

Finding a job in Austria

FINDING A VACANCY:

If you are looking for a job, you should scan the respective pages of the various Austrian **newspapers** and the **homepages** of bigger companies for job advertisements or contact one of the many **job centres**. **Personal contacts** can also be quite helpful in this respect. (see links)

APPLICATION: Once you have found a job that matches your skills and competences, you have to write a **letter of application** and a **CV** (include a picture) on the computer referring to the job that you want. Depending on the job you apply for, you should also enclose papers like training certificates, language diplomas, a proof of good conduct, etc. Note that the Europass CV is not common usage in Austria.

You can either send all these pieces of information to the respective company by post or via e-mail and then wait for their reply. Be aware of the fact that you might not always receive one. If you are really keen on the job, however, you can just call them to find out whether your application is of interest to them or not.

INTERVIEW:

Once you receive an invitation to a **job interview**, there are certain things you have to keep in mind. Depending on the company and the number of applicants, you might have to go through an **assessment centre**. If you are then short-listed, you will be invited to an **interview**. Be prepared to answer questions about your **strengths** and **weaknesses**, your personal **motivation** to get the job, the **company** and the **job** itself. There is usually also time for the interviewee to ask questions, so make sure you have some ready. Even though the **gross pay** must be indicated in the job advertisement, there is still the possibility to negotiate the pay and other benefits during the interview.

The people the applicant usually talks to are the **HR manager**, the **supervisor** and the **manager** of the company. By the way, **hearings** are also getting more and more common, especially if you apply for a job in the public sector.

On the day of the interview, make sure that you are **dressed** according to the job you want and that you arrive at the company at least five minutes before the interview starts. This will give you some time to accommodate to the new environment. If you can't make it to the interview, you are requested to inform the company in time. A firm **handshake** at the beginning and the end of the job interview is very important too.

PROBATIONARY PERIOD:

When you finally get the job, the standard **probationary period** is one month. After this period the contract can be terminated from both sides without giving any reasons.