

MENTOR PROGRAMME GUIDE

Jobbsprånget

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

BEFORE THE INTERNSHIP

This guide for you as a mentor at Jobbsprånget is intended to facilitate your work and contribute to a rewarding internship for you and your intern.

Checklist

- Access card/authorisation
- Work station and computer
- Email
- Notify intern of where and when you will meet on the first day
- Inform internally about the intern and Jobbsprånget
- Notify the reception
- Prepare any documents to be signed
- Plan the intern's introduction
- Make a list of contact details to key staff
- Feel free to appoint a 'social buddy' who invites the intern to social activities, coffee breaks etc.
- Send your contact information to jobbspranget@iva.se to receive practical information during the programme

FIRST MONTH: OVERVIEW & START



Goal: The intern will gain an overall understanding of your business operations and get started with her or his duties.

- * **Document of expectations:** Book a meeting the first week during which you and the intern discuss and document your expectations of the internship and of each other, see the back page of this guide for template. Be clear about the purpose of the internship and why you participate. Encourage the intern to look for other jobs in parallel with the internship, and feel free to help open doors both internally and externally.
- * **Introduction to the workplace:** Make time to explain your business operations, core values, work culture and how things work at your place of business. Provide the intern with relevant material and support needed to become a part of the organisation. It is beneficial to book meetings with colleagues who can help the intern understand the business and her or his role.
- * **Introduction to job duties:** Review the intern's duties and job description. Describe what a regular day in your workplace looks like and encourage the intern to pose questions and ask for help.

SECOND MONTH: WORK EXPERIENCE



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

- * **Gain work experience:** Through the job duties, the intern will contribute to the business and strengthen her or his CV. Do the job duties meet the intern's qualifications?
- * **Practice Swedish:** The internship is an opportunity to learn Swedish, so speak Swedish as often as possible. Feel free to introduce a language activity where colleagues can meet the intern and talk about things outside of work.
- * **Midterm review:** Book a midterm review with the intern. Discuss how she or he experiences the duties and workload based on the document of expectations. Give constructive feedback and be clear about what works well and what needs improvement to meet the needs of the Swedish labour market.

THE FIRST DAYS

During the first few days, it is recommended to inform the intern 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, we recommend that you allocate a time for a weekly review when you meet with the intern and 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 purpose of your participation and the expectations you have of the internship and of each other.

The purpose of Jobbsprånget is to provide academics who have recently arrived in Sweden with contacts and professional experience from the Swedish labour market in order to facilitate future employment.

1. What are the expectations and wishes of the intern?

2. What do you as a mentor expect from the intern?

3. What can the intern expect from you as a mentor?

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

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

