

Självskattningsformulär
Fastighetsbranschen
Engelska

Identify your competencies

Do you have experience in 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 the Employment Service and for you to choose which of the Employment Service's measures is right for you. You may need support in finding out about how you can utilise your competencies in Sweden, or information about how to move on, complete your education, acquire job experience or carry out a validation.

The self-assessment questions are based on the requirements of various professions in Sweden. The answers are based on your knowledge and experience in the profession.

All your knowledge and experience count. You assess your own competencies.

This self-assessment covers qualifications for the following professions:

- Building caretaker
- Building technical manager
- Building manager

Use the levels described below to assess your experience and competencies. Doing this will ensure that you receive the best possible assistance from the Employment Service.

You can identify your competencies based on the following levels:

1: No experience

- Here, you might have theoretical knowledge, but no practical experience.

2: Limited experience

- 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.

Självskattningsformulär
 Fastighetsbranschen
 Engelska

4: Considerable experience

- You have several years of practical experience, and can relatively fast start working independently.

5: Extensive 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 provide more details about 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?

The Employment Service can help you to translate and validate them.

Self-assessment form: The real estate sector

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

Question	Personal characteristics that are important for the profession	1	2	3	4	5
Service and interaction						
1.	I can listen to and interact with customers effectively.					
2.	I can listen to and interact with colleagues effectively.					
3.	I can be flexible in my work in order to fulfil the operational needs.					
4.	I can be flexible in my work in order to fulfil customers' needs.					

Självskattningsformulär
 Fastighetsbranschen
 Engelska

Question	Personal characteristics that are important for the profession	1	2	3	4	5
Managing stress						
5.	I work in a structured way.					
6.	I plan and follow up.					
7.	I can work with multiple tasks simultaneously.					

Question	Personal characteristics that are important for the profession	Yes	No
8.	I have experience of communicating with others in different contexts:		
8 a.	Operations staff		
8 b.	Contractors		
8 c.	Tenants		

Question	Experience and competencies that are important for the profession	1	2	3	4	5
9.	I have experience of planning and taking responsibility for repairs and maintenance.					
10.	I have experience with contractor procurement.					

Question	Experience and competencies that are important for the profession	Yes	No
11.	I have worked with inspection of:		
11 a.	Installations		
11 b.	Heating systems		

Question	Experience and competencies that are important for the profession	1	2	3	4	5
12.	I have worked with operations and maintenance of technical systems in buildings/real estate.					
13.	I have worked with optimisation of technical systems in buildings/real estate.					

Självskattningsformulär
 Fastighetsbranschen
 Engelska

Question	Experience and competencies that are important for the profession	1	2	3	4	5
14.	I have worked with development of operations and maintenance functions and have had budget responsibilities.					
15.	I have been responsible for procurement projects for a building/property.					

Question	Experience and competencies that are important for the profession	Yes	No
16.	I have worked with finance and administration for property-related matters.		
17.	I have worked with finance and administration in property sales.		
18.	I have had management responsibilities.		
19.	In my role, I have interacted with tenants.		

Question	Experience and competencies that are important for the profession	1	2	3	4	5
20.	I have managed maintenance of green areas, flower beds, hedges and trees.					
21.	I have handled snow removal and application of gravel and sand in winter months.					
22.	I have carried out fault detection and minor repairs.					
23.	I have worked with areas such as entryways, stairs, cellars and attics.					
24.	I have worked with repairs in tenants' flats					

Question	Experience and competencies that are important for the profession	Yes	No
25.	I have been responsible for ensuring that cleaning staff have cleaned the building.		
26.	I have experience with problem-solving.		

Självskattningsformulär
 Fastighetsbranschen
 Engelska

Question	Experience and competencies that are important for the profession	Yes	No
27.	I have experience of inspecting flats when tenants vacate them (inspection is normally carried out by the building manager). This can involve, among other things:		
27 a.	Determine wear and tear		
27 b.	Approve final cleaning		
27 c.	Evaluate any damages for which tenants must pay compensation		
28.	I have worked in the following types of buildings:		
28 a.	Rental housing (flats)		
28 b.	Neighbourhoods with single-family dwellings		
28 c.	Schools		
28 d.	Sports facilities		
28 e.	Hospitals		
28 f.	Larger company		
28 g.	Smaller company		
28 h.	Other types – please describe:		
29.	I have carried out the following tasks:		
29 a.	Inspection of alarm and lock systems		
29 b.	Inspection of heating and ventilation systems		
29 c.	Management of key cards and keys		
29 d.	Repair or replacement of broken/damaged items		
29 e.	Ensuring proper function of technical equipment		
29 f.	Help for tenants with removals and furnishing		

Självskattningsformulär
 Fastighetsbranschen
 Engelska

Question	Experience and competencies that are important for the profession	Yes	No
29 g.	Purchase of working materials via computer systems		
29 h.	Management of heating exchangers for district heating, heat pumps, fans and other technical equipment		
29 i.	Fault detection and repairs in various buildings		
30.	Interaction with tenants as regards:		
30 a.	Private homes		
30 b.	Businesses		
31.	I have been responsible for efficiency improvements with respect to building energy performance and resource use.		

If you wish to provide more details about your experience or knowledge, please add them here: