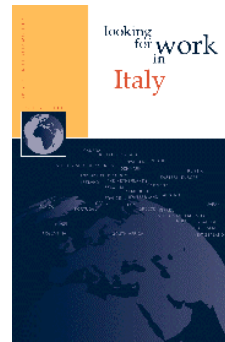


Looking for work in Italy



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 Italy* guide, highlighting the main focus points. For more detailed information, consult the full guide on Italy (ISBN 90-5896-0129).

Work permits in Italy

- EEA citizens are free to move and work wherever they want to, within the EEA (including Italy).
- 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 Italian embassy in your home country for more information.

The application procedure in Italy

- In principle all job appointments are dealt with by the public Italian job centres – they also have a good overview of vacancies.
- In accepting a job, the agreement of the public employment service is necessary ('Nulla osta').
- One of the best ways of finding a job in Italy is through networking.
- Don't underestimate the power of networking in Italy.

Writing a CV in Italy

- There are no strict rules for a CV in Italy, but it should not be too long, no more than two pages.
- 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.
- Hobbies are rarely mentioned in a CV and a photo is not usually requested.

The application letter in Italy

- The style of a letter in Italy is conventional and formal, with almost stately language.
- In Italy, information will be better received in verbal form, so do not explain much in your letter – save it for the interview.
- Save your copies of diplomas and references for the interview.
- The application process tends to be long, up to three months, so start searching for a job in Italy on time.

Do's & Don'ts in Italy

- Do**
- Be prepared for three to four application interviews during an Italian application process.
 - Be enthusiastic and dynamic, that is what Italian employers are looking for.
 - Provide examples to illustrate your achievements.
 - Look interested – ask questions.
 - Ask for clarification if you don't understand the question.
 - Pay attention to your appearance and details. It is conceived to be a sign that you will also pay attention to your work.
- Don't**
- Sit until invited in an application interview.
 - Mention your expected future salary in the first interview.
 - Go over the top – stay calm and stick to the facts.
 - Criticise former employers.
 - Be surprised if a less qualified but senior colleague will be promoted before you in Italy.

Management culture in Italy

- Most companies in Italy have a clear hierarchic structure based on traditional leadership.
- Working relationships are based on a feeling of mutual dependence and reciprocal commitment.
- The hierarchy in Italian organisations is strict and very influential in the work process.
- The aim of business meetings is to enable decision-makers to probe the feelings towards a proposal, not to come to a decision.
- For Italians time has been created to meet other people. Punctuality is less of an issue as it is elsewhere.
- It is important to make a good impression in Italy, therefore the business dress code is neat, formal and to the latest fashion.

For more information on employment in Italy, order the *Looking for work in Italy* 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 Italy!