

Looking for work in Austria



Working abroad sounds like an adventure to many people. However, it requires thorough preparation, starting with a successful application. Expertise in Labour Mobility (ELM) has prepared a set of country guides describing the main routes to employment in over 40 countries. This is a brief abstract of the *Looking for work in Austria* guide, highlighting the main focus points. For more detailed information, consult the full guide on Austria. (ISBN 90-5896-0021)

Work permits in Austria

- EEA citizens are free to move and work wherever they want to, within the EEA (including Austria).
- 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 Austrian embassy in your home country for more details about work permits.

The application procedure in Austria

- Prepare yourself for questions concerning your mid- and long-term career aims.
- Austrian recruiters expect you to have a proposal about what you want to earn – leave room for negotiation though.
- Expect two to three interviews in the Austrian application procedure.

Writing a CV in Austria

- 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 Austrian CV is written in chronological or reversed chronological order.
- Austrian employers consider extracurricular activities as important.
- Attach a photograph of yourself, with personal details on the back, to your cv.

The application letter in Austria

- The letter is typed and usually a maximum of one to one-and-a-half pages long.
- Mention your personal skills in addition to your education and practical experience.
- Finish the letter by asking for an invitation for an interview.

Do's and don'ts in Austria

- Do**
 - Look interested – ask questions.
 - Pay attention to your appearance – it should be rather formal.
 - Ask for clarification if you don't understand the question you have been asked.
 - Provide examples to illustrate your achievements.
 - Negotiate your salary in the interview.
- Don't**
 - Underestimate the importance of personal contacts – networking is allowed!
 - Sit until invited to in an interview.
 - Criticise former employers.
 - Be surprised, but creativity and improvisation can be seen as lack of organisational talent.
 - Go over the top – stay calm and stick to the facts.

Management culture in Austria

- There is a clear distance between management and employee in Austria.
- Meetings are always set well in advance and everyone is expected to be well prepared.
- Patience is the key word in negotiation and decision-making in Austria.
- Austria is a country of titles –academic degrees should always be mentioned.
- Communication in Austria is often factual, concrete, and direct – sometimes even confronting.

For more information on employment in Austria, order the *Looking for work in Austria* guide – one of ELM's *Looking for work in...* guides – at www.labourmobility.com.

It's all you need to make that first successful step abroad!

Good luck with your application in Austria!