

## Finding a job in Norway



### **FINDING A VACANCY:**

If you are looking for a job, you should start at <https://www.nav.no/en/Home> .This is the official page for the Norwegian Work and Welfare). Also use the “Work in Norway – The Official Guide”:  
<https://www.nav.no/workinnorway/> . This will give you information on what is required to apply for work in Norway. The largest webpages that Norwegians use for finding jobs is [www.finn.no](http://www.finn.no) where you can find jobs that are not officially listed. Many summer and seasonal jobs can be found here, also for foreigners. You might also scan the respective pages of the various **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** (attached photos are seldom used in Norway). In some instances you will be required to apply directly by electronic application.

It is also common to call or E-mail the contact person for more information about the job before sending in your application. This could also give you more hints and tips as to what they would like the application and CV to include.

The CV should be maximum one page and include all of your relevant work experience, skills and education as well as contact information from former employees (references.) The referees on your application are usually checked systematically by the Norwegian employers.

If you are not able to hand the application and CV to the company in person, you should send it via E-mail as a pdf-document. Handwritten applications are no longer in use in Norway. Note that the Europass CV is not expected or essential, but could be included if you wish. It is better to send the documents directly to the HR person than to the general company address.

Depending on the job vacancy offer, it is not common to send additional documents like training certificates, language diplomas, a proof of good conduct, etc. If the advert does not ask for it, then send them when the recruiter asks for them. All of these documents have to be certified copies including a certified translation, preferably in Norwegian or at least English.

The length of time between publication of the job advert and the reply varies. Be aware of the fact that you might not always receive a reply. 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. It can be an important phone call, in which you can learn how to improve your next application. Make sure to call between business hours (9 am and 3 pm Monday through Friday, unless otherwise stated).

## INTERVIEW:

Once you receive an invitation to a **job interview**, there are certain things you have to keep in mind. Remember to bring all of your relevant documents like diplomas, training certification, and other certified papers you might need. 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. But it would be advisable to wait with the hard bargaining until you have a job offer.

The people the applicant usually talks to are the **HR manager**, the **supervisor** and the **manager** of the company. By the way.

On the day of the interview, make sure that you are **dressed** according to the job you want. In Norway the dress code is casual, but you should still present yourself at your best. You may skip the white shirt and tie unless you are applying for jobs that require this kind of dress code. You could check the company web page in advance to see photos of staff and what they are wearing.

Make sure that you arrive for the interview in good time, so that you are not flustered and have time to adjust to the surroundings. If you can't make it to the interview, you are requested to inform the company in time. Remember a firm **handshake and smile** at the beginning and the end of the job interview is always appreciated.

Note that it is illegal to discriminate on grounds of political allegiance, religion, sexual orientation, age etc. in Norway. It is worth mentioning that you do not have to answer questions about pregnancies or social benefits you may receive.

## PROBATIONARY PERIOD:

When you finally get the job, the standard **probationary period** differs from company to company. It could be anything between one to six months. This information is usually stated in your work contract. Within this period of time the contract can be terminated from both sides without giving any reasons.

Useful link:

Work in Norway – The Official Guide: <https://www.nav.no/workinnorway/>