

MENTOR PROGRAMME GUIDE



JOBBSPRÅNGET

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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.

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
- 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.



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 jobbspranget.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: jobbspranget.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.

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.
