



Looking for work in *Denmark*

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 Denmark:

Work permits in Denmark

- EEA citizens are free to move and work wherever they want to, within the EEA (including Denmark).
- You must apply for a residence permit. This is valid for five years and should be issued within six months of your arrival.
- Contact the Danish embassy in your home country for more information.

The application procedure in Denmark

- The intensity of interviewing depends on the company and the position – two to three interviews are common.
- A Danish recruiter will try to ascertain your professional competence and personality in great detail.
- Your motivation is incredibly important in the application for a job.
- The telephone is a very useful tool in your search for a job in Denmark.

Writing a CV in Denmark

- 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 CV should be short and neatly presented.
- It should be written in reversed chronological order (i.e., most recent first).
- You don't have to attach a photo to your Danish CV.

The application letter in Denmark

- The letter should be typed, formal, clear and comprehensible.
- It should not exceed two pages.
- Write at the start, 'for the attention of Mr/Ms X' to ensure it reaches the correct individual.
- Copies of diplomas and testimonials are usually only requested for public sector positions in Denmark.

Dos

- Look interested – ask questions.
- Ask for clarification if you don't understand the question.
- Be direct, straightforward but always polite in Denmark.
- Provide examples to illustrate your achievements.
- Be prepared for psychological tests in an application procedure in Denmark.

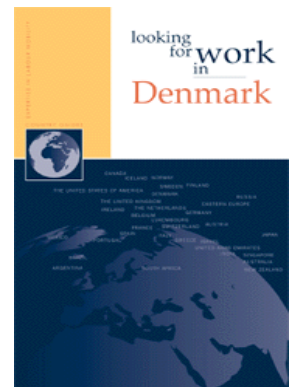
Don'ts

- Sit until invited to in a Danish interview.
- Go over the top – stay calm and stick to the facts.
- Criticise former employers.
- Appear untidy. A smart personal appearance is important in Denmark.

Management culture in Denmark

- Authoritarian behaviour is seen as unnecessary and harsh. Even senior managers will refrain from it.
- Denmark is a true 'meeting culture', however meetings are never planned near the end of a working day.
- Keeping a timetable is more important than reaching a decision during a meeting.
- Compared to other countries the working day is short. Office hours are from 9.00am to 5.00pm.
- Shake hands when meeting and when leaving. Use last names and appropriate titles until you are invited to use first names.
- Lunch is taken quickly. Note that business is never discussed during a meal in Denmark.

This information is based on the Looking for work in Denmark guide (ISBN 978-90-5896-066-5), 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 Denmark 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.



Good luck with your application in Denmark!