



UNIVERSITÀ DEGLI STUDI DI MILANO

CONCORSO PUBBLICO, PER TITOLI ED ESAMI, A N. 1 POSTO DI CATEGORIA D - AREA AMMINISTRATIVA GESTIONALE, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'UNIVERSITÀ DEGLI STUDI DI MILANO - COSP - CENTRO DI SERVIZIO DI ATENEO PER L'ORIENTAMENTO ALLO STUDIO E ALLE PROFESSIONI - CODICE 21384

La Commissione Giudicatrice del concorso, nominata con determina n. 5116 del 31.3.2021, composta da:

Dott.ssa Barbara Rosina	Presidente
Dott.ssa Simona Visconti	Componente
Dott.ssa Marilena Di Bella	Componente
Dott. Carlo Angelo Di Gregorio	Segretario

comunica i quesiti relativi alla prova orale:
GRUPPO DI QUESITI N. 1

Il candidato illustri le caratteristiche dei documenti essenziali per l'attivazione di un tirocinio

Il candidato legga e traduca quanto segue:

Soft skills are general skills that most employers look for when recruiting and are needed for most jobs. They are sometimes called transferable skills or employability skills by employers. Hard skills are skills needed to do a specific job, generally gained through work, learning or training. Soft skills are more likely to be the kind you pick up through life experience, like how you:

- communicate and behave with others
- make decisions
- organise yourself and work

Employers will be looking for people with soft skills that fit the culture of their company. Your application and interview will need to show that your soft skills match theirs. You may want to develop new soft skills or need advice on how to show that you have them when you are in job interviews.

Da <https://nationalcareers.service.gov.uk/careers-advice/how-to-develop-your-soft-skills>

GRUPPO DI QUESITI N. 2

Il candidato illustri le principali novità in merito alle modalità di svolgimento dei tirocini introdotte da Regione Lombardia a seguito della pandemia da Covid-19

Il candidato legga e traduca quanto segue:

Flexibility skills

Flexibility tells employers that you are adaptable to different situations. It shows you can handle change and adapt at short notice. It also tells employers that you will help in situations that are not part of your job role. That you are willing to go over and above what you need to do sometimes. To develop your flexibility skills you could:

- have to rearrange your day because of an emergency
- doing more than one task at a time
- do something outside of your comfort zone



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- do a challenge that stretches you
- change your plans to help someone at short notice

da: <https://nationalcareers.service.gov.uk/careers-advice/how-to-develop-your-soft-skills>

GRUPPO DI QUESITI N. 3

Il tirocinio curriculare in ambito universitario

Il candidato legga e traduca quanto segue:

Positivity skills

A good attitude is something a lot of employers look for. Employers look for people who see solutions, not problems.

This soft skill is easier to show an employer in an interview stage. You could show that you have a good attitude and are happy to meet people.

Employers want someone that will be happy to be at work and get along with the other members of the team.

To develop your positivity skills you could:

- motivate a team - sports team or creative arts club
- try to get the best out of a hard situation
- network - whether for work or education, this shows a good attitude to learning and growing
- be part of a team, like sports or creative arts - show you're a team player

da: <https://nationalcareers.service.gov.uk/careers-advice/how-to-develop-your-soft-skills>

GRUPPO DI QUESITI N. 4

Il ruolo delle Università nelle politiche attive del lavoro

Il candidato legga e traduca quanto segue:

Help identifying your skills

Employers will look for two different types of skills:

- soft skills - also called transferable skills are the type you pick up through life experience, like communication
- hard skills - are necessary skills for specific jobs and are gained through work, learning or training

When identifying your skills and deciding what skills to develop, you should look at what soft skills and hard skills apply to the job you want.

To help you identify your current skills, you could:

- think about your current situation - what job or experiences have you had and what skills did they include
- talk to people who know you well personally - an outsider's perspective can help identify what skills you have
- write down a list of strengths and areas you'd like to improve

da: <https://nationalcareers.service.gov.uk/careers-advice/how-to-develop-your-soft-skills>

GRUPPO DI QUESITI N. 5

Il tirocinio extra-curriculare: disciplina nazionale e regionale in materia



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Il candidato legga e traduca quanto segue:

Why work experience is important

Work experience is important for getting into any career. Having some can make you stand out from the crowd on applications for courses, training and jobs.

Work experience is not just for young people. It can also be of benefit to you as an adult. For example, if you are:

- out of work
- changing career
- looking for your first job
- returning to work after a break

Getting some real or virtual work experience through a work placement, internship or shadowing opportunity can help you test out your career ideas, improve your skills and show your commitment and enthusiasm.

Choosing what to do might seem easier if you know what you want to be in the future. You can look for opportunities that will help you to develop skills for that career.

If you do not know what job you want, or you can not get your perfect placement, remember any work experience is better than none.

