

Applying in Austria

for International Business Graduates

2016 Issue



WU

ZBP
CAREER CENTER

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Nehmen Sie Ihre Karriere in die Hand



Kollegen.
 Persönlichkeiten.
 Menschen.
 Gewinner.

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WU ZBP Career Center

WU ZBP Career Center supports students and graduates in entering professional life. We form an interface between university and labour market.

Jobs

We are in close contact with all top employers for business graduates: more than 2,200 job ads – internships, part-time and full-time positions – are posted on zbp.at per year. By setting up your profile and choosing one subscription on our website, you can enjoy all our benefits: career alert, one-click application, and notification of job ads from the “hidden job market”. Service for free!

Opportunities

We organise networking events year-round: meet employers at “Internship Day”, “Career Insights”, or “Meet your Job”. WU ZBP Career Center also hosts “Career Calling”, Austria's largest career fair. Don't miss the chance to talk to companies about possible career perspectives.

Calling

With our counselling services we can guide you through the application process. We give advice on the current job market, or help you in designing your application documents.

WU ZBP Career Center – What to expect?

- ✓ Online job platform zbp.at – internships, full-time and part-time positions
- ✓ Career Alerts
- ✓ Career Counselling
- ✓ Training – Application Documents, Job Interview, Assessment Center
- ✓ Career Events – Career Insights, Internship Day, Meet your Job
- ✓ Career Calling – Austria's largest career fair

Walk-in Workshop

Also attend our workshop “Applying in Austria”. More information: zbp.at

Editorial

Dear Reader,

Applying for jobs is challenging – even more so when you apply abroad, far away from home. Every country has its own application standards and every job market differs in the requested skills of applicants.

So, what do Austrian companies expect of business graduates? What does an Austrian resume look like? And – maybe most important – how can you actually get access to the Austrian labour market?

In “Applying in Austria for International Business Graduates” we address all these questions. We give a brief overview of different kinds of work permits, we highlight essential business competences and we explain the peculiarities of Austrian application documents.

Still, applying in Austria is quite a complex topic – different requirements may apply to each position and company. For further advice do not hesitate to contact us.

We wish you all the best for starting your career in Austria!



*Ursula Axmann, Heike Schreiner
Managing Directors,
WU ZBP Career Center*

Your Feedback is welcome!

As this is our first issue we would be glad to receive your feedback and ideas: office@zbp.at

Working in Austria



You have (almost) finished your studies and now want to start your professional career in Austria? So it is time to search for a job. Before you do so, let's take a quick look at specific characteristics of the Austrian labour market and the different kinds of work permits.

Austrian Business Landscape

One of the strongest characteristics of the Austrian labour market is that it is largely dominated by small and medium-sized enterprises (SMEs). SMEs made up 78%

of the company landscape in 2013 and can be viewed as the pillow of the Austrian economy. Furthermore, the majority of companies belong to the service sector, making up about 73.49% of the total number.

Although Vienna is the smallest state in Austria, it has the biggest conglomeration of companies with a count of approximately 124,954 in 2013, followed by Graz with 18,599, Salzburg City with 12,322, and Linz with 12,194 companies (Source: *Statistik Austria*).

Austria in Numbers

Annual leave	5 weeks per year
Regular working hours (fulltime)	8-hour work day 40-hour work week
Salary	12 months' salary + 2 special payments (one month's pay in form of a holiday bonus and one in form of a Christmas bonus – if regulated in the collective agreement or in the work contract)

Statutory holidays

- 1 January (New Year)
 - 6 January (Epiphany)
 - Easter Monday (in March or April)
 - 1 May (state holiday)
 - Ascension (in May or June)
 - Whit Monday (in May or June)
 - Corpus Christi (in May or June)
 - 15 August (Assumption)
 - 26 October (national holiday)
 - 1 November (All Saints)
 - 8 December (Immaculate Conception)
 - 25 December (Christmas)
 - 26 December (St Stephen's Day)
- For members of the Evangelical Church, the Old Catholic Church and the Methodist Church, Good Friday is also a holiday.

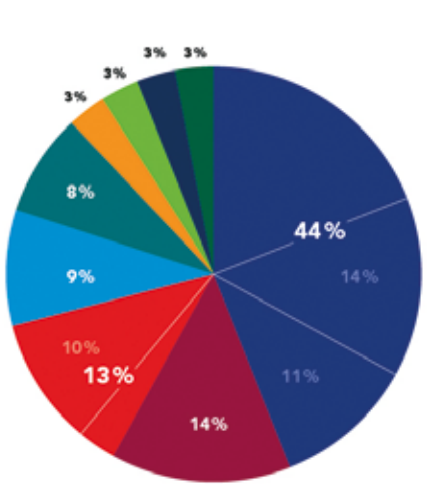
WU and the Labour Market

Your education at the Vienna University of Business and Economics will give you a good head start in your career. General knowledge of economic processes and in-depth specialisation in a current field of expertise will provide you with various possibilities after graduation.

