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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).

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## Self-assessment form

### Restaurants

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
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 manager	1	2	3	4	5
10. I have knowledge of the basic tasks in the area of hospitality	1	2	3	4	5
11. I have knowledge of the basic tasks in the area of cooking	1	2	3	4	5
12. I have knowledge of the basic tasks in the area of baking	1	2	3	4	5
13. I have knowledge of the basic tasks in the area of planning and purchasing	1	2	3	4	5
14. I have experience of working at a restaurant	1	2	3	4	5
15. I have experience of working at a bakery	1	2	3	4	5
16. I have experience of working at a patisserie	1	2	3	4	5
17. I have experience of working at a café	1	2	3	4	5
18. I have experience of working at a fast food restaurant	1	2	3	4	5
19. I have experience of working at a lunch restaurant	1	2	3	4	5

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20. I have experience of working in the kitchen of a pre-school	1	2	3	4	5
21. I have experience of working in the kitchen of a school	1	2	3	4	5
22. I have experience of working in the kitchen of a hospital	1	2	3	4	5
23. I have experience of working in the kitchen of a hotel	1	2	3	4	5
24. I have experience of working at an industrial bakery	1	2	3	4	5
25. I have experience of working at a small bakery	1	2	3	4	5
26. I have experience of working at a bakery with a shop	1	2	3	4	5
27. I have experience of working at a bakery belonging to a hotel	1	2	3	4	5
28. I have experience of working at a bakery belonging to a supermarket	1	2	3	4	5
29. I have experience of working as a cook	1	2	3	4	5
30. I have experience of working as a chef	1	2	3	4	5
31. I have knowledge of the procedures relating to hygiene when working with food	1	2	3	4	5
32. I have knowledge of the procedures relating to hygiene when working at a bakery	1	2	3	4	5
33. I have knowledge of how someone can get food poisoning	1	2	3	4	5
34. I have experience of handling raw produce before, during and after cooking	1	2	3	4	5
35. I have knowledge of how equipment that is used in a kitchen or a bakery should be cleaned	1	2	3	4	5
36. I have experience of cleaning a restaurant or a bakery	1	2	3	4	5
37. I have experience of reading and using recipes	1	2	3	4	5
38. I have experience of giving suggestions regarding how food can be prepared in different ways	1	2	3	4	5
39. I have experience of creating different menus	1	2	3	4	5
40. I know that certain foodstuffs can cause	1	2	3	4	5

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allergic reactions					
41. I have knowledge of different types of special diets, for example, for those who have an allergy or intolerance to lactose or gluten	1	2	3	4	5
42. I have knowledge of vegetarian and vegan diets	1	2	3	4	5
43. I have experience of working at different stages in the baking process, such as the fermentation of dough, and baking bread and other baked goods	1	2	3	4	5
44. I have knowledge of the equipment and machines that are used in producing bread and baked goods	1	2	3	4	5
45. I have knowledge of the raw materials and ingredients that are used when baking bread and other baked goods	1	2	3	4	5
46. I have knowledge of the rules that apply for packaging and labelling bread and baked goods	1	2	3	4	5
47. I have experience of baking cakes	1	2	3	4	5
48. I have experience of decorating cakes	1	2	3	4	5
49. I have experience of baking and decorating fine bakery wares, for example, pastries	1	2	3	4	5
50. I have experience of making confectionery, such as chocolate, marzipan, baklava, halva or Turkish delight	1	2	3	4	5

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