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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).

## Self-assessment form

### CNC and workshop

Your personal characteristics	1-5 (No experience – Substantial experience)				
1. I am good at meeting customers	1	2	3	4	5
2. I can remain calm in a difficult situation	1	2	3	4	5
3. I can work under stress	1	2	3	4	5
4. I know and understand the implications of being in a workplace environment	1	2	3	4	5
5. I can conduct myself according to the rules of a workplace	1	2	3	4	5
Experience					
6. I have experience of working independently and of making decisions by myself	1	2	3	4	5
7. I have experience of working together with others	1	2	3	4	5
8. I have experience of working as a CNC operator	1	2	3	4	5
9. I have experience of working with ISO programming	1	2	3	4	5
10. I have experience of working with programming	1	2	3	4	5
11. I have experience of working with CAD programs	1	2	3	4	5
12. I have experience of working as a repairer	1	2	3	4	5
13. I have experience of working as a maintenance technician	1	2	3	4	5
14. I have experience of working as a machine operator	1	2	3	4	5
15. I have experience of working with blueprint reading	1	2	3	4	5
16. I have experience of working with rigging	1	2	3	4	5
17. I have experience of working as a turner	1	2	3	4	5

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18. I have experience of working as a milling-machine operator	1	2	3	4	5
19. I have experience of working with metal cutting	1	2	3	4	5
20. I have experience of working with measurement technology	1	2	3	4	5
21. I have experience of working with programs, for example, Siemens or Edgecam. Specify which below and assess your experience:	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
22. I have experience of working with machines, for example, multi-operation machines. Specify which below and assess your experience:	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
23. I have experience of working in the oil and gas industry	1	2	3	4	5
24. I have experience of working with machining	1	2	3	4	5
25. I have experience of working in a workshop	1	2	3	4	5
26. I have experience of working as a foreman	1	2	3	4	5

**Write about any additional experience that you may have in the sector, and particularly what you are good at:**