

Tekniksprånget's Recruitment Process

You decide how you want to carry out the recruitment for Tekniksprånget – for example via phone, online, or in-person interviews in groups or individually. Perhaps your organisation already has an established recruitment process to work from? Or is it up to you to create one?

We hope this guide can support you as a recruiter and perhaps give you new ideas for how your recruitment processes can be made more efficient, competency-based, and bias-free. You can also draw inspiration from a sample work test and access our interview guide in a separate document for easy printing.

This guide is inspired by and partly based on the book "Rekryteringsboken för chefer" (The Recruitment Book for Managers) by AnnChristine Stafwerfeldt and Josefin Malmer. We warmly recommend it if you want a deeper understanding of competency-based recruitment.

Table of Contents

GDPR	p. 2
User account	p. 2
Important dates	p. 2
Practical information	p. 2
Competency-based recruitment	p. 3
Broadening the image of engineers	p. 3
Recruitment pitfalls	p. 4
Recruitment affects your brand	p. 5
Positive candidate experiences	p. 5
Six tips before the interview	p. 6
Competency-based questions	p. 6
Sample work test	p. 7

GDPR

Please handle all data in accordance with GDPR. Participating employers (data controllers) who receive personal data through Tekniksprånget are responsible for ensuring that the personal data is processed in accordance with GDPR. Read more at teknikspranget.se/integritetspolicy/

User Account

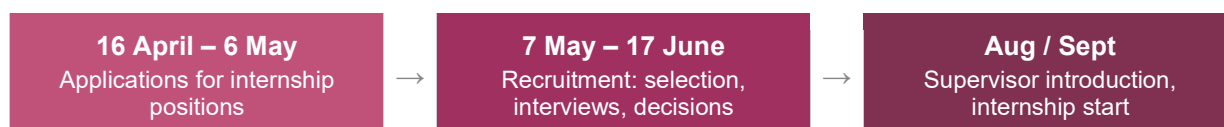
You will need a personal user account for the Tekniksprånget portal, which you will receive from your contact person at Tekniksprånget. We are happy to help with any questions about your account, creating additional accounts, or resetting passwords. Contact your Tekniksprånget representative or email teknikspranget@iva.se.

Important Dates

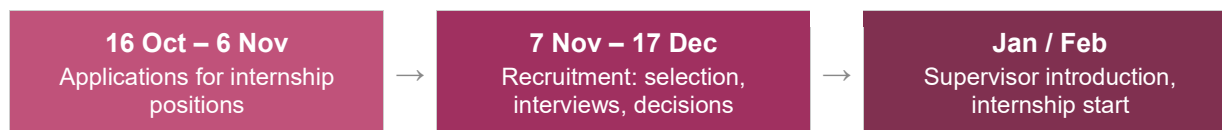
Recruitment for Tekniksprånget takes place twice a year. Candidates can apply for autumn internships during the period 16 April–6 May, and for spring internships during the period 16 October–6 November. Once the application period ends, the recruitment period begins – selection, interviews, and decisions are made. The process can advantageously begin during the application period itself, as applications arrive on a rolling basis.

Many applicants to Tekniksprånget have also applied for programmes and courses at colleges and universities. This means some candidates may withdraw if they are offered a sought-after place elsewhere – always have at least one reserve candidate.

Autumn internship



Spring internship



Practical Information

The internship period is four months. From 1 April, the salary is raised in accordance with union agreements. See the current salary on our website. Social security contributions apply as interns are employed on a fixed-term basis. Insurance is handled in the same way as for other employees – similar to seasonal workers is a common approach. Holiday compensation can be handled as you prefer, either as payment or time off.

For more practical information before the process begins – including guidance on mentoring – visit our website at www.teknikspranget.se, where you can also find the latest salary information.

Finding the Right Intern with Competency-Based Recruitment

Recruitment is important, strategic, and a priority for all organisations today. Many sectors face skills shortages. At the same time, recruitment is handled by humans – who are subjective and irrational. We make most decisions intuitively. In recruitment, this is often called gut feeling. It can be useful, but also deceptive. Our inability to make fully rational decisions is a major challenge in recruitment.

