FINDING A JOB IN EUROPE
A GUIDE FOR JOBSEEKERS
Living and working in another country is an exciting option for Europeans of all ages. Indeed, more and more people are recognising the benefits of gaining professional experience in another European country. Even so, still only 3% of Europeans live and work in a different Member State than their country of origin. Yet by working abroad, even for short periods, you can greatly increase your skill levels and boost your chances of finding a better job in your own country.

The European Union’s principle of free movement of workers* is considered one of the most important rights of EU citizens. It means that you can move to any EU Member State, as well as Iceland, Liechtenstein, Norway and Switzerland. As a result, there are endless opportunities for the motivated and mobile jobseeker. And if you need advice and information along the way, there are also plenty of experts to guide you.

What can you gain from living and working abroad?

- An opportunity to develop new professional and personal skills. Learn a new language, add to your professional experience, boost your self-confidence, and improve your ability to communicate with others. Living and working abroad really is the ideal solution for those that want some ‘added value’ on their CV to impress future employers.

- Greater understanding of other countries and cultures. Europe is a wonderfully diverse continent with lots to discover. By immersing yourself in life in another country, you can experience a new culture and lifestyle. At the same time, others can learn more about your own country.

- Valuable experience meeting new people and new challenges. If you’re not sure that working abroad is right for you, look into seasonal or temporary work. You don’t have to commit to a long-term contract, but will still gain valuable experience to open up future work opportunities.

Learning new skills and gaining international professional experience can only be beneficial. This easy-to-use guide provides you with top tips and useful information to help you if you have set your sights on Europe!

* Do you need a work permit? Some European citizens may have restricted access to the European labour market for a certain period, depending on when their country joined the EU. EURES can tell you which countries you can move to freely and which will require a work permit.
Can you get a job? A good starting point when looking for a job abroad is to look at your experience, skills and jobs whilst still in your home country. Carefully investigate in which countries there is a demand for workers with your background and experience, or in the area of work you are interested in. Do some research on the labour market in those countries. Ensure that your CV is clear and concise, highlighting what you have already learnt or achieved, and its relevance to the position you are interested in. Do some research on the areas you are interested in. Do some research on the areas you are interested in. Do some research on the areas you are interested in. Do some research on the areas you are interested in.

What about educational qualifications? Will your professional qualifications be recognised? If you are planning to work in your home country, you can work elsewhere in Europe. Under the principle of free movement of workers, you can practise your profession in all EU Member States, as well as Iceland, Liechtenstein, Norway and Switzerland. But check each job specification carefully – some employers may require certain diplomas, certificates or other qualifications.

■ Do you speak the language? Your employer will probably expect you to have some knowledge of the local language. Basic English, whatever country you are in, will also be an advantage. Consider taking a language course before you leave – even if it is not mandatory for every job opening, it could enhance your opportunities.

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■ What about educational qualifications? There is currently no universal recognition of educational qualifications across Europe, meaning that an employer in one country may hesitate to hire a worker from another country if they do not recognise their level of qualification. You can find useful information in the Work and Retirement section of the Your Europe portal (europa.eu/eureurope/citizens).

■ Is your family moving with you? As a European citizen, you and your family have the same rights as national workers. Your family can study or work or your country of destination, so it is worth exploring options for them too before leaving.

Alternative, you can visit the European Commission’s European Qualifications Framework (EQF) website (ec.europa.eu/eqf).

■ Do you want to make the move and now need more information for help and advice throughout the process, you can tap into the following resources:

EURES, the European Jobs Portal covers all Member States, as well as Iceland, Liechtenstein, Norway and Switzerland. It has a network of services, and is now being extended to include partners in further countries, including business, public employment services, and is being extended to include partners in your home country. Information on these can be found on the EURES portal, eures.europa.eu.

The EURES network offers a range of services tailored to your needs:

The EURES Job Mobility Portal provides job vacancy information in 31 countries, and allows you to create a profile, register your CV, and access details on living and working conditions across Europe. The portal is featured on leading social media sites and has its own smartphone app. If you need assistance with creating an account, building a CV or searching for vacancies, the EURES helpdesk is available via live chat, e-mail, phone or Skype. Visit eures.europa.eu for details.

A network of EURES Advisers: EURES has over 1200 advisers in 31 countries working with national public employment services (PES) to provide mobility information and job opportunities. Contact them by telephone, e-mail, or via a face-to-face meeting or at European (Online) Job Days events (see next page for details).

