

## **SELF-EVALUATION OF CANDIDATE ENTREPRENEUR**

Addressed to refugees and migrants willing to start a small Business

To identify entrepreneurial knowledge and skills

### **Information for Refugees Support Organizations (RSOs)**

The aim of the questionnaire that follows (paragraph 4) is to act as a means of identifying the level of entrepreneurial knowledge and skills of the person who completes it. It is specially developed for refugees and migrants willing to start a personal or small business.

The questionnaire is available in two forms:

- (a) An online version given as an excel file: In this form the refuge/migrant is able to complete the questionnaire in the “**Quiz**” worksheet. In this case the results concerning the level of knowledge and skills are presented automatically. The responder can see the level of his/her general competence in the “**Score**” worksheet. More specific information on entrepreneurial ability can be seen in the worksheet entitled “**Strengths and Weaknesses**” given in the form of a spider graph.
- (b) A paper based version given as a pdf file: The questionnaire should be given to the refuge/migrant willing to test his/her knowledge and skills. Then a person from the RSO helping the responder should evaluate the answers selected, based on the scores of the answers for each question (see paragraphs 4 and 5 – scores are not presented to responders).

In any case it is recommended that the responder after completing the questionnaire should collaborate with the supporting organization to get advice on the level of his/her entrepreneurial knowledge and skills and on what kind of training path can follow to improve them.

### **1. General sections of the questionnaire**

For the development of the questionnaire the questions are grouped in seven (7) categories/sections, which help in better identifying entrepreneurial knowledge and skills in those different domains. They are:

**Section 1: General Characteristics (4 questions)**

**Section 2: General Skills-Abilities (4 questions)**

**Section 3: General Business Skills-Abilities (4 questions)**

**Section 4: Financial Management Skills (4 questions)**

**Section 5: Management Skills (3 questions)**

**Section 6: Self-knowledge-Creativity-Motivation-Perseverance (3 questions)**

**Section 7: Risk Management-Troubleshooting (2 questions)**

## 2. Scores assigned to answers of each question

For each question there is a score representing the level of knowledge and skills of the responder, as follows:

- 0 = Zero or Not at all**
- 2 = Basic or Guided**
- 3 = Adequate or Beginner**
- 4 = Good or Intermediate**
- 5 = Excellent or Experienced**

The scores for the answers for each question are given in the list of questions and answers given below, but **the questionnaire presented to the responders does not contain the headings of the sections** so that the respondent is unsuspecting. The total of 24 questions can also be scattered (shuffled) at any order.

## 3. Instructions for completing the questionnaire, given to responders

Open the worksheet called "**Quiz**". After reading each question, choose the alternative answer that best expresses yourself.

Please have in mind that in order to have an objective picture of your profile, you should choose, with as much sincerity and accuracy as possible the answer that expresses your own feelings, attitude and behavior, as they are really are, and not as you would like them to be.

After answering all twenty four (24) questions, open the next worksheet called "**Score**". There you will find the score you get and relevant explanatory remarks about your self-evaluation concerning the business profile.

Finally, open the worksheet called "**Strengths and weaknesses**" in terms of **your entrepreneurial ability**". There you will find the score you get about for each category of skills and abilities concerning entrepreneurship.

### Initial Questions

1. Please give your country of origin: | \_\_\_\_\_ |
2. Have you had or have previous business experience? YES/NO
3. Have you ever received any kind of entrepreneurship training? YES/NO

## 4. Questions with scores assigned to answers

### Section 1: General Characteristics

#### 1. Interest for the Business

- A. I do not really being an entrepreneur, but if I will be able to get funding to invest, I will try to love and learn the job. (4)
- B. I hate entrepreneurship and its risks bring me stress. But it is a solution if I have nothing else to do. (2)
- C. I somehow like the idea of starting a business, but I find it a very difficult task for which I think I do not have the guts. (3)
- D. I am excited by the idea of having my own business, I seek the joy of creation and I like to communicate with other people in my new host country. (5)
- E. Don't Know/No answer (0)

