

1.F – Interactive Wizard Template

Title of the test

“Overview on my attitudes and skills”

Interactive Wizard Template

The hereby test provides a useful tool for students to reflect on their aptitudes in those sectors that can be gathered under the broad definition of “clerical”. This umbrella term covers also graphic-digital skills and mechanical aptitudes and abilities: features that are usually required in office job profiles and in administrative qualifications.

Thanks to the test, students will weight their potential skills and aptitudes with respect to profiles that are commonly needed in offices. These profiles entail both transversal skills and specific aptitudes, and often involve IT and mechanical abilities. The questionnaire has been designed keeping in mind the above-mentioned assumptions and the target users, i.e. students who are not sure of their path after their first experiences in school and in work placements.

The test has been organized as to generate a general profile and to highlight specific categories concerning graphic, digital and mechanical skills and aptitudes. Rating these specific categories is especially valuable when the overall scores are not very high and a better definition of areas of intervention is needed.

The test provides both general and specific output profiles to allow a use of the items and of the answers that is oriented on individual cases.

SCORE AND PROFILE - GENERAL

From 0 to 16

The student does not have an acceptable degree of awareness of his/her general aptitudes. The student appears confused about his/her potential skills. Ongoing counselling is strongly recommended.

From 17 to 33

The student has a sufficient level of orientation and awareness in different areas of aptitudes and skills. He/she only shows some uncertainties or contradictions. A simple work of clarification and support is needed.

From 34 to 50

The student is well oriented. He/she has a good level of organization and awareness in the various areas of the general profile. He/she only needs individual skills enhancement.

SCORE AND PROFILE – SPECIFIC AREAS

Clerical aptitude (10 questions- score 0-20)

0-6 Low profile, not really showing clerical aptitudes and skills. The student needs adequate support and individual intervention.

7-12 The output level is in the average range. The student still has some doubts or uncertainties. Support and counselling should be focusing on individual aspects.

13-20 The output level is fairly good. The student is fully aware of his/her aptitudes. It may be worth considering upgrading activities.

Graphic-digital aptitude (8 questions- score 0-16)

0-4 Low profile, not really showing digital and graphic aptitudes. The student needs adequate support and individual intervention to gain awareness of his/her abilities.

5-9 The profile is on an average level. Uncertainties and contradictions need to be analyzed with individualized interventions.

10-16 The profile is consistent with the general profile. The student only needs strengthening activities.

Mechanical aptitudes (7 questions- score 0-14)

0-4 Low profile, not really showing mechanical aptitudes. The student needs adequate support and individual intervention to gain awareness of his/her abilities, also in connection with the general profile.

5-8 The profile is on an average level. The student is able to use mechanical skills when required by the situation. Uncertainties can be identified with individualized interventions.

9-14 The profile is consistent with the general profile. The student is really able to use mechanical skills, not forgetting his/her potential. The student only needs strengthening activities to develop further awareness.his/her potential . The students could only need strengthening activities to have more awareness.

Question n. 1 clerical aptitude	
I like being surrounded by many people even if I do not know them personally	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 2 graphic-digital aptitude	
I can solve complex problems if I try hard	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 3 mechanical aptitude	
I am passionate about mechanical and electronic technologies	

<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 4 clerical aptitude	
I lose my temper if I am provoked	
<i>Often</i>	0
<i>Sometimes</i>	1
<i>Seldom or never</i>	2
Question n. 5 clerical aptitude	
I pay attention to interpersonal relations focusing on the words I use and on my attitude	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 6 clerical aptitude	
Physical appearance, in the sense of self-care, is important to establish relations with others	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 7 graphic-digital aptitude	
I really like the digital technologies. I would like to do a job that requires skills in this area.	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 8 graphic-digital aptitude	
I am proficient in jobs that require attention and precision.	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 9 mechanical aptitude	
I am proficient in assembling and disassembling objects or mechanical parts.	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 10 graphic-digital aptitude	
I am proficient in using measuring instruments such as square rulers, rulers, etc.	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 11 graphic-digital aptitude	
I am interested and keen on news and updates about computer science and technology	
<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 12 clerical aptitude	
I am proficient in jobs that require manual skills	

<i>Very much</i>	<i>2</i>
<i>Enough</i>	<i>1</i>
<i>A little or not at all</i>	<i>0</i>
Question n. 13 graphic-digital aptitude	
I think I am a creative person	
<i>Very much</i>	<i>2</i>
<i>Enough</i>	<i>1</i>
<i>A little or not at all</i>	<i>0</i>
Question n. 14 mechanical aptitude	
I would not mind doing jobs that can make me or my clothes dirty	
<i>Very much</i>	<i>2</i>
<i>Enough</i>	<i>1</i>
<i>A little or not at all</i>	<i>0</i>
Question n. 15 mechanical aptitude	
I am interested and passionate about technological developments and their possible applications	

<i>Very much</i>	2
<i>Enough</i>	1
<i>A little or not at all</i>	0
Question n. 16 mechanical aptitude	
I mind carrying out activities that require physical effort also for great lengths of time	
<i>Very much</i>	0
<i>Enough</i>	1
<i>A little or not at all</i>	2
Question n. 17 clerical aptitude	
If I have a bad day I can not keep it to myself or hide it from others	
<i>Often</i>	0
<i>Sometimes</i>	1
<i>Seldom or never</i>	2
Question n. 18 graphic-digital aptitude	
I am available to engage in an activity for a longer time than expected if this is necessary to meet a deadline	
<i>Often</i>	2
<i>Sometimes</i>	1
<i>Seldom or never</i>	0
Question n. 19 clerical aptitude	
I am precise with colours and colour-matching	
<i>Often</i>	2
<i>Sometimes</i>	1
<i>Seldom or never</i>	0
Question n. 20 clerical aptitude	
I mind carrying out activities in which I need to spend a lot of time standing	
<i>Enough / Very much</i>	0
<i>At all</i>	1
<i>little</i>	2
Question n. 21 mechanical aptitude	
I like assembling objects of any kind	
<i>Very much</i>	2
<i>Little</i>	1
<i>At all</i>	0
Question n. 22 mechanical aptitude	
I consider myself thoughtful, before acting I reflect on the possible consequences of my actions	
<i>Enough – Very much</i>	2
<i>Little</i>	1
<i>At all</i>	0
Question n. 23 clerical aptitude	
When in a formal context I tend to be polite even if other people are not polite with me	
<i>Often</i>	2
<i>Sometimes</i>	1
<i>Seldom or never</i>	0
Question n. 24 clerical aptitude	
I like order and precision	

<i>Enough-very much</i>	<i>2</i>
<i>Little</i>	<i>1</i>
<i>At all</i>	<i>0</i>
Question n. 25 graphic-digital aptitude	
I like to express my creativity through drawing	
<i>Enough –very much</i>	<i>2</i>
<i>Little</i>	<i>1</i>
<i>At all</i>	<i>0</i>