



# Welcome to Jobbsprånget

A welcome kit to help you get started

# Warm Welcome to Jobbsprånget

By participating in Jobbsprånget, you are helping to make a real difference — for individuals, for society, and for Sweden's skills supply. Foreign-born academics have valuable competence, and together we open doors to the labor market. Thank you for being part of Jobbsprånget!

**EVA GLAUMANN & ALEXANDRA RIDDERSTAD**  
**CO-FOUNDERS AND CEOS**



# Contents of the Welcome Kit

- Introduction to Jobbsprånget
- Important dates and deadlines for participation
- Guidelines and support for mentors
- Material for sustainability reporting
- Text templates for internal communication and intranet
- Communication materials for external use
- Press material about your engagement



# Why Jobbsprånget?

 **Access to academic  
competence**

 **Increased  
business value**

**Strengthened  
employer branding** 

**Contribute to  
social sustainability &  
Agenda 2030** 



# Jobbsprånget's Impact

Thank you for contributing!



**6000+**

foreign-born  
professionals have  
completed internships



**70%**

of candidates are  
women



**700**

participating  
employers



**A majority**

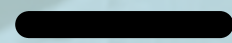
get a job after their  
internship







**“I think the energy and the passion of the candidates is fantastic. I can’t really see any difference in competence between Jobbsprånget candidates compared to the people we normally recruit.”**



**Tony Carlsson**  
**Learning and Development Developer**  
**IKEA of Sweden**





## **Publish internship positions**

Post your internship opportunities in Jobbsprånget's portal. You will receive login details and instructions from your contact person.



## **Inform internally and engage mentors**

Communicate internally about your participation and invite expressions of interest from teams to host an intern. Appoint mentors.



## **Interview, recruit, and onboard**

When the application period opens, start reviewing candidates. Contact and interview those you wish to meet. Plan a good onboarding process.



## **Engage communication & sustainability**

To make the most of your participation, ensure both internal and external communication about your involvement.

# How the Process Works







# Important Dates

## Plan for the Application Periods

## Autumn Internships

*Review your competence needs*  
*Publish internship advertisements*

**1 July:**

Deadline to publish internship ads

**16 July:**

Portal opens for applications

*Start reviewing applications in the portal*

**16 August:**

Application period closes

**Aug–Sep:**

Interview & recruit

**October:**

Deadline to recruit

**Aug–Oct:**

Flexible internship start

## Spring Internships

*Review your competence needs*  
*Publish internship advertisements*

**1 December:**

Deadline to publish internship ads

**16 December:**

Portal opens for applications

*Start reviewing applications in the portal*

**16 January:**

Application period closes

**Jan–Feb:**

Interview & recruit

**March:**

Deadline to recruit

**Jan–Mar:**

Flexible internship start

- ✓ **Skilled interns – fast onboarding**
- ✓ **Opportunity for employee leadership development**
- ✓ **Competence-enhancing mentor training**
- ✓ **Opportunity to compete for *Mentor of the Year* at the *Jobbsprånget Employer Awards***
- ✓ **Appreciated diploma for participation at the end of the internship**
- ✓ **Builds pride and engagement among employees – strengthens employer brand**

Included Tools:

- |  |   |
|--|---|
|  <b>Guide for Mentors</b> |  <b>Welcome Letter for Interns</b> |
|  <b>Guide for Interns</b> |  <b>Closing Letter for Interns</b> |

# Mentorship in Brief





# Communication & Visibility

Show your engagement and communicate your participation!

## EXTERNAL COMMUNICATION

Highlight your involvement through press releases, newsletters, and social media.

Included Tools:

- Template: Press Release
- Logos & Press Images
- Template: LinkedIn



## INTERNAL COMMUNICATION

Publish the news on your intranet and inform your employees.

Included Tools:

- Template: Internal News
- Template: Before next internship period



## SUSTAINABILITY & REPORTING


Include Jobbsprånget in your sustainability report as an example of social responsibility.

Included Tools:

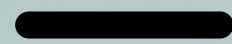
- Template: Sustainability Reporting
- Brochure: Social Sustainability







**“Even though I know that Jobbsprånget is an internship, not an employment, I thought of it as a golden opportunity to enter the Swedish job market.”**



**Anuja Dabholkar**  
**Lab Engineer at AstraZeneca**

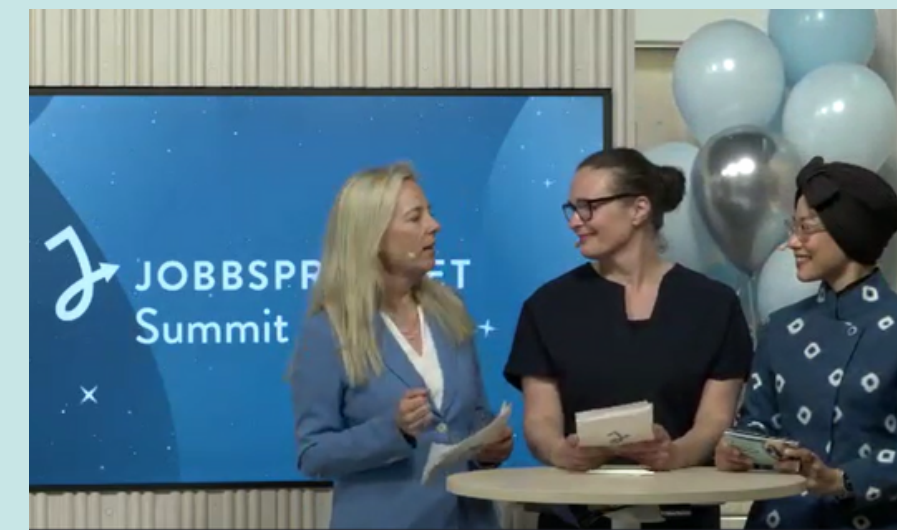


# Be Part of a Network of Over 700 Employers

## How to Highlight Your Engagement

- Get inspired and inspire others through our networking events & webinars
- Compete in Jobbsprånget's Employer Awards and gain recognition for your engagement
- Strengthen internal competence & leadership through our mentor meetings
- Participate in panels and events on sustainability & competence supply

Would you like to organize something together with us? Contact your Jobbsprånget contact person or email: [employer@jobbspranget.se](mailto:employer@jobbspranget.se)





# Thank You for Your Participation!

Do you have any questions or feedback? Don't hesitate to reach out — we're just an email or call away.

[employer@jobbspranget.se](mailto:employer@jobbspranget.se)  
[www.jobbspranget.se](http://www.jobbspranget.se)



**Funded by:**

*Marianne och Marcus  
Wallenbergs Stiftelse*

