



## Looking for work in *Slovenia*

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 Slovenia:

### Work permits in Slovenia

- From the 1st of May 2004 onwards, Slovenia 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 Slovenian embassy in your home country for further information.

### The application procedure in Slovenia

- Use any contacts (your network) you might have to find a job in Slovenia.
- Contacting an international firm with a subsidiary in Slovenia and sending a speculative application to the local office is a reasonably successful strategy in Slovenia.
- Slovenian employers value a good academic background, linguistic and computer skills and an understanding of business.

### Writing a CV in Slovenia

- 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.
- Emphasise your educational level (mention famous professors if possible!) above practical experience.
- Mention your English skills on your CV. Languages are considered very important in Slovenia.
- Pay attention to the layout and make sure your CV is well structured and focussed. However, no thorough elaborations are expected; be brief.

### The application letter in Slovenia

- Often, when personal contacts lead to an application, the first phase of having to write an application letter is replaced by less-formal telephone or e-mail contact.
- The covering letter in Slovenia should be typed and no longer than one to two pages.
- Expand on diplomas and degrees, languages spoken, important skills, and positions held so far.

### Do's

- Learn Slovenian, it is an obvious advantage when applying in Slovenia.
- Realise that interviews are the most important part of the application procedure in Slovenia.
- Look interested – ask questions in the interview.
- Provide examples to prove your achievements.

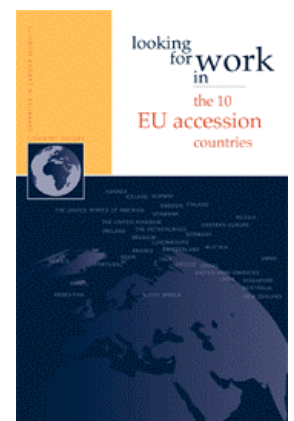
### Don'ts

- Sit until invited in an application interview in Slovenia.
- Forget to bring copies of your diplomas and references to the interview.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

### Management culture in Slovenia

- Most companies are very hierarchical in structure.
- Most decisions are made at the top. Delegating authority is rather uncommon.
- High emphasis is placed on personal interaction with business partners and colleagues.
- Meetings serve as a purpose for exchanging information and establishing relationships.
- Pre-arranged agendas are common and meetings are always planned.
- Slovenians are rather formal people and take great care in following etiquette rules. However, they are also interested in learning new things.

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](http://www.labourmobility.com).



Good luck with your application in Slovenia!