



## Looking for work in *Austria*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical factsheets to support you in your job hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on Austria:

### Work permits in Austria

- EEA citizens are free to move and work wherever they want to within the European Economic Area (EEA), including Austria, which is an EEA member state.
- However, you must apply for a residence permit. This is valid for five years and should be issued to you within six months of your arrival/request for a work permit.
- Contact the Austrian embassy in your home country for more details about work permits.

### The application procedure in Austria

- Prepare yourself for questions concerning your mid- and long-term career aims.
- Austrian recruiters expect you to have a proposal about what you want to earn - leave room for negotiation though.
- Expect two to three interviews in the Austrian application procedure.
- Key words throughout the entire application process in Austria: 'accurate', 'factual', 'well organised' and 'meticulous'.

### Writing a resume in Austria

- The key focus of your CV should be to persuade the employer to invite you for an interview. Therefore, your CV is a marketing tool, which should be adapted to the market in which you intend to use it.
- The Austrian CV is written in chronological or reversed chronological order.
- Austrian employers consider extracurricular activities as important.
- Attach a photograph of yourself – with your personal details on the reverse side – to your CV.

### The application letter in Austria

- The letter is typed and usually a maximum of one to one-and-a-half pages long.
- Mention your personal skills in addition to your education and practical experience.
- Finish the letter by asking to be invited for a job interview.

### Do's

- Look interested – ask questions.
- Ask for clarification if you do not understand the question you have been asked.
- Provide examples to illustrate your achievements.
- Pay attention to your appearance – it should be rather formal.
- Negotiate your salary in the interview.

### Don'ts

- Sit until invited to do so.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.
- Underestimate the importance of personal contacts – networking is allowed!
- Be surprised, but creativity and improvisation can be seen as lack of organisational talent.

### Management culture in Austria

- There is a clear distance between the management and employees in Austria.
- Meetings are always set well in advance and everyone is expected to be well prepared.
- Patience is the key word in negotiation and decision-making in Austria.
- Austria is a country of titles – academic degrees should always be mentioned.
- Communication in Austria is often factual, exact, and – astonishingly – direct, sometimes even confronting.

This information is based on the *Looking for work in Austria* guide (ISBN 90-5896-0021), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in Austria guide tells you everything you need to know. If you want to order or more information about our services, have a look at [www.labourmobility.com](http://www.labourmobility.com).



Good luck with your application in Austria