EURES in cross-border regions: working and living in different countries is the most common form of labour mobility. EURES offers mobility information to jobseekers working with national public employment services, and is featured on the EURES Job Mobility Portal, from your local EURES Adviser and on page 11 of this brochure. You can also take advantage of the following:

■ Private recruitment agencies: in your home – or destination – country, private recruitment agencies provide a wide range of information and an efficient job-matching service. Their advisers can guide you through each stage of a recruitment process.

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Online job search engines: some job search engines allow you to create a CV, build a jobseeker profile, get notifications of interesting job offers, and view vacancies.

Social media: around half of EU Internet users have a social media presence. If you regularly use platforms such as Facebook, Twitter or LinkedIn, you can use them to promote your job skills and interests, as a sort of virtual CV. Just be careful what you do and say online, and review settings to keep personal posts and photos private!

‘The EURES Adviser gave me information about doing a greenhouse gardener’s course in Denmark and connecting with a Danish greenhouse adviser and work on Danish farm. I saw it as an interesting opportunity – and a key to develop new skills and knowledge for my future professional life. It broadens your horizons, makes you more independent, builds your self-confidence and expands your personal network!’

Sarunas, jobseeker from Lithuania

‘Contacting EURES was the best thing I could have done for my career. Last year I sent a letter to my local EURES Adviser explaining that I wanted to do an internship in a wine company in Italy. Three months later, EURES Italy had found a position including accommodation and living costs. The support continued throughout the internship. When I arrived in the country, EURES helped me to complete all the necessary documents.’

Dalma, jobseeker from Hungary

Who can help you to find a job abroad? A G u i d e f o r J o b s e e k e r s

Things to consider before moving abroad

If you are thinking about moving abroad, you need to give it some serious thought. Here’s an overview of a few things you might want to consider before making the move.
EU Member States: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovakia, Slovenia, Finland, Sweden.

EEA = EU Member States + Iceland, Liechtenstein and Norway.

Switzerland.

EURES is represented in different regions and cross-border regions. For further details, visit the EURES portal.

To find your nearest EURES Adviser, go to eures.europa.eu.

HOW CAN EURES HELP?

EURES’ services are comprehensive and available to all European jobseekers – before, during and after your job search.

They address every aspect of living and working abroad, from providing career guidance, reviewing and translating CVs, analysing offers, and facilitating video-conferencing for interviews, to providing information on the European labour market, giving legal and social security advice, organising job fairs, and advising on training opportunities, language learning and funding opportunities – to name just a few!

Broadly the services comprise the following:

EURES Job Mobility Portal hosting more than one million job vacancies from all over Europe, almost as many CVs, and thousands of registered employers. It offers you tools to:

- create a profile allowing you to tag interesting sectors or countries, and receive e-mail notifications of relevant job vacancies;
- build and maintain a CV in one or several language versions and post it online, so it is visible to the 30,000 employers registered on the portal;
- search for information on living and working in your country of destination;
- search for European (Online) Job Days and other recruitment events in your region;
- connect with other jobseekers and exchange tips on job-hunting and living and working abroad.

EURES Advisers and other recruitment professionals – particularly in the EURES network - can be contacted for information and advice at any stage of your job search and moving process. With specialised expertise in the practical, legal and administrative aspects of European labour mobility, they can:

- recommend interesting opportunities based on your profile and even seek to match your profile with a suitable employer in another European country;
- assist you with your job application and pass on your CV to potential employers;
- give you information on the living and working conditions in your country of destination;
- help you get started in your new country by providing information on accommodation, social security and taxes, and on schools and healthcare for your family, if relevant.

Please note that the services available may differ from one country or EURES partner organisation to another.

You can find more information and contact details of your local EURES Adviser and other recruitment professionals on the EURES Job Mobility Portal.

HOW CAN EURES HELP?

EUROPEAN (ONLINE) JOB DAYS AND OTHER EVENTS

Each year, hundreds of EURES events are held throughout Europe – all easy to access and free of charge. The best-known are European Job Days, which provide an ideal environment for you to meet potential employers either on-site or online – as well as to benefit from live Q&As and one-to-one video coaching with job mobility, and other relevant experts. EURES also hosts conferences, seminars and general mobility information days where EURES Advisers are on hand to provide expert advice on finding a job in Europe. Check the Events calendar on the EURES Job Mobility Portal for more information on events in your area.
FUTURE DEVELOPMENT AND OTHER SERVICES

European (Online) Job Days enable jobseekers and employers to gather ‘virtually’ and free of charge, saving them the time and money involved in travelling to an on-site event. Participants can view your presentations, submit vacancy applications and meet directly with recruiters and EURES Advisers. See europeanjobdays.eu for details of previous and upcoming Job Days online.

