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## Identify your competencies

Do you have experience from a profession and would like to know how you can use your professional experience in Sweden?

By doing a self-assessment, you can obtain an overview of what is required for the profession.

You do the self-assessment by filling in a form that is associated with a profession in the Swedish labour market. The answers are intended to support you, and you can use the self-assessment questionnaire in your meetings with an employment officer. The answers can make it easier for Arbetsförmedlingen and for you to choose which of Arbetsförmedlingen's measures is right for you. You may need support in seeing how you can utilise your competencies in Sweden, information about how to move on, to complete of your education, job experience or a validation.

The self-assessment's questions are based on the requirements of various professions in Sweden. The answers are based on your knowledge and experience from the profession.

All your knowledge and experience count. You assess your own competencies.

### You can identify your competencies based on the following:

#### 1: No experience

- Here, you might have theoretical knowledge, but no practical experience

#### 2: Some experience

- You have worked in the sector for less than a year
- You have had a trial opportunity while in training

#### 3: A fair amount of experience

- You have references and employer's certificates relating to one year's work
- You have worked in several workplaces in the same sector

#### 4: Good experience

- You have at least one year's experience in the profession
- You have practical experience, and can start working independently relatively soon

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## 5: Substantial experience

- You should be able to be assessed straight away at a workplace as a supervisor, manager or expert
- You have experience of organising and developing operations, and of administration and management
- You have experience of communicating how work in the area is to be carried out, and can engage and motivate colleagues
- You have experience of allocating resources to different projects/groups/operational areas/colleagues

Use the space at the bottom of the form if you want to expand on your experiences. It may be that you have experience from the sector, but that there are no questions about that particular topic in the self-assessment questionnaire.

Can you prove your knowledge and experiences in any way, with education or employment certificates, for instance? If you have certificates of any kind, Arbetsförmedlingen can help you to translate and validate them via UHR (Universitets- och Högskolerådet, the Swedish Council for Higher Education).

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## Self-assessment form

### Administrator

| Personal characteristics   | 1-5 (Ingen erfarenhet – Mycket stor erfarenhet) |   |   |   |   |
|--|---|---|---|---|---|
| 1. I can work under stress   | 1   | 2 | 3 | 4 | 5 |
| 2. I work in a structured way  | 1   | 2 | 3 | 4 | 5 |
| Administrative professions   |   |   |   |   |   |
| 3. Purchasing and ordering assistant   | 1   | 2 | 3 | 4 | 5 |
| 4. Office assistant and secretary (other areas)                                    | 1   | 2 | 3 | 4 | 5 |
| 5. Marketing and sales assistant   | 1   | 2 | 3 | 4 | 5 |
| 6. School assistant (administration)   | 1   | 2 | 3 | 4 | 5 |
| 7. Medical secretary   | 1   | 2 | 3 | 4 | 5 |
| 8. Health care administrator   | 1   | 2 | 3 | 4 | 5 |
| 9. Wage administrator  | 1   | 2 | 3 | 4 | 5 |
| 10. Personnel administrator  | 1   | 2 | 3 | 4 | 5 |
| 11. Finance assistant  | 1   | 2 | 3 | 4 | 5 |
| 12. Executive secretary  | 1   | 2 | 3 | 4 | 5 |
| 13. Court and legal secretary  | 1   | 2 | 3 | 4 | 5 |
| 14. Group leader for office personnel  | 1   | 2 | 3 | 4 | 5 |
| Experience   |   |   |   |   |   |
| 15. I have experience of working independently and of making decisions by myself   | 1   | 2 | 3 | 4 | 5 |
| 16. I have experience of working with others                                       | 1   | 2 | 3 | 4 | 5 |
| 17. I have experience of leading and planning office work                          | 1   | 2 | 3 | 4 | 5 |
| 18. I have experience of finance and wage programmes. Please describe these below: | 1   | 2 | 3 | 4 | 5 |
|  | 1   | 2 | 3 | 4 | 5 |
|  | 1   | 2 | 3 | 4 | 5 |
|  | 1   | 2 | 3 | 4 | 5 |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|   |   |   |   |   |   |
| 19. I have experience of the Office package                                 | 1 | 2 | 3 | 4 | 5 |
| 20. I have experience of archiving and recording documents                  | 1 | 2 | 3 | 4 | 5 |
| 21. I have experience of compiling reports                                  | 1 | 2 | 3 | 4 | 5 |
| 22. I have experience of compiling material for                             |   |   |   |   |   |
| - Conferences   | 1 | 2 | 3 | 4 | 5 |
| - Meetings  | 1 | 2 | 3 | 4 | 5 |
| - Lectures  | 1 | 2 | 3 | 4 | 5 |
| - Other presentations   | 1 | 2 | 3 | 4 | 5 |
| 23. I have experience of providing administrative support to colleagues     | 1 | 2 | 3 | 4 | 5 |
| 24. I have experience of providing administrative support to executives     | 1 | 2 | 3 | 4 | 5 |
| 25. I have experience of minute-taking at meetings                          | 1 | 2 | 3 | 4 | 5 |
| 26. I have experience of updating and working with a website                | 1 | 2 | 3 | 4 | 5 |
| 27. I have experience of copying materials                                  | 1 | 2 | 3 | 4 | 5 |
| 28. I have IT skills. Please describe these below:                          |   |   |   |   |   |
|   | 1 | 2 | 3 | 4 | 5 |
|   | 1 | 2 | 3 | 4 | 5 |
|   | 1 | 2 | 3 | 4 | 5 |
|   | 1 | 2 | 3 | 4 | 5 |
| 29. I have experience of administrating pay runs                            | 1 | 2 | 3 | 4 | 5 |
| 30. I have experience of administrating holiday coordination                | 1 | 2 | 3 | 4 | 5 |
| 31. I have experience of administrating employers' certificates             | 1 | 2 | 3 | 4 | 5 |
| 32. I have experience of administrating suppliers and debtors ledgers       | 1 | 2 | 3 | 4 | 5 |
| 33. I have experience of administrating material orders                     | 1 | 2 | 3 | 4 | 5 |
| 34. I have experience of checking quotations                                | 1 | 2 | 3 | 4 | 5 |
| 35. I have experience of requesting quotations, prices and supplier details | 1 | 2 | 3 | 4 | 5 |
| 36. I have experience of working with running payrolls                      | 1 | 2 | 3 | 4 | 5 |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 37. I have experience of carrying out assistant legal work                        | 1 | 2 | 3 | 4 | 5 |
| 38. I have experience of handling patients' medical records                       | 1 | 2 | 3 | 4 | 5 |
| 39. I have experience of managing administration for marketing and sales services | 1 | 2 | 3 | 4 | 5 |
| 40. I have experience of handling personnel and student records                   | 1 | 2 | 3 | 4 | 5 |

**Write about any experiences from the sector that are not on the form, and particularly what you are good at:**