Instructions for selection procedures KA1 projects

**Attendance list**

Prepare an attendance list for each destination Country of the project: whose who applies for more than a Country have to sign the attendance list for all the destinations chosen. It is compulsory to specify the kind of identification document:

* Identity Card
* Driving License
* Passport

**Interview scoring**

A score sheet will be created for each Country of destination chosen by the candidate, specifying at the top to which Country the card refers to. The score of each interview is calculated basing on the vote of two selectors who evaluate the requirements and the motivation of the candidate for the destination. Each selector can express a maximum score of 25 points for each entry, for a total of 50 points for each selector. To the average of the selectors’ scores, the average evaluation score of the CV (Training and work experience) is added, according to the criteria of the evaluation form, for a maximum of 20 points for each selector.

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| **INTERVIEW IN GREEK** | **ITEM** | **SCORE SELECTOR 1 (MAX 25)** | **SCORE SELECTOR 2 (MAX 25)** | **PARTIAL SCORE (SUM)** | **AVERAGE OF PARTIAL SCORES** | **SUM OF AVERAGE SCORES** |
| **POSSESION OF THE CHARACTERISTICS REQUIRED BY THE TRAINEESHIP** |  |  |  |  |  |
| **MOTIVATION AND APTITUDE TOWARDS THE MOBILITY** |  |  |  |  |  |
| **CURRICULUM VITAE** | **SCORE SELECTOR 1 (MAX 20)** | **SCORE SELECTOR 2 (MAX 20)** | **PARTIAL SCORE (SUM)** | **AVERAGE SCORES CV** |  |
|  |  |  |  |  |
| **AVERAGE GRADE POSSESSION OF THE CHARACTERISTICS AND MOTIVATION + AVERAGE GRADE CURRICULUM VITAE**  **TOTAL from 0 to 70** | | | | | |  |

To the total score of the interview, the score of the interview in language for a maximum of 30 points (15 for oral comprehension and 15 for oral production) must be added. The score is assigned by one foreign language selector. The candidate will have to hold the interview in the languages spoken in the destination Country for which he/she has applied for.

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| **INTERVIEW IN FOREIGN LANGUAGE** | **ITEM** | **PARTIAL SCORE** | **TOTAL from 0 to 30** |
| ORAL COMPREHENSION |  |  |
| ORAL PRODUCTION |  |

The total score given by the sum of the interview in Greek and the foreign language is shown at the top of the dedicated section. The scores have to be reported in the excel file where there are already formulas to calculate the score of each candidate. By ordering the scores from the highest to the lowest, the final ranking is obtained. N.B. in the excel file have to be reported also the names of those who have applied but didn’t undergo the interview.

The creation of a ranking grid is useful to have a clear and unbiased overview of the ranking assigned.

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|  | **CANDIDATE** | | **MOTIVATIONAL INTERVIEW** | | | | | | | | |  | **INTERVIEW IN FOREIGN LANGUAGE** | | | TOTAL |
|  | **Family name** | **Name** | **POSSESION OF THE CHARACTERISTICS REQUIRED BY THE TRAINEESHIP** | | | **MOTIVATION AND APTITUDE TOWARDS THE MOBILITY** | | | **PREVIOUS STUDY AND WORK EXPERIENCES** | | |  | **ORAL COMPRE.** | **ORAL PROD.** |  |  |
|  |  |  | Selector1 | Selector2 | Total | Selector1 | Selector2 | Total | Selector1 | Selector2 | Total | TOTAL |  |  | TOTAL |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **ABSENTS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

It’s clear that setting the criteria for the selection procedure and establishing their weight in evaluating the candidates’ profile is strongly related to the objective of the Erasmus+ Programme: more importance is given to the motivation and possession of the characteristics and attitudes required to undertake the experience abroad, and less relevant are the score related to the CV and language.