#### 2. Identifying business opportunities

- A. I do not know how to take advantage of the opportunity I have identified. (3)
- B. I can quickly identify and exploit an opportunity, as long as I have the necessary resources to implement it. (4)
- C. I know neither how to identify nor how to take advantage of an opportunity. (2)
- D. I can quickly identify and get advantage of an opportunity. (5)
- E. Don't Know/No answer (0)

#### 3. Taking the Initiative

- A. I do not take initiatives easily, unless I feel confident about the task I am about to do. (3)
- B. If someone helps me get started with a task, I can then cope on my own. (4)
- C. I take matters into my own hands. I do not need guidance from anyone. (5)
- D. I start with careful steps. I do not get involved until I have to. (2)
- E. Don't Know/No answer. (0)

#### 4. (Investment) Capital

- A. I have some deposits in the Bank and some bonds. If they are not enough, I will try to get a loan if there funds available for refugees/migrants. (4)
- B. I will cope the same way as others. I will try to get credit from suppliers, I will use my deposits, I will borrow some money . . .! (2)
- C. I have a few deposits. But I think good friends will definitely help my implement my business idea (3)
- D. I have enough available funds for the required investment and I have made a provision for working capital for the initial period. (5)
- E. Don't Know/No answer (0)

## Section 2: General Skills-Abilities

### 5. Knowledge and Skills

- A. I have knowledge that I acquired during my education, but also skills from previous jobs in my home country and I feel comfortable to start my own business. (5)
- B. I have limited business knowledge and some professional experience. Although it seems to me quite a difficult task, I am willing to try and let's see what happens (3)
- C. I have no business knowledge at all, but it is not a big thing to run a business. (2)
- D. I have some knowledge, some previous working experience and I know the very basics. But with time I learn them in practice. (4)
- E. Don't Know/No answer (0)

### 6. Communication

- A. Communicating with others, I usually try to speak as much as I listen (5)
- B. Communicating with others, means expressing your ideas to them. (2)
- C. Communicating with others, I usually talk more than I hear. (3)
- D. Communicating with others I also take into account facial and body signals that are given in addition to simple speech. (4)
- E. Don't Know/No answer (0)

### 7. Taking Responsibility

- A. I will take responsibility if necessary but I prefer someone else to have it. (4)
- B. There will always be someone smart who wants to show off. Let me do him a favor. (2)
- C. I like to take matters into my own hands and complete them to the end. (5)
- D. I will take part of the responsibility if necessary but I prefer someone else to have it completely. (3)
- E. Don't Know/No answer (0)

### 8. Hard work

- A. Working a lot destroys one's personal life. (2)
- B. I work hard up to a point. But when I get tired, I say enough is enough. (4)
- C. I don't like to work very hard, I will do it with difficulty. (3)
- D. I continue as needed. I do not mind hard work. (5)
- E. Don't Know/No answer (0)

### Section 3: General Business Skills-Abilities

#### 9. Business Planning

- A. Business planning and business preparation is a necessary evil and headache. I prefer to outsource all this to others. (3)
- B. Business planning and business preparation is a necessary but difficult job. If possible I prefer to outsource to others, but I have no objection in participating. (4)
- C. Planning, preparation and business planning is a waste of time. I consider them unnecessary for a small business. (2)
- D. Although I avoid overdoing it with bureaucratic processes, I plan every important detail if I am to invest money for starting a business. (5)
- E. Don't Know/No answer (0)

#### 10. Decision Making

- A. I make decisions if I have enough time. If I have to decide quickly, I usually regret it. (3)
- B. I make quick decisions when I need to, and my decisions are usually right. (5)
- C. I always like to decide quickly and move on, taking the risk of making the wrong decision. (4)
- D. I do not like to be the one who makes the decisions. I'm afraid I'll mesh up things. (2)
- E. Don't Know/No answer (0)

