Social Innovation Initiative

Co-funded by the European Union

SMART UA

SMART UA – Employment & Skills Assessment Questionnaire

This is a screening tool designed for rapid, standardised assessment of employment readiness.

Target group: Ukrainian refugees
Estimated completion time: 15–20 minutes
Purpose: Employability profiling & support planning

GENERAL SCORING LOGIC:

Higher scores indicate better employment readiness and fewer barriers to accessing work or training. Lower scores reflect greater constraints that may limit participation.

SECTION 1 – Legal & Availability Profile

1.1 Residence status

- ☐ Temporary protection
- ☐ Residence permit
- ☐ Citizen of the host country / dual citizen
- ☐ In process
- ☐ No formal status yet
- ☐ Other permit/international protection

Scoring (0–2)
2 = valid status (Temporary protection / Residence permit/ Citizen of the host country / dual citizen / Other permit
1 = in process
0 = none

1.2 Current availability for work/training

- ☐ Full-time (6-8 hours /day)
- ☐ Part-time (3-5 hours /day)
- ☐ Limited (up to 2 hours/day)
- ☐ Not available at the moment

Scoring (0–2)

2= Full-time or Part-time
1= Limited (up to 2 hrs/day)
0=Not available at the moment

1.3 Care responsibilities (children, elderly or other dependents)

☐ No care responsibilities
☐ Have dependents + reliable care arrangements
☐ Have dependents + occasional / unstable care
☐ Have dependents + no care support

Scoring (0–2)

- 2 = **No care responsibilities** or **reliable care**
- 1 = **Occasional / unstable care**
- 0 = **No care support**

1.4 Do you feel ready to start or change work within the next 3 months?

- ☐ Yes
- ☐ Maybe – need some support first
- ☐ Not yet

Scoring (0–2)

2=Yes
1=Maybe
0=Not yet

1.5 Do you have a valid driving licence?

- ☐ Yes
- ☐ No

Only for profiling (no scoring)

SECTION 2 – Education & Qualifications (ISCED-aligned)

2.1 Highest completed education (ISCED 2011 aligned)

- ☐ ISCED 0–2 (Primary/lower secondary)
- ☐ ISCED 3 (Upper secondary)

- ☐ ISCED 4 (Post-secondary non-tertiary / vocational)
- ☐ ISCED 5–6 (Bachelor level)
- ☐ ISCED 7–8 (Master/Doctorate)

Scoring (0–2)

0=ISCED 0-2,
1=ISCED 3
2=ISCED 4-8

2.2 Usability of education/qualification in the host country

☐ Qualification recognised and directly usable
☐ Partially usable (e.g. recognition in process, missing documents, requires additional steps)
☐ Not usable (e.g. not recognised, no documents, not relevant)

Scoring (0–2):

- **2** = Directly usable
- **1** = Partially usable
- **0** = Not usable

2.3 Total years of work experience

- ☐ No experience
- ☐ Less than 1 year
- ☐ 1–3 years
- ☐ 4–6 years
- ☐ 7+ years

Scoring (0–3)

0= No experience
1= Less than 1 year
2=1-3 years
3=4+ years (4–6 and 7+ grouped)

2.4 Main type of work experience (select one or two)

- ☐ Technical / manual (e.g. construction, manufacturing, logistics)
- ☐ Care / service (e.g. healthcare, childcare, hospitality)

- ☐ Administrative / office (e.g. office work, customer support)
- ☐ Sales / customer-facing roles
- ☐ IT / digital roles (e.g. programming, IT support, data, design)
- ☐ Education / teaching
- ☐ Other
- ☐ No previous work experience

Only for profiling (no scoring)

SECTION 3 – Language Skills (CEFR-aligned)

3.1a Host country language level (self-assessment)

- ☐ No knowledge
- ☐ A1–A2 (Basic user)
- ☐ B1–B2 (Independent user)
- ☐ C1–C2 (Proficient user)

Scoring (0–3)

- **3** = C1–C2
- **2** = B1–B2
- **1** = A1–A2
- **0** = No knowledge

3.1b Basic literacy (in any language)

☐ Can read and write independently
☐ Limited reading/writing skills
☐ Cannot read or write

Scoring (0–2):

- **2** = Can read & write
- **1** = Limited
- **0** = Cannot

3.2 English language level

Same CEFR scale:

- ☐ No knowledge
- ☐ A1–A2 (Basic user)
- ☐ B1–B2 (Independent user)
- ☐ C1–C2 (Proficient user)

Scoring (0–3):

- **3** = C1–C2
- **2** = B1–B2
- **1** = A1–A2
- **0** = No knowledge

3.3 Do you know any other foreign language beside English? Select all that apply.

- ☐ **French**
- ☐ **Spanish**
- ☐ **German**
- ☐ **Italian**
- ☐ **Other**
- ☐ **No**

No direct score (profiling only)

3.4 Would you like to participate in <HOST COUNTRY> language training?

- ☐ Yes
- ☐ Maybe
- ☐ No

No direct score (profiling only)

3.5 Would you like to participate in English language training?

- ☐ Yes

- ☐ Maybe
- ☐ No

No direct score (profiling only)

SECTION 4 – Digital Competence (DigComp 2.2 simplified)

Please rate your level in the following areas based on your ability to use digital tools in everyday tasks, work, or training.

