

Engelska

Sida: 1 av 6

## Identify your competencies

Do you have experience in 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 the Employment Service and for you to choose which of the Employment Service's measures is right for you. You may need support in finding out about how you can utilise your competencies in Sweden, or information about how to move on, complete your education, acquire job experience or carry out a validation.

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

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

This self-assessment covers qualifications for the following professions:

- Building caretaker
- Building technical manager
- Building manager

Use the levels described below to assess your experience and competencies. Doing this will ensure that you receive the best possible assistance from the Employment Service.

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

#### 1: No experience

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

#### 2: Some experience

- You have had a trial opportunity while in training

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### **3: A fair amount of experience**

- You have references and employer's certificates relating to one year's work

### **4: Good experience**

- You have several years of practical experience, and can relatively fast start working independently

### **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 provide more details about 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?**

The Employment Service can help you to translate and validate them.

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## Self-assessment form

### The real estate sector

Personal characteristics that are important for the profession	1-5 (No experience – Substantial experience)				
<b>Service and interaction</b>					
1. I can listen to and interact with customers effectively.	1	2	3	4	5
2. I can listen to and interact with colleagues effectively.	1	2	3	4	5
3. I can be flexible in my work in order to fulfil the operational needs.	1	2	3	4	5
4. I can be flexible in my work in order to fulfil customers' needs.	1	2	3	4	5
<b>Managing stress</b>					
5. I work in a structured way.	1	2	3	4	5
6. I plan and follow up.	1	2	3	4	5
7. I can work with multiple tasks simultaneously.	1	2	3	4	5
8. I have experience of communicating with others in different contexts:	1	2	3	4	5
a) Operations staff	Yes	No			
b) Contractors	Yes	No			
c) Tenants	Yes	No			
Experience and competencies that are important for the profession	1-5 (No experience – Substantial experience)				
9. I have experience of planning and taking responsibility for repairs and maintenance.	1	2	3	4	5
10. I have experience with contractor procurement.	1	2	3	4	5
11. I have worked with inspection of:	1	2	3	4	5
a) Installations	Yes	No			

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b) Heating systems	Yes	No			
12. I have worked with operations and maintenance of technical systems in buildings/real estate.	1	2	3	4	5
13. I have worked with optimisation of technical systems in buildings/real estate.	1	2	3	4	5
14. I have worked with development of operations and maintenance functions and have had budget responsibilities.	1	2	3	4	5
15. I have been responsible for procurement projects for a building/property.	1	2	3	4	5
16. I have worked with finance and administration for property-related matters.	Yes	No			
17. I have worked with finance and administration in property sales.	Yes	No			
18. I have had management responsibilities.	Yes	No			
19. In my role, I have interacted with tenants.	Yes	No			
20. I have managed maintenance of green areas, flower beds, hedges and trees.	1	2	3	4	5
21. I have handled snow removal and application of gravel and sand in winter months.	1	2	3	4	5
22. I have carried out fault detection and minor repairs.	1	2	3	4	5
23. I have worked with areas such as entryways, stairs, cellars and attics.	1	2	3	4	5
24. I have worked with repairs in tenants' flats	1	2	3	4	5
25. I have been responsible for ensuring that cleaning staff have cleaned the building.	Yes	No			
26. I have experience with problem-solving.	Yes	No			
27. I have experience of inspecting flats when tenants vacate them (inspection is normally carried out by the building manager). This can involve, among other					

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things:		
a) Determine wear and tear	Yes	No
b) Approve final cleaning	Yes	No
c) Evaluate any damages for which tenants must pay compensation	Yes	No
28. I have worked in the following types of buildings:		
a) Rental housing (flats)	Yes	No
b) Neighbourhoods with single-family dwellings	Yes	No
c) Schools	Yes	No
d) Sports facilities	Yes	No
e) Hospitals	Yes	No
f) Larger company	Yes	No
g) Smaller company	Yes	No
h) Other types – please describe:		
29. I have carried out the following tasks:		
a) Inspection of alarm and lock systems	Yes	No
b) Inspection of heating and ventilation systems	Yes	No
c) Management of key cards and keys	Yes	No
d) Repair or replacement of broken/damaged items	Yes	No
e) Ensuring proper function of technical equipment	Yes	No
f) Help for tenants with removals and furnishing	Yes	No
g) Purchase of working materials via computer systems	Yes	No
h) Management of heating exchangers for district heating, heat pumps, fans and other technical equipment	Yes	No
i) Fault detection and repairs in various	Yes	No

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buildings	
30. Interaction with tenants as regards:	
a) Private homes	Yes No
b) Businesses	Yes No
31. I have been responsible for efficiency improvements with respect to building energy performance and resource use.	Yes No

**If you wish to provide more details about your experience or knowledge, please add them here:**