#### 11. Leadership Ability

- A. In a company, all of its executives should be responsible for achieving its goals. (4)
- B. I achieve the consent and cooperation of others without difficulty. (5)
- C. People do what I want if I push them. (3)
- D. Usually, I let someone else take the initiative. (2)
- E. Don't Know/No answer (0)

#### 12. Organization and Management

- A. I have a business plan and I can explain several of its elements and how they relate to each other (4)
- B. I have a rough business plan and I can explain some of its elements and how they relate to each other. (3)
- C. I do not have a business plan. This is a waste of money, effort and time. (2)
- D. I have a clear business plan and I can explain all its elements and how they relate to each other. (5)
- E. Don't Know/No answer (0)

## Section 4: Financial Management Skills

### 13. Interest and Performance in Marketing and Sales

- A. I prefer to keep account books of the business and control money. I do not feel comfortable with public relations, advertising and such. (2)
- B. Marketing, the pursuit of profit, the game of the market, the daily contact with the customer and his satisfaction, give me pleasure and I do very well. (5)
- C. Although I know marketing is important for the success of the business, I consider this to be a chore. (3)
- D. I am not the best marketer and seller, but I recognize their importance for the success of the business and I make efforts to improve. (4)
- E. Don't Know/No answer (0)

### 14. Accounting

- A. You do not need accounting for a small business. I know what needs to be done without bureaucracy. (2)
- B. I can keep records. But it is more important to get the job done than shuffling the numbers. (3)
- C. Since it is useful, I keep and monitor accounts and data, even if I do not find it pleasant. (4)
- D. I keep and monitor accounts and data, they are absolutely necessary for the planning and the smooth course of the business. (5)
- E. Don't Know/No answer (0)

### Q15. Finances

- A. I have a limited knowledge regarding finances. But with the free help of a friend of mine I will definitely make it. After all, times are difficult. (3)
- B. I have sufficient knowledge and experience in the analysis of financial data (balance sheet, profit or loss, cash flow, costing, etc.) and I can use them properly. (5)
- C. I do not understand a word from finances. I would need an accountant to do the job for me. (2)
- D. I understand a few things about finances. But with the help of an accountant, I hope I can do it. (4)
- E. Don't Know/No answer (0)

### 16. Outsourcing

- A. I feel confident. Nobody knows everything. But I know my shortcomings and I know where I can go with confidence to fill the gap. (5)
- B. I feel insecure doing business, so if I need to leverage some external resources, I will do so on a case by case basis. (4)
- C. I do not have much experience with business and that is why I feel insecure. But I have some colleagues who I hope will help me a lot. (3)
- D. I do not have much experience with business, but I also do not know if I can trust consultants, lawyers, accountants in this country. Better alone and whatever comes out. (2)
- E. Don't Know/No answer (0)

## Section 5: Management Skills

### 17. Persistence and Emotional Endurance

- A. If I decide to do something, nothing stops me. (5)
- B. Although the constant persistence in jobs I have limited knowledge make me tired, nevertheless I start them (3)
- C. If a job does not go well, I quit. Why bang my head against the wall? (2)
- D. I usually finish what I start. (4)
- E. Don't Know/No answer (0)

### 18. Organizational Ability

- A. I like to plan before I start something. Usually, I organize things myself. (5)
- B. I do very well until something goes wrong. Then I feel like giving it up. (4)
- C. I take things as they come to me. (2)
- D. I consider important for a business to manage people and resources in order to achieve a common goal. But in the end is it a waste of time? (3)
- E. Don't Know/No answer (0)

