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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

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- 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).

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## Self-assessment form

### Cleaning

<b>Your personal characteristics</b>	<b>1-5 (No experience – Substantial experience)</b>				
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
6. I keep my workplace clean and tidy	1	2	3	4	5
<b>Experience</b>					
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 cleaning in private homes	1	2	3	4	5
10. I have experience of cleaning in workplaces	1	2	3	4	5
11. I have experience of cleaning in offices	1	2	3	4	5
12. I have experience of cleaning in health facilities	1	2	3	4	5
13. I have experience of cleaning in public premises	1	2	3	4	5
14. I have experience of cleaning stairwells	1	2	3	4	5
15. I have experience of vacuuming	1	2	3	4	5
16. I have experience of dusting	1	2	3	4	5
17. I have experience of washing floors	1	2	3	4	5
18. I have experience of cleaning toilets and washbasins, and of emptying wastepaper baskets/bins	1	2	3	4	5

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19. I have experience of cleaning cabinets	1	2	3	4	5
20. I have experience of shaking tablecloths and of vacuuming curtains and walls	1	2	3	4	5
21. I have knowledge of how important hygiene is when cleaning	1	2	3	4	5
22. I have knowledge of which cleaning products are used in Sweden, and of how and when they should be used	1	2	3	4	5
23. I have knowledge of the machines that can be used in cleaning	1	2	3	4	5
24. I have experience of cleaning and polishing furniture	1	2	3	4	5
25. I have knowledge of which environmentally-friendly cleaning products are available	1	2	3	4	5
26. I have knowledge of which cleaning products are used on mats and carpets	1	2	3	4	5
27. I have knowledge of which cleaning products to use when cleaning walls	1	2	3	4	5
28. I have knowledge of how to clean furniture (chairs, armchairs and fabric-covered furniture)	1	2	3	4	5
29. I have knowledge of the clothes that protect when cleaning, for example, special gloves, clothes and masks	1	2	3	4	5
30. I have experience of cleaning vinyl floors	1	2	3	4	5
31. I have knowledge of how to clean stone floors (marble, limestone, granite and slate)	1	2	3	4	5
32. I have knowledge of how to clean ceramic floors (tiles of different types)	1	2	3	4	5
33. I have knowledge of how to clean wooden floors	1	2	3	4	5
34. I have experience of cleaning at building sites	1	2	3	4	5
35. I have knowledge of how floors, walls, ceilings and furniture are cleaned at building sites	1	2	3	4	5
36. I have experience of cleaning up after building work in completed houses, offices or flats	1	2	3	4	5
37. I have knowledge of which cleaning products and other chemical agents to use when cleaning up	1	2	3	4	5

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after building work					
38. I have experience of cleaning glass windows	1	2	3	4	5
39. I have experience of cleaning mirrors	1	2	3	4	5
40. I have experience of cleaning plexiglass	1	2	3	4	5
41. I have experience of cleaning windows, both on the outside of the panes and on the inside	1	2	3	4	5
42. I have knowledge of which cleaning products and cleaning tools to use when cleaning windows	1	2	3	4	5
43. I have experience of working as a supervisor	1	2	3	4	5

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