

Självskattningsformulär
Administratör
Engelska

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: Limited experience

- You have worked in the sector for less than a year.
- You have had a trial opportunity while in training.

3: 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: Considerable experience

- You have at least one year's experience in the profession.
- You have practical experience, and can start working independently relatively soon.

5: Extensive experience

- You should be able to be assessed straight away at a workplace as a supervisor, manager or expert.

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- 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 Administrator

Answer on a scale from 1 No experience to 5 Extensive experience.

Question	Personal characteristics	1	2	3	4	5
1.	I can work under stress					
2.	I work in a structured way					

Question	Administrative professions	1	2	3	4	5
3.	Purchasing and ordering assistant					
4.	Office assistant and secretary (other areas)					
5.	Marketing and sales assistant					
6.	School assistant (administration)					
7.	Medical secretary					
8.	Health care administrator					
9.	Wage administrator					
10.	Personnel administrator					

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Question	Administrative professions	1	2	3	4	5
11.	Finance assistant					
12.	Executive secretary					
13.	Court and legal secretary					
14.	Group leader for office personnel					

Question	Experience	1	2	3	4	5
15.	I have experience of working independently and of making decisions by myself					
16.	I have experience of working with others					
17.	I have experience of leading and planning office work					
18.	I have experience of finance and wage programmes. Please describe these below:					
18 a.						
18 b.						
18 c.						
18 d.						
19.	I have experience of the Office package					
20.	I have experience of archiving and recording documents					
21.	I have experience of compiling reports					
22.	I have experience of compiling material for:					
22 a.	Conferences					
22 b.	Meetings					
22 c.	Lectures					
22 d.	Other presentations					
23.	I have experience of providing administrative support to colleagues					

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Question	Experience	1	2	3	4	5
24.	I have experience of providing administrative support to executives					
25.	I have experience of minute-taking at meetings					
26.	I have experience of updating and working with a website					
27.	I have experience of copying materials					
28.	I have IT skills. Please describe these below:					
28 a.						
28 b.						
28 c.						
28 d.						
29.	I have experience of administering pay runs					
30.	I have experience of administering holiday coordination					
31.	I have experience of administering employers' certificates					
32.	I have experience of administering suppliers and debtors ledgers					
33.	I have experience of administering material orders					
34.	I have experience of checking quotations					
35.	I have experience of requesting quotations, prices and supplier details					
36.	I have experience of working with running payrolls					
37.	I have experience of carrying out assistant legal work					
38.	I have experience of handling patients' medical records					
39.	I have experience of managing administration for marketing and sales services					
40.	I have experience of handling personnel and student records					

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Write about any experiences from the sector that are not on the form, and particularly what you are good at: