**Dear participant**

**After greeting:**

**The Jordanian team based on the project,**

**"Promotion Youth Employment in Remote Areas in Jordan / Job-Jo 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP"**

**Which is supported by the European Union within the program Erasmus +, sends you the most beautiful greetings and is honored to contact you to map out the causes of market need to solve unemployment of graduates of Jordanian universities.**

**Please be aware that participation in this study by filling out this questionnaire is voluntary and all your answers will be handled in strict confidence.**

**Thank you for your support for the success of this national project.**

**With the greetings of the project team**

The following statements express characteristics that some employers consider important when recruiting employees. Please read each statement and decide the extent to which it describes the employee **you** would like to contract. Use the scale from 5 (Indispensable) to 0 (Not relevant), to express your opinion.

If YOU were to hire a qualified or semi-qualified employee, YOU would look for someone who:

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| **Human Skills**Those skills which provide the basic foundation to get and keep a job and to achieve the best results |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Assumes accountability for his/her actions |  |  |  |  |  |  |
| Can plan and manage time and other resources to achieve goals |  |  |  |  |  |  |
| Assumes a positive attitude toward change |  |  |  |  |  |  |
| Recognizes the need to lifelong learning, and possess the capacity to do so |  |  |  |  |  |  |
| Assumes social awareness, cultural, global and environmental responsibilities |  |  |  |  |  |  |

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| **Communication Skills**The arrangement of skills and behaviors required to create and maintain effective relationships with others on a job and to achieve the best results |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Is able to express ideas verbally, one to one or to groups |  |  |  |  |  |  |
| Is able to present a good logical argument |  |  |  |  |  |  |
| Is able to comprehend and write effective reports and documentation |  |  |  |  |  |  |
| Is able to use the listening skills and give feedback |  |  |  |  |  |  |
| Understands and speaks the languages in which business is conducted |  |  |  |  |  |  |

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| **Professional Skills**The combination of skills, attitudes and behaviors required to progress on a job and to achieve the best results |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Is able to function effectively in group – teamwork |  |  |  |  |  |  |
| Is able to set goals and priorities and work independently |  |  |  |  |  |  |
| Is able to carry out leader/ manager's instructions |  |  |  |  |  |  |
| Is able to identify and suggest new ideas to get the job done – creativity |  |  |  |  |  |  |
| Behaves professionally and practices good ethics |  |  |  |  |  |  |

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| **Technical Skills**The ability to apply the key competences of the educational/ training area to be an invaluable worker on a job and to achieve the best results |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Is able to apply knowledge  |  |  |  |  |  |  |
| Is able to extract information |  |  |  |  |  |  |
| Designs solutions for problems |  |  |  |  |  |  |
| Is able to identify, formulate, research and analyze data to solve complex problems |  |  |  |  |  |  |
| Reads, comprehends and uses written materials including graphs, charts and displays |  |  |  |  |  |  |