

Självskattningsformulär
Försäljning och butikssäljare
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 levels

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 provide more details about your experiences. It may be that you have experience in 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 Sales and retail seller

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

Question	Your personal characteristics	1	2	3	4	5
1.	I am good at meeting customers					
2.	I can remain calm in a difficult situation					
3.	I can work under stress					
4.	I know and understand the implications of being in a workplace environment					
5.	I can conduct myself according to the rules of a workplace					

Question	Experience	1	2	3	4	5
6.	I have experience of working independently and of making decisions by myself					
7.	I have experience of working together with others					

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Question	Experience	1	2	3	4	5
8.	I have experience of working with sales, in the stock room, on the shop floor and at a cash register in a food store					
9.	I have experience of working with sales, in the stock room, on the shop floor and at a cash register in a small shop					
10.	I have experience of working with sales, in the stock room, on the shop floor and at a cash register in a large shop					
11.	I have experience of working with sales, in the stock room, on the shop floor and at a cash register at a department store that has different products					
12.	I am used to working with point-of-sale systems (such as cash registers) when I receive payment for goods					
13.	I can operate different computer and point-of-sale systems in the area of retail trade. State which below and assess your experience:					
13 a.						
13 b.						
13 c.						
13 d.						
14.	I am not used to operating a cash register. Instead, I have used another way to receive payment. Specify which below and assess your experience:					
14 a.						
14 b.						
14 c.						
14 d.						
15.	I have experience of working with selling goods, such as clothes					

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Question	Experience	1	2	3	4	5
16.	I have experience of selling services, such as facial treatments					
17.	I have experience of working with perishable goods, such as food products (for example fruit and vegetables)					
18.	I have experience of working with specialty goods in specialty stores, such as sports items, porcelain or clothes					
19.	I have experience of unpacking goods					
20.	I have knowledge of the rules that apply for the packaging and labelling of products					
21.	I have experience of working with the packaging and labelling of food products					
22.	I know the rules and regulations that apply to the sector. Specify which below and assess your experience:					
22 a.						
22 b.						
22 c.						
22 d.						
23.	I have experience of starting and running sales activities, such as at trade fairs, with focus products or in sales campaigns					
24.	I have experience of working as a store manager					

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