



Looking for work in *Slovakia*

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 Slovakia:

Work permits in Slovakia

- Visa requirements vary depending on the individual's nationality and the length of his or her stay in Slovakia.
- From the 1st of May 2004 onwards, Slovakia 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 Slovak Embassy in your home country for further information.

The application procedure in Slovakia

- The best way of finding a job is through personal contacts.
- Applicants are often approached by phone first and secondly invited for a personal interview.
- In total there will be one to three interviews depending on the position one is applying for.

Writing a CV in Slovakia

- Employers are looking for a functional, concise and market attractive CV.
- Do not limit your CV to education and work experience but also mention other skills and competencies.
- The CV should be about one to two pages long depending on the applicant's experience.
- The CV should be convincing, but it is important that you don't exaggerate your qualifications.

The application letter in Slovakia

- Application letters usually accompany a CV for managerial positions, but whether an application letter is required, is always specified in the job advertisement.
- References are always given separately and only on the employer's request.
- The application letter should be no longer than one, maximum two pages.

Do's

- Make minutes and summaries of the meetings in order to avoid misunderstandings because opinions are expressed very indirectly in Slovakia.
- Allow the Slovaks enough time to get to know you and to create a feeling of mutual trust.
- Make appointments well in advance (around ten days before the meeting commences).
- Establish a network through taking on an apprenticeship position.

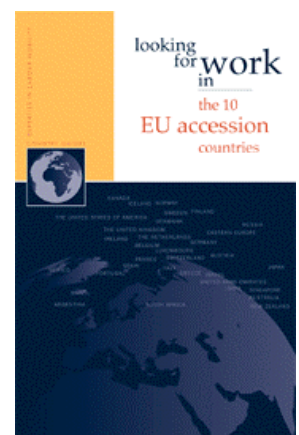
Don'ts

- Let the application letter be a general document.
- Go over the top – stay calm and stick to the facts.
- Criticise former employers.
- Sit until invited to do so.

Management culture in Slovakia

- Almost all decisions are made at the top of the organisation.
- Employees often have little responsibility and have often not even the power to make the smallest decisions.
- All communication in Slovak companies is top down.
- Negotiating is a rather informal process, which takes place in informal settings.
- Personal relationships are very important in every day working life; most business is done at a very informal level.

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 Slovakia!