

INTERN PROGRAMME GUIDE

Jobbsprånget

An initiative run by the
**Royal Swedish Academy of Engineering
Sciences (IVA)**

FIRST MONTH: OVERVIEW & START



Goal: You will gain an overall understanding of the business operations and get started with your duties.

- * **Document of expectations:** Book a meeting the first week during which you and your mentor discuss and document your expectations of the internship and of each other, see the back page of this guide for template. Talk through the purpose of the internship and what you want to achieve. It is important that you look for other jobs in parallel with the internship and have an open dialogue about it with your mentor. Please ask your mentor for any suggestions and contacts.
- * **Introduction to the workplace:** Ask your mentor to present the business operations, core values, work culture and how things work at your new workplace. Ask for material and contact persons that can help you get introduced to the organisation and understand your role. Is there a 'social buddy' that can help you get to know your colleagues and practice your Swedish?
- * **Introduction to your job duties:** Review your duties and job description with your mentor and ask what a regular day in your new workplace looks like. Don't hesitate to ask questions or ask for help! Your mentor is there to support you.

WELCOME TO JOBBSPRÅNGET

This is a guide to help make your internship as rewarding as possible. Your mentor has received a corresponding guide.

SECOND MONTH: WORK EXPERIENCE



Goal: You will gain relevant professional experience that improves your chances for future employment in the Swedish labour market.

- * **Gain work experience:** Through your job duties, you will contribute to the business and strengthen your CV. Do the job duties meet your expectations?
- * **Practice Swedish:** The internship is an opportunity to learn Swedish, so speak Swedish as often as possible. Swedes like to use English when they have a chance, so remind them to speak Swedish with you when suitable.
- * **Midterm review:** Book a midterm review with you mentor. Tell your mentor how you experience the duties and workload based on the document of expectations. Ask for constructive feedback. What works well and what do you need to further develop to meet the needs of the Swedish labour market?

THE FIRST DAYS

Starting at a new workplace can feel unfamiliar and challenging. During the first few days, it is recommended to find out what is standard regarding:

- Work hours
- Sick leave and possible time off
- Code of conduct
- Security and confidentiality regulations
- Private use of phone and computer
- Lunch and coffee breaks

Also, please arrange a weekly review with your mentor when you meet to go over how things progress.

DOCUMENT OF EXPECTATIONS

Your expectations will affect the coming months' experience. It is important for you both to be clear about the expectations you have of the internship and of each other.

The purpose of Jobbsprånget is to give you contacts and professional experience from the Swedish labour market in order to improve your chances of future employment in Sweden.

1. What are your expectations and wishes regarding the internship?

2. What does your mentor expect from you?

3. What can you expect from your mentor?

4. Continuous constructive feedback during the internship is central – how do you want to receive and give feedback?

5. Book a time each week to meet to review and evaluate the past week.



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