Even so, it is important to keep in mind that the labour market isn't always in equilibrium. Demand and supply in the labour market can differ from one another. Currently, a clear surplus of job offers can be noted in the field of finance and accounting, while there is a high demand for graduate positions in marketing (*also see charts on the next page*).

This doesn't mean that you necessarily have to work in finance and accounting. The charts are only intended to show you that there might be more hurdles in some fields than in others: higher competition, longer periods of application, and less choice of job offers.

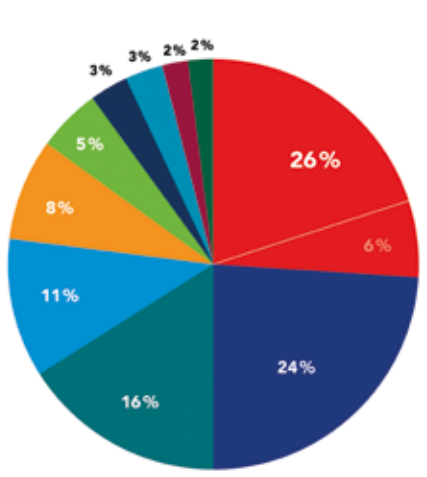
Nevertheless, you should keep true to your own career choice and follow the path you feel passionate about. You can increase your odds with timely and careful planning, e.g. by tailoring your specialisations or internships to your targeted career.



Graduate Job Vacancies 2015 WU ZBP Career Center
By functional area

- Finance / Accounting
- Tax consultancy: 14%, Auditing: 11%
- Business Informatics
- Marketing / Sales
- Sales / Distribution: 10%
- Consulting
- Cross-functional
- Human resource management
- Logistics
- Business law
- Miscellaneous

Source: WU ZBP Career Center



Business Graduates: Career Aspirations 2015 WU ZBP Career Center
By functional area

- Marketing / Sales
- Sales / Distribution: 6%
- Finance / Accounting
- Cross-functional
- Consulting
- Human resource management
- Logistics
- Business law
- Economics
- Business Informatics
- Miscellaneous

Source: WU ZBP Career Center

Different Kinds of Work Contracts in Austria

If you want to apply in Austria, you should definitely know about the different kinds of labour regulations and work permits.

Their validity will be determined by the type of work contract you sign.

The three most common work contracts in Austria and their characteristics are shown in the table below.

True contract of employment ("Echter Dienstvertrag")	Freelance service contract ("Freier Dienstvertrag")	Contract of work and services ("Werkvertrag")
Stipulates regulated working hours and mandatory breaks	No regulated working hours	No fixed working hours
You are bound by your employer's instructions	You are not bound by your employer's instruction or a certain place of work	You are not bound by your employer's organisation
Fully subject to labour law, entitling you to: <ul style="list-style-type: none"> › Minimum wage rates as specified by collective agreements › Paid days off › Continued salary in the case of sickness 	Not subject to certain labour regulations, e.g.: <ul style="list-style-type: none"> › Employer is not bound to a minimum wage rate › No collective agreements › In the case of sickness continued payment of wages by the social security system, the amount depends on your duration of service 	Subject matter is the provision of a service or a result
Income taxes and social security contributions must be paid by the employer on your behalf, i.e. health care, unemployment and pension insurance are covered by your employer	Income tax has to be paid by you as the employee, Social security contribution (health care, unemployment and pension insurance) is covered by the employer	Registering with the social security authorities and the payment of taxes lies within your own responsibility, i.e. health care, unemployment and pension insurance are not covered by the employer, but you have to pay for that yourself

Work Permit during your Studies

As an incoming student, the most likely residence permit you will have received is the "Residence Permit – Student". Depending on your nationality, this enables you to apply for work in Austria under the following conditions:

For Incomings from EEA Countries and Switzerland

In accordance with the principle of free movement of workers, all citizens of the EEA member countries (with the exception of Croatia) as well as Switzerland are allowed to work in Austria without the requirement of a work permit.

Croatian citizens are subject to a transition arrangement requiring a permit for working in Austria, even for minor employment until 2020. The work permit must be applied for by the employer with the public employment service (ams.at) and is only valid for this particular employer or job. The criteria to be granted a work permit are the same as those for students from third countries.

