

Swedish

Identify your competences

Do you have experience in a specific profession and would like to know how you can use that experience in Sweden?

By carrying out a self-assessment, you get an idea of what is required for your specific profession.

The self-assessment involves completing a survey that is linked to a profession on the Swedish labour market. The answers you give are meant to serve as a support and it can also be useful to refer to the self-assessment survey when you talk to one of our Employment Officers. The answers you give make it easier for the Swedish Public Employment Agency - and you - to choose what is right for you among the many services and activities offered by the Agency. Perhaps you need help with how to best use your skills and competences in Sweden or get advise on how you can develop, further your education and training, join a graduate or internship programme or become validated.

The self-assessment questions are based on the requirements placed on certain professions in Sweden. Your answers, however, are based on your own knowledge and experience in your profession.

Every bit of knowledge and experience counts. It is you who assess your own skills and competences.

This self-assessment survey applies to the hotel industry and the role of conference host/hostess. If you have previous experience from working as a conference host/hostess, it may be helpful to complete the questions below in order to assess your own skills and competences before a validation or similar is carried out. If you have similar experience to what is mentioned in this self-assessment survey but have never worked as a conference host/hostess, talk to your employment officer about your self-assessment and the possibility of moving forward with a validation.

The following professions are considered to fall within this category

Conference host/hostess

Self-assessment is when **you** assess yourself. The self-assessment is based on the knowledge and experience that you have within your profession and it is this that you must try to assess.

You can identify your competences based on the following rating scale

1: No experience

- You have theoretical knowledge but no practical experience.

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2: Limited experience

- You have worked in the industry for less than a year
- You had the chance of doing this type of work while in training.

3: Good experience

- You have references and certificates of employment from at least 12 months of work
- You have worked at different workplaces but within the same industry

4: Considerable experience

- You have at least one year of experience in the profession
- You have practical experience and would be able to start working unsupervised more or less immediately

5: Extensive experience

- You should straight away be able to assume the position of a supervisor, manager or expert
- You have experience of organising and developing businesses including administration and management
- You have experience of communicating how the work should be carried out and getting your staff and colleagues involved and motivated
- You have experience of organising resources for various projects/groups/business areas/staff and colleagues

Use the free-form text field at the end of this survey for any other information about your experience that you may wish to add. Perhaps you have gained other experience within the industry that is not mentioned in this self-assessment survey.

Are you able to verify the knowledge and experience you have with, for example, certificates or school grades? If you have certificates or school grades, the Swedish Employment Agency can help you to get these translated and validated.

Self-assessment Survey

Conference - hotel

Key competences in the profession of a conference host/hostess	1-5 (No experience – Extensive experience)
1) I believe that I have the right personal qualities for working as a conference host/hostess within the hotel industry. If 'Yes' - think about how you could best describe these personal qualities	Yes No
2) I have the ability to deal with guests in the following manner. <i>For example:</i> <ul style="list-style-type: none"> - <i>I am calm and considerate.</i> - <i>I give clear information about hotel services and facilities.</i> - <i>I remain focused on providing a good service, even in stressful situations.</i> 	1 2 3 4 5
3) I have the ability to communicate with guests in different situations. <i>For example:</i> <ul style="list-style-type: none"> - <i>In conflict situations</i> - <i>In different languages</i> - <i>Planning and receiving orders over the telephone</i> - <i>Planning and receiving order via e-mail</i> 	1 2 3 4 5

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<p>4) I am organised in my work. <i>For example: I have a system for organising various activities and operations.</i></p>	<p>1 2 3 4 5</p>
<p>5) I am able to work independently and plan my own work.</p>	<p>1 2 3 4 5</p>
<p>6) I do not mind speaking before an audience.</p>	<p>1 2 3 4 5</p>
<p>7) I believe that I have the right personal qualities for working as a conference host/hostess within the hotel industry.</p>	
<p>Important experiences within the profession of a conference host/hostess</p>	
<p>8) I have experience of using technical aids. <i>For example:</i></p> <ul style="list-style-type: none"> - <i>Projector</i> - <i>PC</i> - <i>Internet connection</i> - <i>Telephone conferences</i> - <i>Video conferences</i> 	<p>1 2 3 4 5</p>
<p>9) I have experience of online booking systems</p>	<p>1 2 3 4 5</p>

Please use this space to provide further details of any experience or knowledge that is not evident from the questions above: