

# EUROMOB



SKILLS VALIDATION TOOL

Co-funded by the  
Erasmus+ Programme  
of the European Union



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## EUROMOB (Skills Validation Tool) User Guide for Enterprise

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## 1. Introduction

Euromob is a soft skills validation tool that will allow students to measure their soft skill development while going abroad for an internship. Also, Universities and employers can validate internship paperwork before the beginning of the internship. Students will be able to evaluate their competences levels themselves after their internship and employers will also evaluate students' competences.

In this process, the students are allowed to create an internship, by mentioning their missions/tasks/skills that will have to be validated in the entire period. The students add important information like the information regarding the Education Institution (its name and address) and the tutor (last name, first name, job title, email and phone number). All this information is further sent to the educational and organizational entities.

The role of the enterprise in Euromob is very simple. The main role in Euromob is with the Learner. The learner:

- 1) creates the internship,
- 2) validates the internship with its Education institution, and
- 3) sends a link to the company to be assessed. The Company does not have any other obligation in the whole Euromob process of internship validation.

## 2. Validation Process

To begin with the internship assessment on Euromob, it is mandatory for the internship contractual agreement to be validated by the educational institute. Without this approval the process can't move ahead.

Please refer to the example illustrated below to go through the whole process of conducting assessments in the tool from the company's perspective.

These are the steps that have to be taken by the enterprise and educational entities for the internship process:



EUROMOB
BUSINESS CARD   INTERNSHIPS   ASSESSMENTS   DOCUMENTS   DISCONNECT

### Final Internship

From 20/4/2020 To 8/6/2020

Monitor my internship

- 1 Training agreement validation**  
Waiting for validation
- 2 Optional assessment / optional during training.**  
Please valid your internship training with your authority.
- 3 Mandatory assessment (7 days prior to the end of training).**  
Please valid your internship training with your authority.

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**Higher education institution**

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**Organization Host**

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 Job title Manager  
 University / address Systramobic / 23, lovely street, 41004, london england

**Internship Agreement.docx**  
 Nazaret CALZADO From 20/4/2020 To 8/6/2020

Open
Import

## 2.1 Validation from University

When the learner has created an internship in which he/she indicated the university and the company which is the referent of the internship (the one who will receive the email as mentioned in the details in the picture). This placement is registered and confirmed as validated by the 'university' in step 1. The educational institutes receive the following mail for this validation.

noreply@saynova.com to me

11:49 AM (0 minutes ago) ☆ ↶ ⋮

French > English Translate message Turn off for: French x

Euromob

Madame, Monsieur,

yougourthene Meddouri vient de vous envoyer la convention de stage pour validation via la plateforme Euromob. En validant la convention, vous permettez à yougourthene Meddouri d'initier le processus d'évaluation de ses compétences dans le cadre de son parcours de mobilité dans l'entreprise Test Company

Veuillez cliquer sur le [Lien](#) pour valider la convention et commencer le processus d'évaluation.

Merci,  
L'équipe Euromob.

Dear Sir or Madam,

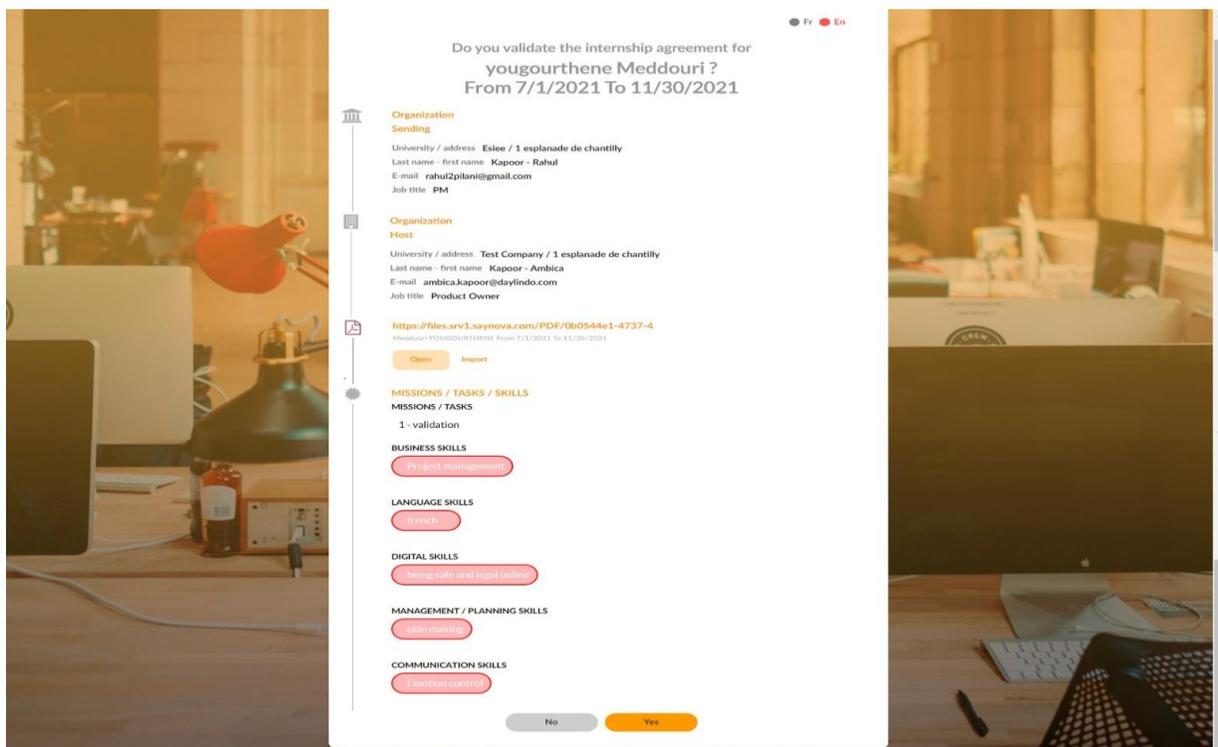
yougourthene Meddouri has just sent you the internship agreement for validation via the Euromob platform. By validating the agreement, you will allow yougourthene Meddouri to initiate the process of assessing its skills as part of its internship in the company Test Company

