

Självskattningsformulär  
Lokalvård  
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 Cleaning

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					
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 cleaning in private homes					
10.	I have experience of cleaning in workplaces					
11.	I have experience of cleaning in offices					
12.	I have experience of cleaning in health facilities					
13.	I have experience of cleaning in public premises					
14.	I have experience of cleaning stairwells					
15.	I have experience of vacuuming					
16.	I have experience of dusting					
17.	I have experience of washing floors					
18.	I have experience of cleaning toilets and washbasins, and of emptying wastepaper baskets/bins					
19.	I have experience of cleaning cabinets					
20.	I have experience of shaking tablecloths and of vacuuming curtains and walls					
21.	I have knowledge of how important hygiene is when cleaning					
22.	I have knowledge of which cleaning products are used in Sweden, and of how and when they should be used					
23.	I have knowledge of the machines that can be used in cleaning					
24.	I have experience of cleaning and polishing furniture					
25.	I have knowledge of which environmentally-friendly cleaning products are available					
26.	I have knowledge of which cleaning products are used on mats and carpets					
27.	I have knowledge of which cleaning products to use when cleaning walls					

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Question	Experience	1	2	3	4	5
28.	I have knowledge of how to clean furniture (chairs, armchairs and fabric-covered furniture)					
29.	I have knowledge of the clothes that protect when cleaning, for example, special gloves, clothes and masks					
30.	I have experience of cleaning vinyl floors					
31.	I have knowledge of how to clean stone floors (marble, limestone, granite and slate)					
32.	I have knowledge of how to clean ceramic floors (tiles of different types)					
33.	I have knowledge of how to clean wooden floors					
34.	I have experience of cleaning at building sites					
35.	I have knowledge of how floors, walls, ceilings and furniture are cleaned at building sites					
36.	I have experience of cleaning up after building work in completed houses, offices or flats					
37.	I have knowledge of which cleaning products and other chemical agents to use when cleaning up after building work					
38.	I have experience of cleaning glass windows					
39.	I have experience of cleaning mirrors					
40.	I have experience of cleaning plexiglass					
41.	I have experience of cleaning windows, both on the outside of the panes and on the inside					
42.	I have knowledge of which cleaning products and cleaning tools to use when cleaning windows					
43.	I have experience of working as a supervisor					

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