



Examples of meetings

Belong promotes integration and inclusion in the labour market by running the project Jobbsteget Framåt, which is co-funded by the Asylum, Migration and Integration Fund and Region Stockholm.



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Med stöd från



Text

Malin Bernhardtz

Design

Mahir Tatarevic

Photo

Mahir Tatarevic
Hedda Axelsson

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Meeting 1

Intro & goals

The purpose of this meeting is to get to know each other as a mentor pair and set goals for the coming seven months.

Step 1: Get to know each other

It is both important and nice to start by getting to know each other a little. You can begin by talking about your educational and professional backgrounds, why you are both participating in the mentor program, and what you enjoy doing in your free time.

Sub-step 1: Complete the “Focus Overview” exercise

It is both important and nice to start by getting to know each other a little. You can begin by talking about your educational and professional backgrounds, why you are both participating in the mentor program, and what you enjoy doing in your free time.

Tip!

On page 9 of the participant guide, you will find example questions that you can take turns asking each other.

Step 2: Set Your Goals

It is both important and nice to start by getting to know each other a little. You can begin by talking about your educational and professional backgrounds, why you are both participating in the mentor program, and what you enjoy doing in your free time.

Sub-step 2: Complete the “Set Goals with a Career Plan” exercise

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Remember to Wrap Up

As you approach the end of your first meeting, remember to wrap up by reviewing whether there are any specific tasks you, as the participant, need to complete before your next meeting.

Suggested task: Create a list of companies you are interested in working for and bring it to the next meeting.

And most importantly, schedule your next meeting! Also remember to continuously follow up on your progress in relation to the goals you set during the meeting.

In this guide, we offer recommendations for each meeting on how to effectively approach the wrap-up.

Best of luck!



Meeting 2

The Swedish Labour Market & Social Codes

The purpose of this meeting is to provide a deeper understanding of the Swedish labour market, with a focus on the industry you are seeking employment in, as well as the social codes that shape Swedish workplaces. By discussing how your industry functions in Sweden and the norms and unwritten rules of working life, you will gain valuable knowledge for job interviews, working in a Swedish workplace, and networking in professional settings.

Step 1: Gain an understanding of the labour market

Sub-step 1: On page 11 of the participant guide, you will find example questions to discuss in order to gain a deeper understanding of the Swedish labour market within the industry you would like to work in.

Sub-step 2: Make a list of relevant employers within the industry in Sweden. Here you will [find a list](#) where you can identify some relevant companies. Compare with the list you have prepared as a participant.

Step 2: Gain an understanding of social codes

Workplace culture and social codes often differ between countries and industries. Talk about how things work in Sweden compared to your home country. On page 17 of the participant guide, you will find example questions to use as a starting point for your discussion.

Wrap-up:

Review whether there are any specific tasks you, as the participant, need to complete before your next meeting. Suggested task: Compare your current CV with the CV template (see next section). Write down comments on areas for improvement and bring them to the next meeting.

Most importantly, schedule your next meeting.



Meeting 3

Write/Revise Your CV

The purpose of this meeting is to review your CV and revise it or create a new one. A strong CV is important because it serves as your first impression with a potential employer. Recruiters often receive many applications and spend only a few seconds reviewing each CV, so it needs to quickly capture their attention and clearly show that you are qualified for the role.

Step 1: Use our CV template

Use the template together with your mentor and adapt it based on your experience.

A few tips!

- A general tip is to explain experiences from countries other than Sweden in more detail than you might think is necessary.
- Focus on achievements rather than just responsibilities. Use numbers and results to show what you have accomplished, for example “Increased sales by 20%” or “Led a team of 10 people.”
- Many recruiters use ATS systems that automatically filter CVs. Therefore, use relevant keywords from the job advertisement and place them in the main text, for example under work experience or skills. Avoid putting important keywords in headers or footers, as these systems may have difficulty reading them, and keep the format simple.
- Keep your CV concise, usually one page, and avoid including irrelevant information that does not add value to the role.

Wrap-up:

Review whether there are any specific tasks you, as the participant, need to complete before your next meeting.

Suggested task: Compare your current CV with the CV template (see next section). Write down comments on areas for improvement and bring them to the next meeting.

Most importantly, schedule your next meeting.



Meeting 4

Write/Revise Your Cover Letter

The purpose of this meeting is to improve or create a cover letter. The cover letter complements your CV and gives you the opportunity to show your motivation, personality, and why you are the right candidate for the job.

Step 1: Use our [cover letter template](#)

It is a good idea to adapt your cover letter for each job you apply for. However, together with your mentor, you can create a strong base template to start from. Choose a position you would like to apply for and follow the steps below.

Sub-step 1:

Go through the entire job advertisement and create a mind map based on the experience and qualities the employer is looking for. This is what you should focus on in your cover letter.

Sub-step 2:

Discuss each area. What have you done that shows you meet these requirements? Write down your experiences in the mind map.

Sub-step 3:

Formulate the text of the cover letter together.

A few tips!

- Each cover letter should be tailored to the specific position and employer. Avoid sending generic letters.
- Read the job advertisement carefully and identify the most important requirements. Focus on how you meet these requirements and how you can add value to the workplace.
- Avoid repeating information directly from your CV. Instead, highlight how the experiences listed in your CV make you qualified for the role.
- A strong cover letter should show your enthusiasm for the role and how your skills and experience can contribute to the employer's goals.

Wrap-up:

Review whether there are any specific tasks you, as the participant, need to complete before your next meeting.