### 19. Assignment of Responsibilities

- A. I hesitate to assign a job task, I can do myself, to staff members, because I do not know if I can really trust them. (3)
- B. Jobs that I do not know very well, I do not hesitate to assign them to a qualified person, but I monitor the results. (5)
- C. If I do not know something well, I entrust it to someone else so that he/she will have the responsibility. (2)
- D. I get annoyed when someone does not do the job assigned to him properly (4)
- E. Don't Know/No answer (0)

## Section 6: Self-knowledge-Creativity-Motivation-Perseverance

### 20. Self-knowledge

- A. I do not believe that I can succeed in whatever objective I have decided to accomplish. (2)
- B. I prioritize goals and strive to achieve them flexibly, without the fear of failure. (5)
- C. I prioritize goals and strive to achieve them flexibly, but I always have the fear of failure. (3)
- D. I prioritize goals and strive to achieve them flexibly, but sometimes I have a fear of failure. (4)
- E. Don't Know/No answer (0)

### 21. Creativity

- A. If I find that my favorite outfit is starting to have wear holes, then I intend to repair it and restore it to its original condition. (4)
- B. If I find that my favorite outfit is starting to have wear holes, then I go shopping and leave the old one in my closet. (3)
- C. If I find that my favorite outfit is starting to have wear holes, then I am sad about it, but I throw it away. (2)
- D. If I find that my favorite outfit is starting to have wear holes, then I intend to turn it into a new fashion accessory. (5)
- E. Don't Know/No answer (0)

### 22. Motivation and Persistence

- A. When I face a new challenge at work, I try to delegate it to someone else, as I am afraid taking such a responsibility (3)
- B. When I face a new challenge at work, I am convinced that I have the skills to do it well. (5)
- C. Whenever I doubt myself, I push myself to prove otherwise. (4)
- D. I avoid challenges, as I worry that I may fail. (2)
- E. Don't Know/No answer (0)



## Section 7: Risk Management-Troubleshooting

### 23. Risk Management

- A. When I face uncertainty I feel irritated. (4)
- B. The existence of uncertainty worries me. (3)
- C. When I face uncertainty I feel motivated. (5)
- D. The existence of uncertainty makes me feel discouraged. (2)
- E. Don't Know/No answer (0)

### 24. Troubleshooting

- A. When I have a problem, I would rather let other people make difficult decisions for me. (2)
- B. When I face a problem, I try to look at it from different angles and create many solutions. (4)
- C. Making decisions under pressure makes me feel uncomfortable. (3)
- D. When I face a problem, I try to define the problem carefully and find the best solution. (5)
- E. Don't Know/No answer (0)

## 5. Final total score and categorization of knowledge and skills.

(levels having some correspondence to the first 6 levels of the EntreComp Framework)

After answering the questionnaire, a total score is produced together with a classification of the respondent's level of knowledge and skills, his/her business profile (classification into categories of entrepreneur).

There are 6 categories, based on final total score are as follows:

### **Score equal to 120:**

**Excellent:** You are a born businessman. If you do not have your own business now, start as soon as possible. Success awaits you.

### **Score 109-119:**

**Very good:** You definitely have everything you need to succeed in your own business. Do not hesitate. Your success in the business world is guaranteed.

### **Score 88-108:**

**Good:** You have the virtues of a successful entrepreneur, with some weaknesses. The analysis given as a "spider chart" will help you identify the points where you are lagging behind. There are two ways to bridge the gap: Entrepreneurial training or following the specific 9conversations program for this purpose.

### **Score 67-87:**

**Sufficient:** Entrepreneurship is not among your strong skills. On the other hand you have significant room for improvement in order to be able to start your own business.

### **Score 46-66:**

**Moderate:** The prospect of succeeding as an entrepreneur is questionable. You have some weaknesses that may overshadow some of the good features you have. If you insist on doing it, seek more education and training and use all the perseverance you have. You might encounter great difficulties on your way.

### **Score below or equal to 45:**

**Unsatisfactory:** It seems that you should forget the dream of becoming an entrepreneur. It is not advisable to get involved in starting your own business.