Competency is a concept that encompasses many elements and is used in different ways across organisations. In recent years, competency-based recruitment has become a widely adopted approach – and it is the approach we encourage within Tekniksprånget.

Competency-based recruitment means maintaining a consistent thread throughout the entire recruitment process. It starts with understanding what makes an individual competent for a specific role – whether that is experience, personality, both, or something else – and then exploring these things in a structured way throughout the process. Structure helps us challenge simple, intuitive answers. It opens the door to diversity and allows us to find competence where we otherwise would not have looked.

Competency-based recruitment in practice

1. Be clear on what competencies you are looking for before interviews begin. Consider which competencies matter for the tasks involved. Competency consists of several components: experience, knowledge, personality, and aptitude. Tekniksprånget applicants are junior and have limited professional experience – but they have knowledge and experience from school, perhaps a part-time job or involvement in clubs or associations. Remember that interests don't have to be reflected in jobs or associations – a candidate might be deeply passionate about something they forgot to mention, such as reading or woodworking. These interests can reveal more about who they are than a checkout job at a shop.
2. Ensure your process has well-thought-out steps and is structured consistently. It should be the same for every candidate – for example, all interviews conducted online or all in person. If you use a work test, give all candidates the same briefing before and debrief after the test.
3. Use a good interview guide with relevant questions about the competencies you are looking for, and ask the same questions to all candidates. Tekniksprånget has an interview guide in a separate file for easy printing, with example structures and competency-based questions.

Broadening the Image of Engineers

Tekniksprånget aims to be inclusive and to increase diversity among engineering students and, in the longer term, on the labour market. We have succeeded with young women, who represent 50% of our interns – compared to the national average of 29% on engineering programmes in 2025. Thanks to our employers, we have reached this target together and inspired many young women to pursue engineering.

We want to broaden the image of an engineer even further, and particularly highlight the following target groups:

- Young women
- Young people with a foreign background
- Young people from homes with limited higher education experience

As a national programme, it is important for Tekniksprånget to reflect Sweden and its diversity. We ensure these groups are represented among applicants, and we are convinced that the path to ensuring they are also represented among our interns is through competency-based recruitment.

Focus on competency in the portal

In our portal, candidates cannot upload a CV or cover letter. Instead, we guide them to answer a few questions. The aim is to keep the focus on competency and to ensure all applications are presented in the same format – making recruitment more fair and competency-driven.

On the first page of the portal, where all candidates are presented, we have also built in features to deliberately hide name, gender, and grades. This information can be accessed, but we recommend reading candidates' application motivations without reference to these factors. The reason we recommend not looking at grades, for example, is that talent exists at every level – including among those with lower grades. There is real value in reading the motivation without knowing the grade. Read more about common recruitment pitfalls below.

Common Recruitment Pitfalls

Research on perception and cognition includes many fascinating studies that explain how our brains work – and these same findings explain many of the recruitment pitfalls we fall into if we are not paying attention.

The halo effect occurs when one characteristic of a candidate "spills over" onto other characteristics and leads to incorrect conclusions. If a candidate has spelling errors in their application, many of us will assume they are also careless, not sufficiently interested, or lacking in ambition. Meanwhile, another candidate with a beautifully formatted CV and a pleasant photo might be perceived as friendly, ambitious, and organised. In reality, the candidate with spelling errors may have dyslexia but be extraordinarily capable and driven – and the role involves no writing. The candidate with the polished CV may have had extensive help from a designer friend and may not even be particularly interested in the position.

Confirmation bias occurs when we unconsciously focus on information that confirms our existing assumptions. The interviewer has already made up their mind early in the process and seeks information that reinforces that first impression.

The contrast effect means that during the recruitment process, candidates are compared to each other rather than assessed against the requirements of the role. There is a significant risk of being influenced by irrelevant information and losing focus on what actually matters.