Match and Map is a tool that automatically matches the information provided in the online CV of jobseekers with the available job vacancies. The results of the search will be a map of Europe, showing jobseekers exactly where to find the opportunities they are looking for.

THE EURES JOB MOBILITY PORTAL

KEY SECTIONS

As a jobseeker, this is where you can find information on working abroad, preparing for an interview, settling into life in a new country, as well as information on the European Commission’s education and training opportunities throughout Europe.

1. What can EURES do for you? Here you can find all the services offered by EURES members and partners.

2. Search for a job. Explains how to search for a job in 31 European countries, create and manage your online job search profiles and subscribe to e-mail notifications of interesting vacancies.

3. Create your CV online. Allows you to create and manage your CV in several languages, free-of-charge, and in the Europass format if desired.

4. Contact a EURES Adviser allows you to find contact details of a EURES Adviser close to you who can help with matching prospective candidates to vacancies, should you be finding it hard to fill a local, regional or national level.

5. Living & working contains practical, legal and administrative information on mobility. Look up current trends in the European labour market by country, region and sector of activity.

6. The Events calendar shows you upcoming events of interest in your region. Keep track of European Job Days and other recruitment events or general mobility information sessions with EURES Advisers.

7. News is packed with the latest articles and videos on European jobs and mobility. Watch inspiring success stories from other employers who benefited from EURES’ services.

8. EURES & You newsletters are issued every month and feature information on job mobility, current trends, upcoming EURES events, etc. You can read the newsletters online or receive them by e-mail.

9. In Help & Support, you will find answers to most of your questions. The EURES helpdesk is also available to answer your queries via telephone, e-mail, live chat and Skype.

10. Links direct you to other websites dealing with European labour mobility, including national public employment services, as well as a range of publications that will guide you through your search.

11. In Help & Support, you will find answers to most of your questions. The EURES helpdesk is also available to answer your queries via telephone, e-mail, live chat and Skype.

THE EURES JOB MOBILITY PORTAL
THE JOB APPLICATION PROCESS

So you’ve found an interesting opportunity? Now you have to put together an application that makes you stand out from the crowd! EURES Advisers can help you with this – or you can refer to the Job Mobility Portal for essential tips.

Typically an application will consist of a cover letter and your CV, though some employers may require you to complete a standard application form. Remember – this is the first impression you make on the employer, so spend some time perfecting it.

■ The cover letter: should state why you are interested in the position, what your background makes you suitable for the job, and what you can bring to the company. Make sure the language is clear, accessible and straightforward.

■ Preparing for an interview: the interviewer could take place in person or over the phone: either way, thorough preparation is vital. Bring any necessary paperwork, such as your CV or identity card – just in case.

■ Know the company: make sure you have researched the company with which you have an interview. Show that you are familiar with what it does and what it is looking for. Prepare some insightful questions about it and the position to prove you have done your research.

■ Know the job: the job description is the best clue you are given regarding what an employer will be looking for in the interview. Does it emphasise teamwork, the ability to take initiative or flexibility? Show that you match these requirements with concrete examples and skills from your past experience.

■ Expect the unexpected: difficult or unexpected questions may be asked. Don’t panic! Prove you can remain calm under pressure, by taking a moment to consider the question and answering calmly. It doesn’t matter if you don’t know the answer. An employer will be interested to see how you phrase your answer and how you would go about finding out new information.

MOVING AND ARRIVING

Leaving your country and arriving in a new one can be a daunting experience. There are new administrative processes to deal with, people to meet – perhaps a language to learn. You can contact your local EURES Adviser for advice and information before you leave.

Here are a few tips from EURES to smooth the process:

MOVING

■ Ensure all your loose ends are tied up and cancel any contracts with service providers. Inform your local authority you are leaving, as you may be required to complete a standard application form. Remember – this is the first impression you make on the employer, so spend some time perfecting it.

■ Keep your CV to a maximum of two pages.

