



Looking for work in *Poland*

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 Poland:

Work permits in Poland

- From the 1st of May 2004 onwards, Poland will be open for EU nationals concerning study or residence purposes. However job mobility between the 'old' 15 EU Member States and the 10 'new' EU Member States still faces some restrictions for up to a maximum of seven years after the EU enlargement.
- Contact the Polish embassy in your home country for further information.

The application procedure in Poland

- The method of finding a job in Poland is very much connected with the type of work you are looking for.
- Recruitment takes place all year round.
- There are more than 400 local employment offices that offer services for both foreign and Polish job seekers. If you decide to use one, make sure you pick a reliable office.
- During the application process, your employer may be asked for proof that there are no unemployed Poles able to do the job you applied for (the unemployment rate is approximately 20% in Poland!).
- Be prepared for more than one interview in the application process in Poland.

Writing a CV in Poland

- 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 have a clear layout, preferably typed on a maximum of two pages.
- Describe your level of verbal and written knowledge of languages. Mention your computer skills too.

The application letter in Poland

- The application letter is short and usually typed.
- If possible, write in Polish to Polish companies and in English to international companies.
- The style is formal without being too persistent.

Do's

- Bring references and copies of diplomas to the application interview in Poland.
- Try and establish your social and transferable skills in the interview.
- Look interested – ask questions.
- Provide examples to prove your achievements.
- Ask for clarification if you don't understand the question you have been asked.

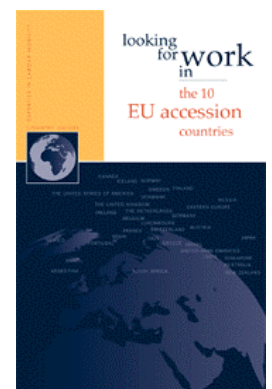
Don'ts

- Forget to inform your social security office and tax office that you are moving.
- Sit until invited at a job interview.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in Poland

- Bureaucracy and hierarchy are key words when describing the organisational culture in Poland. However, things are changing rather fast towards a more West European approach.
- Important features include the high level of education and the strong presence of women in the labour market.
- Polish people put little value on money and possessions – be aware of it.
- Meetings in Poland are for the sole purpose of informing employees of decisions already made by the management.
- Poles do not voice their opinion in a direct manner.

This information is based on the Looking for work in the ten EU accession countries guide (ISBN 90-5896-051-X), 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 the ten EU accession 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.



Good luck with your application in Poland!