Suggested task: Compare your current CV with the CV template (see next section). Write down comments on areas for improvement and bring them to the next meeting.

Most importantly, schedule your next meeting.



Meeting 5

LinkedIn / Networking

The purpose of this meeting is to create a strong LinkedIn profile and discuss how LinkedIn can be used for networking. Since many recruiters use LinkedIn to find candidates, a well-optimized profile can increase your visibility and lead to more job opportunities, even when you are not actively looking for a job.

Step 1: Create a LinkedIn profile

Check LinkedIn's "[Blå Kuvertet](#)" where you will find step-by-step tips on how to create a strong profile.

Step 2: Build a network

Once you have created a profile on LinkedIn, the next step is to build your network. On the next page, you will find some tips on how to build a strong network.



1. Add people you already know.

Start by adding people from your current and former network:

- Former colleagues
- Classmates from university or previous education
- Family members and friends who work in similar industries
- Lecturers, mentors, or people you have met through industry-related events

2. Network strategically

When you want to expand your network beyond people you already know, focus on relevant contacts within your industry:

- **Industry leaders:** Follow and connect with people who are prominent in your field, even if you do not know them personally.
- **Recruiters:** Connect with recruiters who specialize in your industry or the types of roles you are interested in.
- **Mutual connections:** Connect with people you share mutual contacts with, especially if they work in companies or industries you are interested in.

3. Personalize connection requests

Always send a personalized message when you send a connection request to someone you do not know. Write something that explains why you would like to connect. For example:

- “Hi [Name], I see that we work in the same industry and I admire your work at [company]. I would be happy to connect and stay updated on your insights.”

4. Engage with your connections

Networking is not just about adding people, but also about building relationships. Here are a few ways to stay active:

- **Like and comment** on your connections’ posts to show that you engage with what they share.
- **Share interesting articles or insights** within your field. This can include news, success stories, or your own reflections.
- **Participate in discussions** in industry-related groups or comment on relevant posts.

5. Join LinkedIn groups

Join relevant industry groups where you can make new connections and take part in discussions about topics such as industry trends and career development. By being active, you can build relationships based on shared interests.

Tip! Join Belong’s LinkedIn group **Yrkesmentor**, where tips about job openings and career fairs are shared and where you can network with former and current participants in the mentor program.

6. Network through events

Many professional events, conferences, and webinars take place either online or in person. After attending such an event, you can reach out to speakers or participants on LinkedIn. Send a short message and refer to the event to create a natural connection:

- “Hi [Name], I attended [name of the event] and really appreciated your presentation. It would be great to stay in touch!”



And of Course, Remember to Wrap Up

Networking and LinkedIn are fantastic ways to connect with new people and create new opportunities. We hope these recommendations provide a strong starting point for building your networking skills and your presence on LinkedIn.

When wrapping up this meeting, start by reviewing whether there are any specific tasks you, as the participant, need to complete before your next meeting.

Suggested task: Review the sample interview questions (see next section) and prepare by practicing before the next meeting.

Most importantly, schedule your next meeting!





Meeting 6

Interview training

The purpose of the meeting is to practice job interview skills with your mentor. By rehearsing common interview questions, you can give stronger answers, reduce nervousness, and reflect on your experience ahead of the interview. The mentor's feedback also helps you identify areas for improvement and understand how your responses are perceived.

Step 1: Conduct a mock interview

Use the practice questions in [this document](#). Let the mentor ask the questions while you, as the participant, provide the answers. Then review the feedback from the mentor and discuss which questions were particularly challenging.

Step 2: Prepare questions to ask during the job interview

When you are at a job interview, it is important to ask your own questions to demonstrate strong interest in the position and the workplace. It is helpful to prepare these questions in advance. Review the job advertisement and research the organization to come up with questions that are relevant to the specific role.

Examples of questions to ask during a job interview:

- What are the biggest challenges the company is currently facing?
- What are the key goals for this role during the first six months to a year?

Tip! To come up with relevant questions to ask during a job interview, it can be helpful to review the company's or organization's Impact Report and ask questions related to it, for example:

"In your latest Impact Report, I saw that you reduced your carbon emissions by 20%. What challenges did you encounter during that journey, and how do you plan to continue improving sustainability?"

Wrap-up: Review whether there are any specific tasks you, as the participant, need to complete before your next meeting.

Suggested task: Reflect on the mentorship program (see questions in the next section) and bring your thoughts to the next meeting.

And most importantly, schedule your next meeting!



Meeting 7

Program Wrap-Up

The purpose of the closing meeting is to reflect together on your time in the mentorship program, discuss what you have learned and the progress that has been made, and consider the next steps moving forward.

Step 1: Wrap up the mentorship

Feel free to use the practice questions below. Treat the conversation as a shared opportunity for both the mentor and the participant to give each other feedback, share experiences, and reflect together on the questions.

Examples of reflection questions:

- What are you most proud of from your time in the mentorship?
- What has been most valuable in our conversations?
- Which goals have been achieved – fully or partially?
- What has worked well in our collaboration?
- Is there anything we could have done differently?
- What are the important next steps after the program?
 - Would both of you like to attend the closing event?
 - Would you like to stay in touch after the program?

Tip!

When discussing possible continued contact, it is important to remember that the mentor and the participant may have different preferences. If both of you would like to stay in touch, that is perfectly fine. If one of you prefers not to, that is also completely okay and should not be taken personally.





Final Wrap Up Tip

End the conversation by giving each other one final piece of positive feedback and thanking one another for your time together.

Belong would like to thank you for participating in our mentorship program and hopes to see you at the closing event!

