



The municipality of Piteå, Sweden

Evaluation of achievement of the main working-life qualifications

## Evaluation of achievement of the main working-life qualifications

How does it work?

The evaluation method is based on the 14 main personal qualities/qualifications that European employers in various industries consider desirable among their employees, such as *collaboration skills*. The mentor defines what 'collaboration skills' means in the relevant professional role and for that activity, and he or she does the same with the remaining main characteristics. The trainee has time to translate all the main characteristics, which can be difficult to grasp for the first time. The characteristics are often used in job advertisements and in future employee conversations; therefore, it is important to learn what they mean.

The trainee performs a self-assessment, and the mentor makes an estimate three times during the internship: at the beginning, in the middle, and at the end. The estimate is on a scale from '1: Not acceptable for the profession' to '5: Acceptable for the profession'. After the self-assessment and estimation, both assessments are discussed and the mentor then fills in the final assessment. The reason for this is that it is the mentor who should be able to make the final judgement as to whether the trainee is suitable as a potential employee or not. Clear communication that the trainee needs to reach level 4–5 to be employable takes place among all those involved in the internship. In this method, the trainee never has to be considered the problem, because the intention is to show what the professional role and the workplace require of all employees. The final assessment is entered on the internship certificate.

**Example of the document that is used by the trainee and the mentor for the evaluation:**

**Responsibility** – Why is responsibility important in your profession? What does the word mean in your job?

Example: Be able to take responsibility for your work tasks and perform them in the right way.

**Estimate how good you think you are / the trainee is at taking responsibility**

**Acceptable for the profession** 5    4    3    2    1 **Not acceptable for the profession**



**Capability to co-operate** - Why is capability of co-operating important in your profession? What does the word mean in your job?

Example: Be able to perform the work together with colleagues and managers, and to help and support each other.

**Estimate how good you think you are/the trainee is at co-operating**  
*Acceptable for the profession* 5    4    3    2    1 *Not acceptable for the profession*

The summary template where the language-support function summarises the results from the assessment:

Employment for migrants Main personal qualities Are estimated 3 times; at the beginning, in the middle and at the end of the internship						
<i>Name of the trainee</i>	Mentor	Trainee	Mentor	Trainee	Mentor	Trainee
<b>Responsibility</b>						
<b>Capability to co-operate</b>						
<b>Punctuality</b>						
<b>Independence</b>						
<b>Demonstration of interest</b>						
<b>Motivation</b>						
<b>Willingness to learn</b>						
<b>Appearing presentable</b>						
<b>Ability to handle criticism</b>						
<b>Ability to talk about serious matters</b>						
<b>Accepting of a hierarchical order</b>						
<b>Waiting one's turn/for an appointment</b>						
<b>Forward planning</b>						
<b>Accepting scheduled shifts</b>						