



Looking for work in *Russia*

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 Russia:

Work permits in Russia

- Work permits must be obtained in consultation with the Russian embassy at your home country and the Russian organisation where you are employed.
- For further information contact the Russian embassy in your home country.

The application procedure in Russia

- There are no general rules regarding how many interviews will be held, but it is usually more than one.
- Prepare yourself for questions about your personal and professional goals.
- Don't underestimate personal contacts during the job-hunting process.

Writing a CV in Russia

- 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 Russian CV should be handwritten and very detailed – don't leave blank spaces.
- Describe your level of verbal and written knowledge of languages.
- Russian employers tend to look for people with excellent computer skills.

The application letter in Russia

- The Russian application letter is usually handwritten, although typed letters are becoming more common.
- The style should be formal without being too persistent.
- Illustrate your skills with examples that fit the job.

Do's

- Keep in mind the importance of a good first impression.
- Provide examples to demonstrate your achievements.
- Ask for clarification if you don't understand the question you have been asked.
- Listen carefully without interrupting the interviewer.
- Look interested – ask questions.

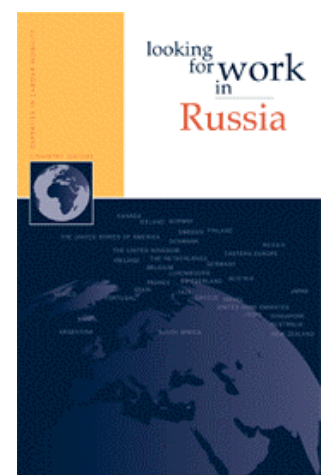
Don'ts

- Sit until invited to in a job interview.
- Forget that personality is important for Russian recruiters.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in Russia

- Hierarchy is of great importance in Russian society.
- Russians are receptive people and very status conscious.
- In a meeting, it is common to have a short introduction of all people present.
- The expression 'time is money' is becoming gradually more common in Russian business.
- Russians greatly appreciate any attempt by foreigners to speak their language.
- Russians are very proud of their culture and enjoy opportunities to talk about music, art, literature and dance – make sure you can join in their conversations! Also, be able to tell something about your own cultural heritage; quoting famous writers, elaborating on the lives of great painters... For Russians, it is all considered common knowledge one should possess of their own culture.

This information is based on the *Looking for work in Russia* guide (ISBN 90-5896-0196), 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 Russia 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 Russia!