Scale:

- 0 – No experience *(cannot perform the task at all)*
- 1 – Basic *(can do simple tasks with help)*
- 2 – Independent *(can do tasks on your own in usual situations)*
- 3 – Advanced *(can solve problems or help others)*

4.1 Information & data literacy

(searching for information, filling in online forms, using websites for services)

4.2 Communication & collaboration

(email, messaging apps, video calls, sharing information online)

4.3 Digital content creation

(writing documents, creating CVs, creating presentations, basic editing)

4.4 Safety

(using passwords, protecting personal data, recognising risks/scams)

4.5 Problem solving

(handling technical issues, installing apps, learning new digital tools)

SCORING

Each item is scored from 0 to 3:

- 0 – No experience
- 1 – Basic
- 2 – Independent
- 3 – Advanced

Digital readiness levels – for interpretation only:

- **0–4 → Very low** (significant barrier)
- **5–8 → Basic** (limited independence)
- **9–12 → Functional** (can participate in most jobs/training)
- **13–15 → Strong** (digitally confident)

4.6 Do you have regular access to digital devices?

- ☐ Smartphone only
  ☐ Laptop/computer only
  ☐ Both smartphone and laptop/computer
  ☐ Limited or shared access
  ☐ No access

Scoring (0–2):

- **2** = Smartphone only / Laptop only / Both
- **1** = Limited or shared access
- **0** = No access

SECTION 5 – Transferable Skills & Work Preferences

Please rate your confidence in the following areas based on your experience in work, training, or everyday situations.

Scale:

- 0 – Not confident *(cannot do this)*
- 1 – Somewhat confident *(can do this with difficulty or support)*
- 2 – Confident *(can do this in most situations)*
- 3 – Very confident *(can do this easily and handle challenges)*

5.1 Working in a team

(cooperating with others, sharing tasks, resolving small conflicts)

5.2 Communicating with supervisors or clients

(asking questions, giving information, understanding instructions)

5.3 Solving unexpected problems

(handling changes, finding solutions when something goes wrong)

5.4 Learning new tasks quickly

(understanding instructions, adapting to new tasks or environments)

SCORING

Each item is scored from 0 to 3:

- 0 – Not confident
- 1 – Somewhat confident
- 2 – Confident
- 3 – Very confident

Soft skills levels (for interpretation only):

- 0–3 → Low (significant support needed)
- 4–7 → Developing
- 8–10 → Functional
- 11–12 → Strong

5.5 Preferred work type (select all that apply):

- ☐ Office-based
- ☐ Hands-on / practical
- ☐ Remote
- ☐ Outdoor
- ☐ No preference

NO scoring (profiling only)

5.6 Are you willing to attend short vocational training?

- ☐ Yes
- ☐ Maybe / depends on conditions
- ☐ No

Scoring (0–2):

- **2** = Yes
- **1** = Maybe / depends
- **0** = No

SECTION 6 – Career Goals & Support Needs

6.1 Main goal for the next 12 months (select up to 2)

- ☐ Find any job
- ☐ Work in my profession
- ☐ Attend vocational training
- ☐ Improve language skills
- ☐ Start a business

NO scoring (profiling only)

6.2 What support would help you most? (select up to 3)

- ☐ Language training
- ☐ Qualification recognition support
- ☐ Career guidance
- ☐ Childcare support
- ☐ Digital skills training
- ☐ Job matching / job search support
- ☐ Mental health or psychosocial support
- ☐ Transport / commuting support
- ☐ Vocational training / skills development

NO scoring (profiling only)

STANDARDISED SCORING FRAMEWORK

Dimension	Max Score
Legal & Availability	8
Education & Experience	7
Language	8

Dimension	Max Score
Digital	17
Soft Skills	14

Total possible: 54

Weighted Scoring for 100 points

Dimensions are not weighted equally, as they represent different types of factors. Language and legal availability function as gatekeeping conditions for labour market access, while education, digital, and soft skills act as enabling factors that influence job quality and retention once access is established.

Dimension	Role	Weight
Language	Gatekeeper	35–40%
Legal & Availability	Gatekeeper	15–20%
Education & Experience	Structural	15%
Digital	Enabler	10–15%
Soft Skills	Enabler	10–15%

Since the revised model assigns fixed percentage weights to each dimension, the multiplier for each dimension is calculated as the target weighted maximum divided by the current raw maximum. This allows the original item structure to remain unchanged while adjusting the relative contribution of each dimension to better reflect empirical evidence from the needs assessment:

Dimension	Current Max	Proposed Weighted Max	Multiplier
Legal & Availability	8	20	2,500
Education & Experience	7	15	2,143
Language	8	40	5,000
Digital	17	10	0,588
Soft Skills	14	15	1,071