

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

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

Hotel

Your personal characteristics	1-5 (No experience – Substantial experience)				
1. I am good at meeting guests	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
6. I keep my workplace clean and tidy	1	2	3	4	5
Experience					
7. I have experience of working independently and of making decisions by myself	1	2	3	4	5
8. I have experience of working together with others	1	2	3	4	5
9. I have experience of working as a supervisor	1	2	3	4	5
10. I have experience of taking bookings over the telephone	1	2	3	4	5
11. I have experience of listening to and handling complaints from guests	1	2	3	4	5
12. I have experience of working as a receptionist at a hotel	1	2	3	4	5
13. I have experience of working as a receptionist at a youth hostel	1	2	3	4	5
14. I have experience of working as a night porter	1	2	3	4	5
15. I have experience of working with the administrative tasks that are part of working in a hotel reception	1	2	3	4	5
16. I have experience of planning the activities of a	1	2	3	4	5

reception					
17. I have experience of receiving payment from guests when they check out and check in at a hotel.	1	2	3	4	5
18. I have experience of working with different hotel booking systems. 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
19. I have experience of taking orders for services, for example, the spa	1	2	3	4	5
20. I have experience of counting and recording the cash after finishing my shift in the reception	1	2	3	4	5
21. I can speak and write in different language. Specify which below and assess your experience:	Speak	Speak and write			
	Speak	Speak and write			
	Speak	Speak and write			
	Speak	Speak and write			
22. I have experience of cleaning hotel rooms	1	2	3	4	5
23. I have experience of cleaning toilets in hotel rooms	1	2	3	4	5
24. I have experience of making hotel beds	1	2	3	4	5
25. I have experience of cleaning a hotel reception	1	2	3	4	5
26. I have experience of cleaning the restaurant after breakfast has been served	1	2	3	4	5
27. I have experience of cleaning corridors and similar spaces	1	2	3	4	5

28. I have experience of cleaning hotel lifts	1	2	3	4	5
29. I have experience of cleaning under time pressure	1	2	3	4	5
30. I have experience of working in the laundry at a hotel	1	2	3	4	5
31. I have experience of working with the washing machines at a hotel	1	2	3	4	5
32. I have experience of working as a breakfast host/hostess	1	2	3	4	5
33. I have experience of working with potwashers	1	2	3	4	5
34. I have experience of working with breakfast buffets	1	2	3	4	5
35. I have experience of working in a kitchen at a hotel bar	1	2	3	4	5
36. I have experience of working as a bartender at a hotel bar	1	2	3	4	5
37. I have experience of working with serving guests at hotel bars.	1	2	3	4	5
38. I have experience of working with room service	1	2	3	4	5

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