

Självskattningsformulär
Hotell
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 Hotel

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 guests					
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					
6.	I keep my workplace clean and tidy					

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

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Question	Experience	1	2	3	4	5
9.	I have experience of working as a supervisor					
10.	I have experience of taking bookings over the telephone					
11.	I have experience of listening to and handling complaints from guests					
12.	I have experience of working as a receptionist at a hotel					
13.	I have experience of working as a receptionist at a youth hostel					
14.	I have experience of working as a night porter					
15.	I have experience of working with the administrative tasks that are part of working in a hotel reception					
16.	I have experience of planning the activities of a reception					
17.	I have experience of receiving payment from guests when they check out and check in at a hotel.					
18.	I have experience of working with different hotel booking systems. Specify which below and assess your experience:					
18 a.						
18 b.						
18 c.						
18 d.						
18 e.						
19.	I have experience of taking orders for services, for example, the spa					
20.	I have experience of counting and recording the cash after finishing my shift in the reception					

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Question	Experience	Speak	Speak and write
21.	I can speak and write in different language. Specify which below and assess your experience:		
21 a.			
21 b.			
21 c.			
21 d.			

Question	Experience	1	2	3	4	5
22.	I have experience of cleaning hotel rooms					
23.	I have experience of cleaning toilets in hotel rooms					
24.	I have experience of making hotel beds					
25.	I have experience of cleaning a hotel reception					
26.	I have experience of cleaning the restaurant after breakfast has been served					
27.	I have experience of cleaning corridors and similar spaces					
28.	I have experience of cleaning hotel lifts					
29.	I have experience of cleaning under time pressure					
30.	I have experience of working in the laundry at a hotel					
31.	I have experience of working with the washing machines at a hotel					
32.	I have experience of working as a breakfast host/hostess					
33.	I have experience of working with potwashers					
34.	I have experience of working with breakfast buffets					
35.	I have experience of working in a kitchen at a hotel bar					
36.	I have experience of working as a bartender at a hotel bar					

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Question	Experience	1	2	3	4	5
37.	I have experience of working with serving guests at hotel bars					
38.	I have experience of working with room service					

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