

Self-assessment for professionals

An individual activity for trainers, career guidance counsellors, employers and professionals in human resource departments

The main aim of this exercise is to assure a self-reflection process that is very important when including a person with disability into the working environment. It is a means of evaluating and re-evaluating organisational culture, knowledge, experience and current trends. In case you do not have the experience of employing or working with person facing intellectual disability, invite them or explore options / networks to cooperate with in the discussion under point 6 (Description of the exercise).

Description:

1. You and your team should take enough time for a self-reflection process before working with persons with disabilities.
2. If possible, include more professionals and/or team members to do a self-reflection activity in order to exchange different situations/opinions and practice relevant experience.
3. The form is presented through statements and the level of agreement / understanding of each statement (1 highly agree and 5 disagree). It addresses general personal attitude traits and understanding of Intellectual disability specifically.
4. Each cluster of statements includes free space for inserting personal thoughts, doubts, and description of elements that you believe you need to strengthen or find solution to as team (there is always room for improvement).
5. Once you fulfil the form, gather with your team and your colleagues and share the results – find similarities, strong and weak points.
6. Finalise the discussion with identifying the fields, to be strengthened and check for resources (support from other organisations, information, courses or supporting groups and NGOs that can help you with further plans on developing and/or promoting inclusive working & training environment).

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QUESTIONNAIRE:**Personal attitude** (1/disagree – 5/fully agree)

1. I always show all job seekers full respect (eye contact; speaking directly, controlling and adjusting my tone of voice, making sure that any misunderstandings are resolved fluently).
2. I can confidently balance between persons/job seeker aspirations and employers/job market demands.
3. When needed, I include a wider supporting network of job seekers in the process of job placement.
4. I fully adapt to and prioritise conversation channels and modes most suitable to job seeker.
5. I am fully aware of diversity charters and documents, that form an important part of providing equal and fair opportunities for all potential employees.

Understanding of Intellectual Disabilities:

1. Please, rate your current understanding of intellectual disabilities on the scale from 1 -5 (1/no knowledge – 5/I understand the specifics and personal situations).
2. Please, rate your current ability for identifying strengths and abilities that individuals with intellectual disability can bring to workplace (1/not equipped – 5/fully equipped).
3. How confident are you in your ability to guide individuals with intellectual disabilities in exploring their career interests and options? (1/not confident – 5/fully confident).
4. Do you feel equipped to use assistive technology in your career guidance practice? (1/not equipped - 5/fully equipped)?