Please click on the link [Lien](#) to validate the agreement and start the assessment process.

Thank you  
The Euromob team



After clicking this link sent in the mail, the educational institutes can confirm/reject the internship missions on Euromob.



## 2.2 Optional Assessments

The second step is an optional assessment that can be conducted by both the learner as well as the company. If not, the parties involved can move to last step directly as well. It is usually an assessment that is conducted while the internship is in progress. You can carry out multiple assessments as well, by clicking on the links in step 2 again.

### **Mail received by Learner:**

On clicking this link received in the mail, the learners can assess themselves.



Skills assessment learned by yougourthene Meddouri From 01/07/2021 To 30/11/2021 .  
Please follow the following rules for your assessment  
Low - intermediate, master, expert,

● Fr ● En

### SKILLS LEARNED DURING MOBILITY / INTERNSHIP\*

**BUSINESS SKILLS**

Project management 1 2 3 4

**LANGUAGE SKILLS**

french 1 2 3 4

**DIGITAL SKILLS**

being safe and legal online 1 2 3 4

**MANAGEMENT / PLANNING SKILLS**

plan making 1 2 3 4

**COMMUNICATION SKILLS**

Emotion control 1 2 3 4

### Mail received by company:

On clicking this link received in the mail, the company can assess the intern. The screen for assessment will be as follows:



Skills assessment learned by yougourthene Meddouri From 01/07/2021 To 30/11/2021 .  
Please follow the following rules for your assessment  
Low - intermediate, master, expert,

● Fr ● En

### SKILLS LEARNED DURING MOBILITY / INTERNSHIP\*

**BUSINESS SKILLS**

Project management 1 2 3 4

**LANGUAGE SKILLS**

french 1 2 3 4

**DIGITAL SKILLS**

being safe and legal  
online 1 2 3 4

**MANAGEMENT / PLANNING SKILLS**

plan making 1 2 3 4

**COMMUNICATION SKILLS**

Emotion control 1 2 3 4

## 2.3 Mandatory Final Assessments

To begin the final assessment, the learner can send the assessments link to the company as well as to himself/herself by clicking on the links mentioned in step 3.



**test internship 5**  
From 21/06/2021 To 24/06/2021  
Monitor my internship

- 1 Training agreement validation**  
You can start your internship. Your internship documents have been validated.
- 2 Optional assessment / optional during training.**  
Only mandatory assessment are required.
- 3 Mandatory assessment (7 days prior to the end of training).**  
Self-assessment    Company assessment

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**Organization Host**  
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University / address Daylindo / 1 esplanade de chantilly

**feedback euromob.docx**  
Meddouri YOUNGOU From 21/06/2021 To 24/06/2021  
Open Import

By clicking these, both the parties receive a mail like in the previous step and can submit their evaluations. Once done, the platform looks like this and the internship closes for any further steps.

**test internship 5**  
From 21/06/2021 To 24/06/2021  
Monitor my internship

- 1 Training agreement validation**  
You can start your internship. Your internship documents have been validated.
- 2 Optional assessment / optional during training.**  
Only mandatory assessment are required.
- 3 Mandatory assessment (7 days prior to the end of training).**  
Self-assessment    Company assessment

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Job title Chef de projet  
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Meddouri YOUNGOU From 21/06/2021 To 24/06/2021  
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