

Engelska

Sida: 1 av 5

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:

1: No experience

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

2: Some experience

- You have worked in the sector for less than a year
- You have had a trial opportunity while in training

3: A 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: Good experience

- You have at least one year's experience in the profession
- You have practical experience, and can start working independently relatively soon

Engelska

Sida: 2 av 5

5: Substantial 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 expand on 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? 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).

Engelska

Sida: 3 av 5

Self-assessment form

Sales and retail seller

Your personal characteristics	1-5 (No experience – Substantial experience)				
1. I am good at meeting customers	1	2	3	4	5
2. I can remain calm in a difficult situation	1	2	3	4	5
3. I can work under stress	1	2	3	4	5
4. I know and understand the implications of being in a workplace environment	1	2	3	4	5
5. I can conduct myself according to the rules of a workplace	1	2	3	4	5
Experience					
6. I have experience of working independently and of making decisions by myself	1	2	3	4	5
7. I have experience of working together with others	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	1	2	3	4	5
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	1	2	3	4	5
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	1	2	3	4	5
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	1	2	3	4	5
12. I am used to working with point-of-sale systems (such as cash registers) when I receive payment for goods	1	2	3	4	5
13. I can operate different computer and point-of-sale systems in the area of retail trade. State which below and assess your experience:					

Engelska

Sida: 4 av 5

	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
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:	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
15. I have experience of working with selling goods, such as clothes	1	2	3	4	5
16. I have experience of selling services, such as facial treatments	1	2	3	4	5
17. I have experience of working with perishable goods, such as food products (for example fruit and vegetables)	1	2	3	4	5
18. I have experience of working with specialty goods in specialty stores, such as sports items, porcelain or clothes	1	2	3	4	5
19. I have experience of unpacking goods	1	2	3	4	5
20. I have knowledge of the rules that apply for the packaging and labelling of products	1	2	3	4	5
21. I have experience of working with the packaging and labelling of food products	1	2	3	4	5
22. I know the rules and regulations that apply to the sector. Specify which below and assess your experience:	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

Engelska

Sida: 5 av 5

	1	2	3	4	5
23. I have experience of starting and running sales activities, such as at trade fairs, with focus products or in sales campaigns	1	2	3	4	5
24. I have experience of working as a store manager	1	2	3	4	5

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