ASSESSMENT**
  - on line questionnaires
    - -S.A. questionnaire
    - - set of skills
    - - portfolio of competences
- **COUNSELLING PLANNING**
  - events resume
- **SKILLS DEVELOPMENT**
  - - material used in the workshops
  - - workshops resume
- **SUPPORT FOR CV, COVER LETTER INTERVIEW**
  - - On line videos
  - - Suggestions web pages
  - examples of various cv and cover letters
  - interview feedback forms
- **STATISTICS**
  - - by faculties
  - - by gender
  - - by territory
- **INTERNSHIP**
  - work place card results

Self-Assessment Questionnaire

- **To enable students understand their interests, their strength and weak points, the careers opportunities fitting better with their personality and with their skills.**

Set of functional Skills

- A large list of specific skills divided in macro-areas of competencies required in many labour market sectors

- This instrument can be used both as a skills self assessment and as a support to fill other forms included in the kit of tools.

Portfolio of Competences questionnaire

- To include in one single form all the experiences and the competences acquired by students through different means, including also those not supported by formal certifications.

Workplace card

- It is a card composed of a schedule of the role and tasks assigned to student in the workplace and of a questionnaire to detect:

- competences required in the workplace

- awareness of his role in the workplace

- knowledge of the company mission

- self-evaluation of the employee.

On-line video

- **For instance such video may be made by:**

- **Firms expertises**

- **External human resource expertises may provide suggestions about what underlining in the cv and in the cover letter**

- **Communication expertises may provide suggestions on how to make a video of presentation. In a presentation video applicants offer a brief presentation of their personality and their profile.**

Guides and examples

- On-line guides provides information and tips on how to write a cv, a cover letter and how to prepare for an interview. It would be very useful also make available on-line a large range of practical examples.

Statistics

- Ex-students own assessment about the university education acquired in relation to labour marker requirements.
- Salary and type of contract obtained for the first job and subsequently.

- Student employment records after graduation.
- Length of job search.
- Causes of unemployment.
- Most common Post-graduation courses chosen by students.
- Reasons for choosing a post graduation

Interview feedback

- **This form contains questions to be addressed to students after an interview.**

Practice Interview form

- This form should be filled by the students who are asking the job placement office to support them for the preparation of an interview.

- By this form the office can obtain preventive information about the employer and the candidate.