The fundamental attribution error occurs when a candidate arrives ten minutes late and is immediately labelled as careless, unmotivated, and disorganised. In reality, nearly everyone heading to meetings in that part of the city at that time was late due to a complete breakdown of public transport. We are attributing a person's behaviour to character when it was caused by a situation.

Beyond these pitfalls, we are also strongly influenced by our own mood on any given day. Depending on whether you are happy, tired, full, or hungry, you are likely to assess candidates differently.

Unconscious discrimination

Just like recruitment pitfalls, unconscious discrimination arises because people draw connections between things that have no connection. We categorise information using stereotypes and preconceptions. This is why many organisations end up with very homogeneous teams. Is it human? Absolutely – but we must never dismiss a discriminatory act or decision with "I'm only human". The law says otherwise. The seven grounds for discrimination are:

- Gender
- Gender identity or expression
- Ethnicity
- Religion or other belief
- Disability
- Sexual orientation

- Age

Recruitment Affects Both Your Brand and the Desire to Apply Again

Through Tekniksprånget, you gain access to new competence that stimulates innovation and development. It is also an opportunity to influence young people's career paths and inspire them that engineering is an excellent profession. Taking on interns also gives you the chance to present yourselves as an attractive employer and shape your future talent pipeline.

Your Tekniksprånget interns become ambassadors when they speak positively about their placement. They may become future summer workers, write their degree theses with you, and recommend others to apply for jobs at your organisation. In the future, they may return as professionals after studying elsewhere. The recruitment process is employer branding in action – which is why positive candidate experiences matter.

Creating Positive Candidate Experiences

Time and communication

The basics are communication and how fast the process feels from the candidate's perspective. Avoid waiting too long before inviting candidates to interview, and be prompt in your follow-up. All candidates who have interviewed should receive clear feedback (highlight the candidate's strengths) by phone or video call, giving them a chance to ask questions directly. Via our portal, all applicants receive a rejection email once you notify us that your recruitment is complete. Candidates who have interviewed with you should receive personal follow-up from you.

Perceived fairness

A candidate feeling that they have been assessed fairly is fundamental to a positive experience. Ask questions that are relevant to the competencies you are seeking, so that the most suitable candidates progress because their competence has been properly evaluated. A candidate who only gets to speak for a fraction of the allotted interview time will often feel that the interviewer did not really understand who they are.

Transparency – be honest and clear

When candidates have visibility into the process, it also feels more fair. What is expected if they progress, and when will they hear back? Be transparent about the approximate timeline and the steps involved.

Value to give back

Candidates invest time and effort in applying for a placement with you. What do they feel they get in return, and what do you want to give them? A learning experience about you as an employer or about themselves, concrete feedback, or simply the positive feeling of having been treated professionally. Some employers invite candidates who progress to interview on a study visit or tour of the workplace.

"I also want to thank you for the experience I gained through our contact! I hope you will be happy with your intern whoever it turns out to be. It has been great to hear more about your workplace, as it has given me a clearer picture of what I would like to do in the future. I can still apply to Tekniksprånget again." /Alexander Forsén

Tips Before the Interview

4. Instructions before the interview – make it easy for the candidate to find the interview location or know which online platform to use. It should be easy to get in touch if they have questions or something comes up. A clear email in advance makes a big difference.
5. Prepare by reading the application and marking the competencies you want to follow up on.
6. Prepare an interview guide tailored to what you are looking for – which competencies matter most?
7. Take responsibility for the interview situation. An interview is not an interrogation, but it is also not a casual chat over coffee. You are responsible for ensuring the candidate feels it is a pleasant experience, and you guide the interview through your questions while making sure you get all the information you need.

8. Have a maximum of two interviewers – more than that can feel like a panel and make it harder for the candidate to relax. Agree in advance on who does what: who takes notes, and who asks which questions?
9. The environment matters. Can you sit undisturbed, and how is the seating arranged? A large table with one person on each side is not ideal – if that's what you have, place chairs on the same side of a corner instead. Online interviews work well too – think about how you can create as comfortable an environment as possible, with a reasonable distance from the screen.

