



**INTERN  
PROGRAMME  
GUIDE**



**JOBBSPRÅNGET**





## FOURTH MONTH: EVALUATION & NEXT STEP

Goal: You will be given the opportunity to complete your internship duties, evaluate the internship and obtain a reference

**Closing presentation:** You will complete your duties and preferably present the results and your experience from the internship to relevant managers and colleagues:

- How has your internship experience been?
- What have your duties consisted of and what have you learned from them?
- What was most rewarding?
- Do you have any recommendations to the employer?

**Reference:** Ask your mentor for a work certificate (intyg) or a letter of reference outlining what you did during your internship. Ask if it is ok for you to use your mentor as a professional reference in your future job search.



### GOOD LUCK!

Jobbsprånget is a unique opportunity to gain professional experience and contacts in the Swedish labour market! We hope that the internship will be a rewarding time for you and that it improves your opportunities for future employment in Sweden. Make good use of the time and don't hesitate to ask questions! If you have questions or concerns about Jobbsprånget, don't hesitate to contact us at: [info@jobbspranget.se](mailto:info@jobbspranget.se)

On our website, you will find more information about the support we offer you as an intern: [jobbsprånget.se](http://jobbspranget.se)

## 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?

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2. What does your mentor expect from you?

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3. What can you expect from your mentor?

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

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

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