



Looking for work in *Portugal*

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 Portugal:

Work permits in Portugal

- EEA citizens are free to move and work wherever they want to, within the EEA (including Portugal).
- 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 Portuguese embassy in your home country for more information.

The application procedure in Portugal

- Speculative applications, especially for recent graduates, are an important route to employment in Portugal.
- Working in a holiday or a temporary job in the tourist sector can be a good stepping-stone to more permanent work.
- Networking is very important in Portugal – use your personal contacts!

Writing a CV in Portugal

- 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.
- A Portuguese CV is usually in reverse-chronological order (ie, most recent first).
- Emphasise all the professional training you have received, from seminars to full courses.
- List all your former employers, including tasks and responsibilities performed.

The application letter in Portugal

- Application letters can be either typewritten or hand-written.
- The application letter is short and simple, the style conventional.
- In Portugal, try to emphasise your skills and qualifications for the job in your letter.
- The use of application forms is widespread in Portugal.

Do's

- Use your personal contacts!
- Be prepared for several interviews.
- Be open, the entire application process in Portugal is open.
- Provide examples to illustrate your achievements.
- Ask for clarification if you don't understand the question

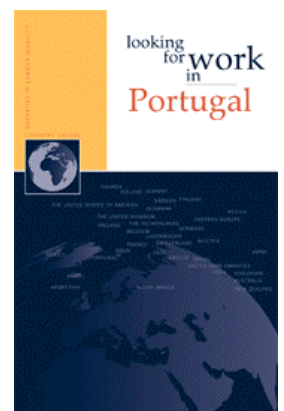
Don'ts

- Sit until invited when at a job interview.
- Send copies of diplomas to the employer. However, bring them to the interview in Portugal.
- Go over the top – stay calm and stick to the facts.
- Criticise former employers.
- Be surprised when applying for a senior appointment, that graphology is used in the selection.

Management culture in Portugal

- The Portuguese are known to be formal.
- Leadership and authority are based on personal loyalty.
- Employees in Portugal have little power or responsibility; 'They do as they are told'.
- Meetings in Portugal are meant for discussion and to give instructions, not for decision-making or delegation.
- When meeting friends, men embrace and pat each other on the back and woman kiss both cheeks.
- Long lunches and restaurant dinners are a part of the Portuguese working day.

This information is based on the Looking for work in Portugal guide (ISBN 90-5896-017-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 Portugal 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 Portugal!