Competency-Based Questions

A common opening question in an interview is "Tell me a little about yourself." Don't ask it. It is too broad – the candidate might talk about hobbies, family, or school. You risk falling into a recruitment pitfall. Every question should have a clear purpose. If the candidate gives examples from their personal life, steer them back toward school or part-time work – that is where focus should be, since we don't always behave the same way in private as at work, making such assessments less relevant.

Kristina Staf, technical project manager and recruiter of Tekniksprånget interns at Iris Sverige:

"Evaluate and question the competencies you are looking for. Is leadership competency, for example, actually necessary for the internship? The advantage of being specific about competencies is that it helps you identify the right candidates – but the downside is that you may also screen out qualified candidates if competencies are selected the wrong way. Leadership experience is one such area where it is far more common for people from privileged areas to have been sailing instructors than people from socially disadvantaged areas."

Plan in advance which questions will be asked, based on the competencies you are seeking. What experience, knowledge, or personal competencies do you need? Select the most important ones – ideally three personal competencies. Follow-up questions are key: focus on those that prompt candidates to describe concrete situations and how they handled them. Active listening is important, and so is taking notes after each interview – without notes, your assessment will be based on subjectively coloured memories.

Examples of competencies from experience/knowledge

- Experience with specific programmes such as Java, CAD, PowerPoint
- Knowledge within certain subjects
- In-depth knowledge demonstrated through an extended essay or major project

Examples of personal competencies

- Stress-resilient
- Structured
- Solution-oriented
- Collaborative
- Confident
- Detail-oriented
- Flexible
- Innovative

Sample Work Test

Work tests can be called different things – case exercises, for example. Regardless of the name, research shows that work tests are the single best selection method. They require varying amounts of time and resources. Asking a selection of candidates to submit a written text, for instance, is not particularly costly. It does take time to review, but it provides excellent material for the interview where you can follow up on the test. The advantage of work tests is that they are highly accurate.

One of Tekniksprånget's participating employers, Iris Sverige, has developed their own work test through staff member Kristina Staf. Feel free to draw inspiration from it if you would like to create a similar test.

Introduction

Hi!

As part of the application process for an internship at Iris, I would like to ask you to complete the task described in this email. Please read the instructions carefully before you begin. You will receive feedback on your submission next week.

Task

Imagine you are conducting a survey among students on the topic of distance learning. Choose one specific question you want to explore.

- How would you prepare for the survey (what research would you do)?
 - Briefly describe what you would do, who you would speak to, and what information you would look for. Keep it to approximately half an A4 page of text or 2–3 PowerPoint slides.
- What questions would you ask the students to get answers to your chosen question?
 - Write approximately 5 questions you would ask the students.
- How would you go about contacting the students and carrying out the survey?
 - Describe how you would conduct the survey – for example via phone interviews or a digital form. Please give reasons for your chosen approach. Keep it to approximately half an A4 page of text or 2–3 PowerPoint slides.

Submission and deadline

The work test can be submitted as a text document or a presentation (PowerPoint). The task should be sent by email to firstname.lastname@employer.com no later than 15/6 at 12:00.

Assessment

The work test will be assessed based on the following criteria:

- Clarity: how easy it is to understand your thinking when solving the task
- Relevance: how well your chosen question connects to your proposed solution (the questions for students and your preparation)
- Deadline: whether the task is submitted on time

Questions

If you have questions, you can ask them by replying to this email.

Following up on the work test

A suggested approach is to make a selection and conduct a brief phone interview with a number of candidates, during which you introduce the work test as part of the recruitment process. Candidates complete the test, after which it is followed up with an in-person or online interview. There you can ask follow-up questions about the test and about the competencies demonstrated through it.

Good luck!

Good luck with your recruitment – and don't hesitate to contact Tekniksprånget if you have questions. We also welcome your ideas on how we can together recruit more Tekniksprånget interns from diverse backgrounds.