

MENTOR PROGRAMME GUIDE



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
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 info@jobbspranget.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: As an introductory assignment let the intern investigate 'What do we work with in this organisation?' Let him or her interview a few colleagues, go through the website, annual reports etc. 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 internship duties: Review the intern's duties and internship description. Describe what a regular day in your workplace looks like and encourage the intern to pose questions and ask for help.

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
- Jobbsprånget's mandatory candidate event

Also, we recommend that you allocate a time for a weekly review when you meet with the intern and go over how things progress.



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 internship duties, the intern will contribute to the business and strengthen her or his CV. Do the internship 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.



THIRD MONTH: WORK EXPERIENCE & NETWORKING

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

Gain work experience: Through the internship duties, the intern will contribute to the business and strengthen her or his CV.

Networking: Encourage the intern to develop a CV, create a LinkedIn profile and start establishing a professional network in Sweden. Suggest that the intern contacts other interns from Jobbsprånget and feel free to open doors to your own network. Encourage the intern to attend meetings and webinars arranged by Jobbsprånget.

Search for jobs: Be clear of the importance of searching for other jobs during the internship, to maximise the candidate's chances of getting a job. It is common for interns to want to be loyal and thereby avoid doing this. Have a transparent and open dialogue about the purpose of your internship and your opportunities to hire. If you can offer a temporary job, such as over holidays, please inform the intern.

Arbetsförmedlingen: It is possible that Arbetsförmedlingen contacts you during this period to get an update on how the intern is doing.

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FOURTH MONTH: EVALUATION & NEXT STEP

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

Closing presentation: The intern will complete her or his duties and preferably present the results and 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: Give the intern a work certificate (intyg) or a letter of reference outlining what the intern did during the internship. Templates for internship diplomas are available at jobbsprånget.se.

Employment: If you plan to hire the intern after the internship completion, please contact Jobbsprånget to get in contact with the candidate's employment officer at Arbetsförmedlingen. If the candidate gets a job elsewhere, encourage him or her to inform Jobbsprånget immediately.









THANK YOU!

Thank you for engaging as a mentor at Jobbsprånget! You make an important contribution to improving integration in Sweden!

If you have questions about Jobbsprånget or your role as a mentor, contact us at: info@jobbspranget.se

On our website, you will find more information about the support we offer you as a mentor: jobbsprånget.se



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.	3. What can the intern expect from you as a mentor?
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. . What are the expectations and wishes of the intern?	4. Continuous constructive feedback during the internship is central – how do you want to give and receive feedback?
2. What do you as a mentor expect from the intern?	5. Book a time each week to meet to review and evaluate the past week.