



**INTERN  
PROGRAMME  
GUIDE**



**JOBBSPRÅNGET**

# INTERN PROGRAMME GUIDE



## WELCOME TO JOBBSPRÅNGET!

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



### NOTES

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## 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:** Discuss an introductory assignment with your mentor, where you get the chance to learn more about the organisation. 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 internship duties:** Review your duties and internship 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.

### 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
- Jobbsprånget's mandatory candidate event

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



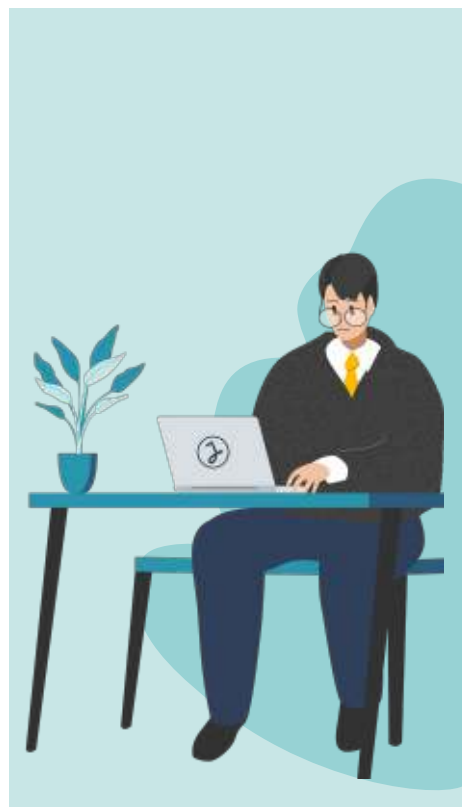
## SECOND MONTH: WORK EXPERIENCE

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

**Gain work experience:** Through your internship duties, you will contribute to the business and strengthen your CV. Do the internship 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 your 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?



### NOTES

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## THIRD MONTH: WORK EXPERIENCE & NETWORKING

**Goal:** You will gain relevant professional experience and get contacts that improve your chances for future employment in the Swedish labour market

**Gain work experience:** Through the internship duties, you will contribute to the business and strengthen your CV.

**Networking:** See the internship as an opportunity to develop your CV, create a LinkedIn profile and start establishing a professional network in Sweden. Ask your mentor for suggestions and advice. Contact other interns from Jobbsprånget, create regional Facebook groups and attend meetings and webinars arranged by Jobbsprånget.

**Search for jobs:** It is important that you look for other jobs during your internship, to maximise your chances of getting a job. Have a transparent and open dialogue regarding your job search and also speak to your mentor about the possibilities for a full-time or temporary employment after the term of the internship.

## 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: [jobbspranget.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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