



## Looking for work in *China*

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 fact sheets 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 China:

### Work permits in China

- China has very strict immigration rules due to a large native population.
- You must obtain your Business and Work visa prior to your move to China, allow at least 30 days to arrange this.
- Contact the Chinese embassy in your home country for further information about work permits & visas.

### The application procedure in China

- Relationships are very important when job hunting in China. Allow time to establish friendships.
- It is important if you do not speak Chinese to be truly fluent in English to ensure you have good job prospects.
- A job application includes a resume, copies of diplomas, certificates, and often a 'Hukou' (residence ID).

### Writing a resume in China

- The Chinese do not use the term CV, but resume.
- Education is very important in China, the more certificates you have the more chances you will have.
- It is recommended, if possible, to prepare a resume both in Chinese and in English.
- The key focus of your resume should be to persuade the employer to invite you for an interview. Therefore, your resume is a marketing tool, which should be adapted to the market in which you intend to use it.

### The application letter in China

- Writing an application letter, or cover letter, is not customary in China. Often application forms are used.
- Be modest in recommending yourself, the Chinese will appreciate this.
- Try to send the letter to a specified person at the human resource department.

### Dos

- Try to be modest in your presentation.
- Ensure you speak fluent English and try to learn some Chinese.
- Make sure you address people by their correct name: surnames come first in the Chinese language.
- Realise that Chinese people allow little physical distance.

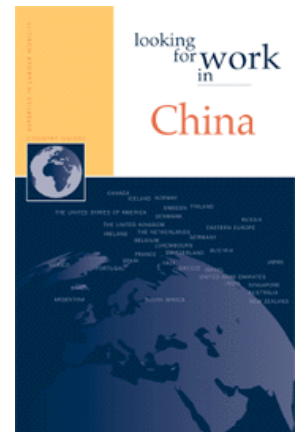
### Don'ts

- Oversell yourself.
- Be too direct in your contacts with your (prospective) Chinese employer.
- Sit until invited to do so.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.
- Fear periods of silence in a conversation.

### Management culture in China

- To gain advantage, the Chinese tend to extend negotiations well beyond the official deadline.
- The network of personal connections – called 'guanxi' – is very important in China.
- There is little or no distinction made between personal friendships and business relationships.
- Meetings are conducted very formal and straightforward in China.
- Compared to most Western societies, Chinese are very group-oriented.

This information is based on the *Looking for work in China* guide (ISBN 978-90-5896-065-8), 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 China guide tells you everything you need to know. If you want to order or find out more about our services, have a look at [www.labourmobility.com](http://www.labourmobility.com).



Good luck with your application in China!