

4.1 Pre-screening interview

WHAT

The Pre-screening interview tool is a list of suggested questions that the IVC operator could ask during the first meeting to the person interested in the validation and certification of his/her formal, non-formal and informal competences.

The interview questions are grouped in 5 areas:

- AREA 1: Motivation to take part in the IVC process
- AREA 2: Academic achievements and vocational training experiences
- AREA 3: Professional experiences
- AREA 4: Personal story and socio-economic information
- AREA 5: Other fields of activity

The IVC operator does not have to stick tightly to the questions enlisted since they act more as suggestions to manage the meeting with the individual.

A lot depends also on how the interview proceeds. The IVC operator needs to calibrate the linguistic level according to the interlocutor.

WHY

The aim of this interview draft is to offer to the IVC operator a tool for the requirements check of the individual. Moreover, and very important, this interview sample also aims to assess if the person has enough/proper work/school/personal experiences that allow the IVC operator to put the IVC process onset.

Beside this check for basic requirements, it is important to assess the quality and quantity of work/school/personal experiences reported by the individual. What the IVC operator must assess is, in few words, if there is enough material to work on, such as to justify an IVC process. In other terms, it is very important to estimate, during the first meeting with the person and by a pre-examination, if there are enough skills to be linked to a specific agri-food professional profile.

Moreover, this interview will also help the IVC operator to start outlining a possible professional profile to be assigned to the individual.

During the whole duration of the meeting, as a background activity, IVC operators will evaluate the general language level of the individual (speaking and understanding), in order to determine if he/she masters the host country language enough to take active part in the whole IVC process.

WHO

The IVC operator is responsible for the completion of the tool used during the first meeting.

WHEN

RECEPTION PHASE

The Pre-screening interview tool is used during the first meeting between the IVC operator and the individual. It is the first tool used during the IVC process.

WHERE

The tool is used where the reception meeting between the IVC operator and individual takes place