



Looking for work in *Italy*

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 Italy:

Work permits in Italy

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

The application procedure in Italy

- In principle all job appointments are dealt with by the Italian public job centres – as a consequence the public employment service has a good overview of available vacancies.
- In accepting a job, the agreement of the public employment service is necessary ('Nulla osta').
- One of the best ways of finding a job in Italy is through networking.

Writing a CV in Italy

- There are no strict rules for a CV in Italy, but it should not be too long, not more than two pages.
- 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.
- Hobbies are rarely mentioned in a CV and a photo is not usually requested.

The application letter in Italy

- The style of a letter in Italy is conventional and formal, with almost stately language.
- In Italy, information will be better received in verbal form; so do not explain much in your letter – save it for the interview.
- Save your copies of diplomas and references for the interview.
- The application process tends to be long, up to three months, so start searching for a job in Italy on time.

Dos

- Be prepared for three to four application interviews during an Italian application process.
- Be enthusiastic and dynamic, that is what Italian employers are looking for.
- Provide examples to illustrate your achievements.
- Look interested – ask questions.
- Ask for clarification if you don't understand the question.
- Pay attention to your appearance including the details, such as shoes and matching bag or matching belt. It is conceived as a sign that you will pay attention to your work too.

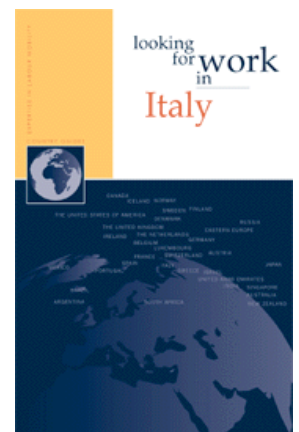
Don'ts

- Sit until invited in an application interview.
- Mention your expected future salary in the first interview.
- Go over the top – stay calm and stick to the facts.
- Criticise former employers.
- Be surprised if a less qualified but senior colleague will be promoted before you in Italy.

Management culture in Italy

- Most companies in Italy have a clear hierarchical structure based on traditional leadership.
- Working relationships are based on a feeling of mutual dependence and reciprocal commitment.
- The hierarchy in Italian organisations is strict and very influential for the work process.
- The aim of business meetings is to enable decision-makers to probe the feelings towards a proposal, not to come to a decision.
- For Italians time has been created to meet other people. Punctuality is less of an issue as it is elsewhere.
- It is important to make a good impression in Italy, therefore the business dress code is neat, formal and according to the latest fashion.

This information is based on the *Looking for work in Italy* guide (ISBN 978-90-5896-071-9), 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 Italy 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 Italy!