

Activity reports

If you are registered as a jobseeker with Arbetsförmedlingen, you have to hand in activity reports to us. In them, you should give details of everything you have done in the previous month to gain or get closer to employment. With the activity reports, we can give you better support in your jobseeking.

Why activity reports?

The more active you are in your jobseeking, the better your chances of gaining employment. The activity reports help you to keep track of how your jobseeking is going. For the Employment Officer, the activity reports provide material helping him/her to give you the appropriate support.

When you and the Employment Officer are in contact, you can use your time to talk about the results of your activities, and check what support you need. The activity reports will, in conjunction with your action plan or introduction plan, constitute material to help you plan how you can gain employment.

What should I write in the activity report?

Everything you do to gain or get closer to employment is important for us to know about. In the activity report, you should give details of the jobs you have applied for, and other activities that you have performed to gain employment. The activities depend on your individual circumstances, and are based around the contents of your action plan or introduction plan. It is good to include activities helping you to gain employment that are not part of your activity plan or introduction plan in the activity report as well.

You can, for instance, include the following in your activity report:

- jobs you have applied for
- job interviews you have been to
- expressions of interest to employers (spontaneous applications, visits)
- improvements you have made to your application documents, and descriptions of the way in which you have done them
- recruitment meetings you have been to
- conversations you have had with educational and vocational counsellors
- training/education you have applied for or participated in

- work experience placements you have applied for or had, as agreed with your Employment Officer
- occupational rehabilitation in a workplace that you have been at (following planning with your Employment Officer) and your tasks
- study visits to workplaces and the results thereof
- if you have worked, and if so, how much (e.g. how many hours)

When should I hand in the activity report?

You should hand in the activity report between the 1st and the 14th of each month. You should always give details of what you did in the previous month. Since you can only hand in an activity report once per month, it is important that you provide details of all your activities before sending it.

Example:

Between April 1st and 14th, you will give details of your activities in March.

Between May 1st and 14th, you will give details of your activities in April.

If you have an introduction plan or are in receipt of a grant to start your own business, you don't need to hand in your activity reports as often. Read more at arbetsformedlingen.se, or ask an Employment Officer.

What happens if I don't hand in my activity report?

If you are in receipt of or applying for unemployment benefit and don't hand in your activity report on time, we will inform your unemployment insurance fund. They will investigate and decide whether or not this will affect your unemployment benefit.

If you don't hand in your activity report when participating in a labour market programme and receiving activity support or development benefits, this can also affect your benefits. Arbetsförmedlingen is the authority investigating and making decisions on this.

Where is the activity report and how do I send it?

You can find the activity report form on My Page at arbetsformedlingen.se. To log in to My Page, you have to create an account, if you haven't already. You also need to have an Electronic Identity Card (EIC), which you can obtain through your bank or from the National Tax Board of Sweden. This way, you can log in as often as you like, and fill in your activity report as you go. You can also view your previous reports.

If you don't have access to a computer or the internet, you can fill in the activity report using Arbetsförmedlingen's computers.

In exceptional cases, you can hand in your activity report on a paper form or verbally when visiting Arbetsförmedlingen. You can't give it over the phone or by email.

Read more at arbetsformedlingen.se/aktivitetsrapportering. Here, you can also watch a film showing you what to do. Contact your Employment Officer or call us on 0771-416 416 if you have any questions!