

## WANT TO SPOT (DIGITAL) COMPETENCES OF YOUR STAFF?

# *Check these opportunities for assessment*

**Observations** - you can observe how your employees are doing in practice. Which tools do they use? How do they reflect about the use of digital devices? How effective do they apply digital tools? Do they like it?

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**Annual staff appraisal** - supervisors can use this meeting to talk about the employees` job performance in relation to certain pre-established criteria and organizational objectives. If you are a supervisor ask yourself: Where do you see him/her exceling? What is one thing he/she could do to become more effective using digital tools? If something does not go well, help your employee identify how to improve? If you can, propose training.



**DC4WORK**  
Digital Competence 4.0

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# Further opportunities for assessment

**Co-operation in mixed teams** - observe or ask colleagues about how your employees perform in project work. You might find talents you were not aware about before or unconventional thinkers.

**Use an assessment tool** - You can create one yourself or use an external. Maybe you would like to vary your questions types: multiple choice questions are great, but so are drag & drop matching, ranking, etc. Or use scenario-based questions to assess attitudes, norms, etc. Finally you could also consider practice-based tasks where employees can show what they know.

**Survey or poll for feedback** - your employees know best where they need support. Ask them in a short survey about problematic tasks. What do they need in terms of digital tools and training? Include them in change processes. Find points where you can automate processes and reduce workload.