■ Have the CV proofread by someone else, preferably a native speaker of the language in which you are applying.

■ Make sure the CV is factual, up-to-date, and accurate. Use short sentences and positive language. Be brief and straight to the point. Make sure the language is clear, accessible and straightforward.

■ The European Health Insurance Card (EHIC): is available free-of-charge to all EU/EEA citizens. It ensures that you will get the same access to emergency public-sector healthcare (such as doctors, pharmacies, hospitals) as nationals of these countries. It can be a daunting experience. There are new administrative processes to deal with, people to meet – perhaps a language to learn. You can contact your local EURES Adviser for advice and information before you leave.

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THE CV

■ List your most recent experience and qualifications first.

■ Use short sentences and positive language.

■ Highlight responsibilities applicable to the desired job and use ‘active’ verbs.

■ Make sure your CV is factual, up-to-date, and accurate.

■ Keep your CV to a maximum of two pages.

■ Have the CV proofread by someone else, preferably a native speaker of the language in which you are applying.

■ Social security: all social security benefits linked to an employment contract in your new country are equally granted to all EU Member States, as well as Iceland, Liechtenstein, Norway and Switzerland and citizens. The same applies to ‘posted workers’, employed in one EU Member State but temporarily sent to work in another Member State (see the Policies and activities section at ec.europa.eu/social). Social benefits cover sickness and maternity leave, unemployment and family benefits, accidents at work and occupational benefits, invalidity and retirement pensions. Contact your social security institution before you leave your home country for the necessary information and the required EU forms. Also check out the EU’s Mutual Information System on Social Protection (Missoc) at the website above. To find out more about how your social security rights are protected, visit: ec.europa.eu/social-security-coordination.

■ Taxation: European countries have concluded bilateral tax agreements, to prevent their citizens from paying twice for the same activity or income in another European country. Contact the relevant authorities in your home country for personalised advice.

■ Pension: if you’re receiving a State pension from one or more EU Member States and move to another country of the EU, or Iceland, Liechtenstein, Norway or Switzerland, you can carry on receiving the entire amount of your State pension there. To find out more about how your social security rights are protected, visit: ec.europa.eu/social-security-coordination.

■ Housing: it helps to research accommodation options before you arrive in your new country, so you have an idea of areas that suit your budget and expectations.

EURES can give you more information on all these topics. Visit the Job Mobility Portal for essential tips, and working up your CV or contact your local EURES Adviser.
Familiarise yourself with your new home country:
- You can also speak to your local EURES Adviser, the Netherlands EURES Adviser, the Netherlands. I was invited to a recruitment meeting with EURES at the Public Employment Office in Gothenburg, Sweden. I had an interview with the Seven Seas Group which was looking for crew for several cruise ships. After a useful information meeting and subsequent interview, I was offered a job some months later.
- Stefan, jobseeker from Sweden

A cross-border labour market is an area in which workers living in one country can commute daily or weekly to work in a neighbouring country. This arrangement is popular throughout Europe: more than 600 000 people work in a different European country from where they live.

BEING A CROSS-BORDER WORKER HAS ITS ADVANTAGES:
- The labour market in the neighbouring country may be stronger than that of your home country.
- There is no need for your family to move with you, so partners can keep their jobs and children can stay in education in their home country.
- Health insurance and social security in your home country can usually be maintained, making the process easier.

Of course, cross-border commuting comes with some challenges, such as differing national administrative and legal practices. But there are plenty of services to help commuters with these issues.

Cross-border commuting offers in 20 cross-border partnerships across more than 13 countries. To meet the need for information and coordination between countries, EURES cross-border partnerships bring together public employment and vocational training services, trade unions, local authorities and other institutions dealing with employment and training.

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IN CROSS-BORDER REGIONS, EURES IS AVAILABLE TO:
- match jobseekers with suitable vacancies in a neighbouring country;
- provide information on living and working in two different European countries and help with the legal, administrative and practical aspects; and
- monitor the labour markets in both countries, therefore providing up-to-date vacancy information to jobseekers.

EURES Adviser, Cross-Border Partnership Office in Gothenburg, Sweden. I had an interview with the Seven Seas Group which was looking for crew for several cruise ships. After a useful information meeting and subsequent interview, I was offered a job some months later on a Caribbean line – my preferred choice!

