

## Identify your competencies

Do you have specialized professional experience? Would you like to know how you can use that experience in Sweden?

By carrying out a self-assessment, you can get an idea of the skills that are required in your line of work.

To carry out this self-assessment, you simply complete a survey of questions related to a specific profession in the Swedish labour market. Your responses to this questionnaire are intended to be used as a helpful tool in finding the job that is right for you. You can use the self-assessment questionnaire in dialogue with an employment officer. Your responses will help both you and Arbetsförmedlingen (the Swedish Public Employment Service) to make well-informed decisions about how they can best be of assistance. Perhaps you need some help in determining how to apply your skill set here in Sweden, or require information and advice about what the next step in your career path ought to be: Should you complete your education, gain work experience, or acquire a professional certification?

The questions in the self- assessment are based on the requirements imposed by Swedish law to practice a given profession. You should base your responses solely upon your own knowledge and experience within that profession.

All of your knowledge and experience is taken into account. It's up to you to assess your own skills.

This self-assessment survey concerns the qualifications required to work in the wood industry.

Please assess your experience and skills using the rating system below. This will allow the Swedish Public Employment Agency to give you the best possible guidance and support.

#### You can identify your competencies based on the following levels

#### 1: No experience

You may have theoretical knowledge, but lack any practical experience.

#### 2: Limited experience

You gained limited practical experience while undergoing your training.

#### 3: Fair amount of experience

 You have references and a work certificate attesting that you have worked in the industry for less than a year.

#### 4: Considerable experience

• You have several years of practical experience, and would be able to start working unsupervised almost immediately.

#### 5: Extensive experience

- Your professional experience is such that you could immediately assume the position of a supervisor, manager or expert.
- You have experience in organising and developing a business, as well as administrative and managerial skills.
- You have experience in communicating how work in your industry should be carried out, and can involve and motivate your colleagues.
- You have experience in organising resources for various projects/groups/ activities/colleagues.

You may use the free text fields at the bottom of the questionnaire to further describe your professional experience. Perhaps you have industry experience, but the questions provided in the self-assessment do not touch upon your specific skills.

# Can you prove your knowledge and experiences in any way, with education or employment certificates, for instance?

If you have certificates or transcripts, the Swedish Public Employment Service can assist you in having them translated and validated.

### Self-assessment form Wood Industry Workers

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

Question	Qualities that are important in your profession	1	2	3	4	5
1.	I'm good at working independently					
2.	I'm good at working in groups					
3.	I remain calm in challenging situations					
4.	I can manage to work in stressful situations					
5.	I am able to follow the rules that apply to my workplace					
6.	I am accustomed to making decisions on my own					



Question	Experience and skills that are important in your profession	1	2	3	4	5
7.	I have experience in industrial manufacturing					
8.	I have experience in small-scale manufacturing					
9.	I have experience in working with upholstered furniture					
10.	I have experience in manufacturing solid wood furniture					
11.	I have experience in manufacturing flat pack furniture made from sheet materials					
12.	I have experience in manufacturing doors					
13.	I have experience in manufacturing windows					
14.	I have experience in manufacturing interiors					
15.	I have experience in manufacturing stairs					
16.	I have experience in manufacturing joinery					
17.	I have experience in installing joinery on a construction site.					

Question	Experience and skills that are important in your profession	Yes	No
18.	I have experience in working with handheld power tools		
19.	I have experience in working with air-powered tools		
20.	I have experience in working with handheld tools		
21.	I have experience in working with a sewing machine		
22.	I have experience in working with power saws		
23.	I have experience in working with power drills		
24.	I have experience in working with milling machines		
25.	I have experience in working with moulding machines		
26.	I have experience in working with planing machines		



Question	Experience and skills that are important in your profession	Yes	No
27.	I have experience in working with tenoning machines		
28.	I have experience in working with industrial sanders		

Question	Experience and skills that are important in your profession	1	2	3	4	5
29.	I have experience in working with computers					
30.	I have experience in working with CNC-controlled machine tools					
31.	I have experience in working with CAD programs					
32.	I have experience in line production					
33.	I am experienced in grinding tools					
34.	I have experience in machine maintenance					
35.	I have experience in wood drying					
36.	I have experience in veneering					
37.	I have experience in sizing					
38.	I have experience in reading technical drawing comprehension					
39.	I have experience in measurement technology					
40.	I have experience in working with pneumatics/compressed air					
41.	I have experience in assembling and packaging products					
42.	I have experience with driving trucks					
43.	I have experience with applying wood industry-related surface treatments					
44.	I have experience in the manual spray-varnishing of wooden products					
45.	I have experience in using automated equipment to varnish wooden products					



Question	Experience and skills that are important in your profession	1	2	3	4	5
46.	I have experience in filling and repairing wooden products					
47.	I have experience in surface finishing					

Question	Training	Yes	No
48.	I have undergone a training programme in the field of wood technology		
49.	I have undergone an apprenticeship in the field of wood technology		
50.	I have a university degree in wood technology		
51.	I have undergone a training programme in the field of surface treatment/finishing		
52.	I have undergone an apprenticeship in the field of surface treatment/finishing		
53.	I have undergone an apprenticeship in the manufacturing of upholstered furniture		
54.	I have undergone a training programme in the manufacturing of upholstered furniture		

Please use this space to provide further details regarding any relevant experience, knowledge, or skills not covered by the above questions.