Da: <https://nationalcareers.service.gov.uk/careers-advice/how-work-experience-can-help-you#why-work-experience-is-important>

GRUPPO DI QUESITI N. 6

I soggetti coinvolti nell'attivazione di un tirocinio extra-curriculare: ruoli e responsabilità

Il candidato legga e traduca quanto segue:

Use work experience as research

Work experience is a chance for you to:

- find out more about yourself
- find out what inspires you
- come up with career ideas and try them out
- discover your strengths, values, motivations and interests

It can also help you to rule out options, which can help to focus your career ideas.

To explore your work experience options, you can:

- talk to your teachers, family and friends for ideas
- ask people you know about their jobs and the places they work
- talk to older students who have already done work experience
- find out if your school, college or university has organised placements you can choose from
- get advice from a careers leader or careers adviser

da: <https://nationalcareers.service.gov.uk/careers-advice/how-work-experience-can-help-you#why-work-experience-is-important>

GRUPPO DI QUESITI N. 7

Tutorship e monitoraggio nell'esperienza di tirocinio

Il candidato legga e traduca quanto segue:

Advice on volunteering



Volunteering can help you make career choices. You can test out different jobs to find out what you prefer. At 16 or 18 you may not have much work experience to make your CV or personal statement stand out. Volunteering gives you experience and a chance to develop the soft skills that are useful in all careers. Through volunteering you can:

- find out what's involved in a job to see if it's for you
- try out different career ideas
- learn new skills or build on ones you already have
- meet new people and develop your network of contacts
- boost your confidence
- give back to your community

da: <https://nationalcareers.service.gov.uk/careers-advice/advice-on-volunteering/>

GRUPPO DI QUESITI N. 8 (NON ESTRATTA)

Il Quadro Regionale degli Standard Professionali

Il candidato legga e traduca quanto segue:

Work experience explained

Work experience is time spent in a workplace learning about a job role, a company or a career sector. Most work experience is unpaid though there are some types of opportunities where you can earn money. Companies are starting to develop 'virtual' placements, where you work remotely using digital technology, without having to go in to the workplace. Work experience is not just for young people. It can be useful for career changers and people looking to get back into work. It can help you to gain skills and decide what to do.

Da: <https://nationalcareers.service.gov.uk/careers-advice/types-of-work-experience>

GRUPPO DI QUESITI N. 9

I contenuti del progetto formativo individuale di un tirocinio

Il candidato legga e traduca quanto segue:

The impact of COVID-19 on jobs

Around 8 million people in the UK are now working from home. Businesses have furloughed a large number of their employees in sectors like:

- accommodation and food services
- tourism and leisure
- construction
- creative arts
- non-food retail

People in all sectors, on the lowest incomes, are most at risk of becoming unemployed. There is a growing demand for people to work in sectors like IT, logistics and food sales. Employers are also looking for workers with good digital skills. You are more likely to bounce back from any setbacks in the labour market if you have transferable skills.

Da: <https://nationalcareers.service.gov.uk/careers-advice/the-world-of-work-is-changing>

GRUPPO DI QUESITI N. 10



I contenuti essenziali del documento di convenzione

Il candidato legga e traduca quanto segue:

Understand the different types of virtual job fair

There are different types of virtual recruitment fairs. There are those where the organiser simply posts vacancies online for you to look at. You'll see information on the employer and details about the jobs on offer.

At an interactive fair, the employer is available online to talk about their company and their job vacancies. Some virtual recruitment fairs replicate 'traditional' face to face recruitment fairs. They have virtual 'stalls' so you can visit employers that interest you. They may also include workshops like CV writing and interview preparation.

Da: <https://nationalcareers.service.gov.uk/careers-advice/making-the-most-of-virtual-job-fairs/>

GRUPPO DI QUESITI N. 11

Compiti e ruoli dei tutor nell'attivazione dei tirocini curricolari ed extracurricolari

Il candidato legga e traduca quanto segue:

Before a virtual job fair

As with any recruitment fair you should prepare beforehand, so that you present yourself in the best light. Before attending a virtual job fair you should:

- research the companies
- tailor your CV
- practise your interview techniques
- wear appropriate clothing
- check your technology and environment

Research the companies

Most virtual recruitment fairs publish details of the employers who will be at the event in advance. This gives you an opportunity to look up the companies, plan the ones you want to focus on and find out more about them.

Doing some research shows employers that you're interested in them and will set you apart from other candidates.

Da: <https://nationalcareers.service.gov.uk/careers-advice/making-the-most-of-virtual-job-fairs/>

Milano, 28 maggio 2021

La Commissione

Dott.ssa Barbara Rosina - Presidente

Dott.ssa Simona Visconti - Componente

Dott.ssa Marilena Di Bella - Componente

Dott. Carlo Angelo Di Gregorio - Segretario