Stefan, jobseeker from Sweden

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A PERSONAL, PROFESSIONAL, 'ALL ROUND' SERVICE

There are more than 1200 EURES Advisers across 31 countries, all experts in European labour mobility. They are available to provide personalised advice based on your skills, qualifications and desired occupation, ensuring support throughout the moving process. Visit the EURES Job Mobility Portal for the contact details of your local EURES Adviser.

EUROPEAN (ONLINE) JOB DAYS

These events take place across Europe several times a year, from Norway to Cyprus and from Portugal to Romania. They offer the ideal opportunity for jobseekers to meet with EURES Advisers as well as potential employers, either on-site or online. Participants can discuss their plans and address their questions to a range of experts in European job mobility via real (or virtual) seminars, debates, workshops and one-on-one meetings.

SPECIAL EURES INITIATIVES

There are a number of targeted job mobility schemes that support jobseekers and job-changers aged 18-30 in finding work in other European countries regardless of their qualifications, skills or experience by providing different funding opportunities. This service also provides significant benefits to employers as it opens up their business to a workforce they may be unable to find at local, regional or national level, and helps them to find suitable candidates for hard-to-fill positions (see ec.europa.eu).

THE ADDED VALUE OF EURES

‘A European Job Day is, for many jobseekers, an interesting first approach that allows them to come into contact with companies offering jobs and to hand over their CV directly. The on-site presence of different “temporary work” agencies is also useful, as well as the availability of EURES Advisers who can help with “job mobility” applications.’

EURES Adviser, Luxembourg

‘I attended a job fair in Basel and met a EURES Adviser from Luxembourg. He gave me practical and useful advice, including information on the labour market, the living and working conditions in the country, and on how to apply for jobs – as well as the steps to be taken before moving abroad.’

Jobseeker from Switzerland, living and working in Luxembourg

Getting in touch with the EU in person

All over the European Union there are hundreds of Europe Direct information centres. You can find the address of the centre nearest you at: https://europa.eu/european-union/contact_en

On the phone or by email

Europe Direct is a service that answers your questions about the European Union. You can contact this service:
– by freephone: 00 800 6 7 8 9 10 11 (certain operators may charge for these calls),
– at the following standard number: +32 22999696 or
– by email via: https://europa.eu/european-union/contact_en

Finding information about the EU Online

Information about the European Union in all the official languages of the EU is available on the Europa website at: https://europa.eu/european-union/index_en

EU publications

You can download or order free and priced EU publications at: https://publications.europa.eu/en/publications
Multiple copies of free publications may be obtained by contacting Europe Direct or your local information centre (see https://europa.eu/european-union/contact_en).

EU law and related documents

For access to legal information from the EU, including all EU law since 1952 in all the official language versions, go to EUR-Lex at http://eur-lex.europa.eu

Open data from the EU

The EU Open Data Portal (http://data.europa.eu/euodp/en) provides access to datasets from the EU. Data can be downloaded and reused for free, both for commercial and non-commercial purposes.
ARE YOU INTERESTED IN THE PUBLICATIONS OF THE DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION?

■ If so, you can download them or take out a free subscription at: ec.europa.eu/social/publications

■ You can subscribe to the EURES newsletter at: eures.europa.eu

■ You are also welcome to sign up to receive the European Commission’s free Social Europe e-newsletter at: ec.europa.eu/social/e-newsletter

THE KEY EU WEBSITES AND PROGRAMMES FEATURED IN THIS BROCHURE ARE LISTED BELOW:

■ EURES Job Mobility Portal: eures.europa.eu

■ Enterprise Europe Network: portal.enterprise-europe-network.ec.europa.eu

■ EU entrepreneurs: ec.europa.eu/enterprise/initiatives/sme-week

■ European Job Days: europeanjobdays.eu

■ Questions about EU: europa.eu/europedirect

■ European Progress Microfinance Facility. Download a leaflet at: ec.europa.eu/social

■ European Qualifications Framework (EQF): ec.europa.eu/eqf

■ Support programmes in education: ec.europa.eu/education

■ Mutual Information System on Social Protection: ec.europa.eu/missoc

■ Posted workers: ec.europa.eu/social

■ Social security rights: ec.europa.eu/social-security-coordination

■ Your Europe. Help and advice for EU nationals and their families: europa.eu/youreurope/citizens

■ Your first EURES job: ec.europa.eu/social

JOIN US ON SOCIAL MEDIA:

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Facebook: socialeurope
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LinkedIn: EURES European Employment Services