



Looking for work in *Sweden*

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 Sweden:

Work permits in Sweden

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

The application procedure in Sweden

- A Swedish recruiter wants to have a full picture of you as a person – prepare for all kinds of questions about yourself, your motivation, your skills, your experiences, etc.
- Assessment centres are becoming increasingly popular.
- A few employers test all their prospective employees on drug abuse.

Writing a CV in Sweden

- 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 can either be written in chronological or reversed chronological order.
- Mention whether or not you have a driving license.

The application letter in Sweden

- The Swedish application letter is typed on maximum one page.
- The style should be short and factual, but with a personal touch.
- It is common to attach a photo to your application letter.
- Copies of diplomas can be sent with the application or brought to the interview.

Do's

- Look interested – ask questions.
- Be on time – Swedes are extremely punctual.
- Ask for clarification if you don't understand the question.
- A personal touch in the application is appreciated in Sweden.
- Provide examples to prove your achievements.

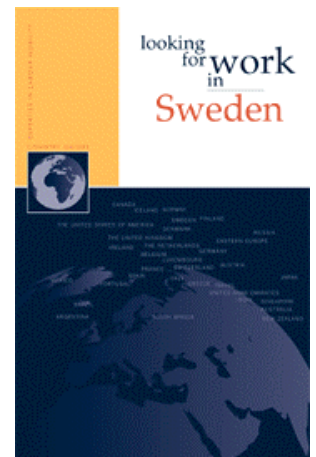
Don'ts

- Describe yourself in terms of creative, ambitious, motivated, flexible, etc.
- Criticise former employers.
- Sit until invited in an application interview in Sweden.
- Show outstanding behaviour and act against team spirit.
- Go over the top – stay calm and stick to the facts.

Management culture in Sweden

- The structure of most Swedish companies is horizontal and functional.
- Decisions are made at all levels of the organisation and people have full responsibility over their actions.
- Swedes tend to be factual and get down to business quickly.
- The process of decision-making is slow because Swedes are only satisfied when reaching consensus.
- People are quick on a first-name basis, regardless function, sex, status or age.
- Appointments and meetings are scheduled weeks in advance with a set agenda.

This information is based on the Looking for work in Sweden guide (ISBN 90-5896-0218), 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 Sweden 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 Sweden!