Global Business Management
Special Suitability Assessment Test (SSAT)

Self-Assessment

Candidate
Ms. ☐   Mr. ☐

Title, first and last name

Explanatory notes

Participation in the Special Suitability Assessment Test (SSAT) is obligatory for all GBM applicants who have achieved the basic level (= 180 ECTS points) with their first university degree, but who cannot yet provide the required GBM entry level (= 240 ECTS points) with their first degree.

The SSAT determines the GBM-specific competencies acquired outside of university to the extent of 60 ECTS credits by means of an oral examination lasting for approximately 40 minutes. It covers the areas of professional competence by 1/3, methodical competence by 1/3, personal competence by 1/6 and social competence by 1/6.

A) The GBM applicant will prepare the oral exam by using the SSAT template and will attach the relevant supporting documents. The level of fulfillment of competencies can be demonstrated in this process through:

a)   previous professional experience, especially executive experience,

b)   existence of international professional experience,

c)   previous training activities, additional professional examinations,

d)   job evaluations, letters of recommendation, evaluation forms by an employer,

e)   certificates, diplomas,

f)   other evidence.

B) The GBM applicant will complete a self-assessment of each listed skill using the following five-point scaling system:

1.   Beginner = 0 %

2.   Familiar = up to 25 %

3.   Routinier = up to 50 %

4.   Professional = up to 75 %

5.   Expert = up to 100 %

C) The examination board evaluates each skill in the above-mentioned five-level scale depending on the level achieved, by percentage points. If the average of all evaluated skills within each individual competence area result in at least 60%, the SSAT is passed.

Please note: Self-assessment by the applicant using the following five-point scale
1. **Beginner = 0 %**
2. **Familiar = up to 25 %**
3. **Routinier = up to 50 %**
4. **Professional = up to 75 %**
5. **Expert = up to 100 %**

Please choose one of the five listed scaling levels. In-between scaling (e.g., at 37.5%) is not permitted.

Area 1: Professional competence (in relation to functional management)

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1 a) Ability to delegate

I can delegate tasks to the appropriate people and monitor their achievement.

○ 0%   ○ 25%   ○ 50%   ○ 75%   ○ 100%

1 b) Time management

I am able to manage my available time in order to complete all subtasks in time.

○ 0%   ○ 25%   ○ 50%   ○ 75%   ○ 100%

1c) Networking skills

I am able to build and use a network

○ 0%   ○ 25%   ○ 50%   ○ 75%   ○ 100%

1d) Presentation skills

I am proficient in technical and rhetorical tools for organizing meetings and presentations and I can present the content convincingly.

○ 0%   ○ 25%   ○ 50%   ○ 75%   ○ 100%

Area 2: Methodical competence (in relation to operational issues)

2a) Ability to analyze and solve problems
I am able to recognize and structure (new) tasks, collect relevant information on these tasks, weigh these and develop proposals for solutions.

( ) 0%   ( ) 25%   ( ) 50%   ( ) 75%   ( ) 100%

2b) Perceptive ability
I am able to grasp and comprehend new things quickly.

( ) 0%   ( ) 25%   ( ) 50%   ( ) 75%   ( ) 100%

2c) Decision-making ability
I can deal objectively with the relevant alternatives, evaluate them and make a decision.

( ) 0%   ( ) 25%   ( ) 50%   ( ) 75%   ( ) 100%

2d) Holistic thinking
I am able to consider the impact on other areas when thinking/planning.

( ) 0%   ( ) 25%   ( ) 50%   ( ) 75%   ( ) 100%

2e) Organizational skills
I can plan and develop processes.

( ) 0%   ( ) 25%   ( ) 50%   ( ) 75%   ( ) 100%

Area 3: Personal competence (in an entrepreneurial context)

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3a) Ability to take criticism
I am able to take criticism objectively and strive for improvement.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%

3b) Autonomy
I can solve tasks without further assistance and work independently.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%

3c) Determination/result focus
I am able to consistently achieve what I set out to do and I do not get distracted.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%

Area 4: Social competence

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4a) Leadership skills
I can (successfully) lead a group of people in a task- and people-oriented manner.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%

4b) Communication skills
I am able to express myself clearly and understandably and argue convincingly.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%

4c) Conflict resolution skills
I am able to approach conflicts in a professional manner and seek a viable consensus.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%

4d) Teamwork
I can fit in and contribute to a group in order to achieve a goal together.

◯ 0%   ◯ 25%   ◯ 50%   ◯ 75%   ◯ 100%