

Looking for work in Germany



Working abroad sounds like an adventure to many people. However, it requires thorough preparation, starting with a successful application. Expertise in Labour Mobility has prepared a set of country guides describing the main routes to employment in 31 countries. This is a brief abstract of the *Looking for work in Germany* guide, highlighting the main focus points. For more detailed information, consult the full guide on Germany.

Work permits in Germany

- EEA citizens are free to move and work wherever they want to, within the EEA (including Germany).
- You need to apply for a residence permit. This is valid for five years and should be issued within six months of your arrival.
- Contact the German embassy in your home country for more information.

The application procedure in Germany

- The German application procedure is extremely formal.
- Prepare yourself for questions regarding your current activities, expected wage and activities of the company.
- Having experience is one of the main selection criteria in Germany.

Writing a CV in Germany

- 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 German CV is always in strict chronological order.
- The style of writing should be concise, to the point and clear.
- Make sure that there are no gaps in your CV. Account for every period, even unemployment.

The application letter in Germany

- The application letter should be typed and start with the name and title of the person who is supposed to be dealing with it.
- Give a complete and precise description of the position you previously held. Personal motivation for a job is less important in Germany.
- A conservative letter style is preferred.

Do's & Don'ts in Germany

- Do**
 - Shake hands firmly - and introduce yourself.
 - Look interested – ask questions.
 - Ask for clarification if you don't understand the question.
 - Provide examples to illustrate your achievements.
 - Answer questions with precision in a German interview.
- Don't**
 - Being late.
 - Ask people directly for a job in their company.
 - Sit until invited.
 - Criticise former employers.
 - Go over the top – stay calm and stick to the facts.

Management culture in Germany

- The German organisational culture is characterised by hierarchy with strong management.
- Germans work on well-thought-out plans, and make decisions based on hard facts to find the safest way in business.
- Meetings are orderly and efficient and usually follow a tight schedule.
- Discussions are held with the goal to reach compliance and a final decision in Germany.
- Time is a well-defined concept therefore people are very punctual.

For more information on employment in Germany, order the *Looking for work in Germany* guide – one of 28 Expertise in Labour Mobility *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 Germany!