However, after one year of continued legal employment, which has to be confirmed by the public employment service, Croatian citizens can be granted free access to the Austrian labour market.

For Students from Third Countries

Incoming students from any other country than mentioned before are allowed to work in Austria to a limited extent in accordance with the Employment of Foreign Nationals Act.

Depending on the type of employment, the following regulations may apply:

Dependent Employment

Any scale of dependent employment, meaning even minor employment, requires a work permit. Furthermore, the "True contract of employment" ("Echter Dienstvertrag") as well as the "Freelance service contract" ("Freier Dienstvertrag") would both fall into this type of employment.

As a foreign student you may be granted a work permit without a labour market examination under the following conditions:

- › During your Bachelor's studies for up to 10 working hours/week
- › During your Master's/Doctorate studies for up to 20 working hours/week

If the employment you seek exceeds those hours per week, a labour market examination will be carried out.

To get your work permit, your future employer has to apply for it at the public employment service (AMS). That of course means that the work permit will only be valid for this particular employer or position.

Labour Market Examination

"During the labour market examination it is verified that no other suitable employee on the Austrian labour market is available for the desired position." – Studying & Working in Austria: p. 25, ÖIF

Dependent Employment which doesn't require a Work Permit:

- › Voluntary service
- › Mandatory internship as part of the curriculum

These two types of employment do not require a work permit, only a confirmation of registration ("Meldezettel"). The employer has to report the employment to the public employment service and the tax authorities at least two weeks prior to the start date of your work.

Self-employment

As an independent contractor, you can enter into a so called "contract for work and services" ("Werkvertrag"), which does not require a work permit.

However, to be able to conduct business in an independent capacity, a business li-



Career Advice by JTI Austria

An ideal application should give a structured overview about past experience, professional education and should follow a certain logic. In Austria, it is also very common to include a professional photo in the CV. At JTI, people enjoy working together. We value diversity of opinion, allow people to express their own personalities and expect them to innovate.

How important are:

3	solid German-Skills	max. 5
5	job-related professional experience	
4	good grades	
3	short duration of study	
2	social commitment	

5 very important, 1 not important

cence will be required in most cases. This can be applied for at the municipal district offices. Further information and assistance on this subject are provided by the Austrian Economic Chambers (*wko.at*).

Residence and Work Permit after Graduating

If you have completed your studies in Austria and decided to stay, the following options will be open to you:

For Incomings from EEA Countries and Switzerland

As a citizen of an EEA member state or Switzerland you won't require a residence permit or a work permit in Austria. If you are going to stay in Austria for more than three months you have to register with the competent municipal authority (Magistrat, Bezirkshauptmannschaft) within four months of your stay and you will receive a confirmation of registration.

For Croatian citizens, a transition agreement is currently in place which requires a work permit until 2020, but with the possibility of gaining free access to the labour market after one year of legal employment in Austria. The process of acquiring a work permit is the same as outlined in the chapter "Work permit during your studies".

For Citizens from Third Countries

If you have decided to stay and work in Austria after your Master studies, you can apply for a "one-time extension" of your residence permit for the purpose of searching for employment with a validity of six months (more information: *bmi.gv.at*). As your residence permit for students will lose its validity upon your graduation, you should start the application process for the extension in time.

To qualify for an extension you must be in the process of completing your entire Master's programme at an Austrian university.

Also, you must provide proof of:

- › Healthcare coverage
- › Sufficient means of subsistence
- › Accommodation according to local standards

If the six-month period passes before you can find employment, then you will have to leave Austria.

However, in the case of a successful job search and landing an employment offer within the time frame, you may be eligible for the so called "Red-White-Red" card for graduates.

The "Red-White-Red" Card for Graduates

Ownership of this card permits you to take up residence and employment with a particular employer in Austria. The card is valid for twelve months. To qualify for the Red-White-Red card, you must meet these requirements:

- › Successful completion of a Master's programme at an Austrian university
- › The job position must correspond to the level of your education
- › You must make a monthly minimum salary of €2,187.00 plus special payments

Duration of the Proceedings

You have to keep in mind that the Red-White-Red card has to be issued before the expiration of your residence permit or your confirmation granted for a job search. This means that you don't have the full six months available to search for a suitable position. The duration of the proceedings for the Red-White-Red card can, as stipulated by law, take up to eight weeks.

Moreover, for the application you will have to provide the following documents:

- › Application form
- › Employer certificate form



Career Advice by VIG

We are looking for people with a background or interest in the economic and cultural region of Central and Eastern Europe. Language skills and the willingness to work internationally are a definite plus, whereas the passion to be part of a dynamic and diverse environment is even more important.

How important are:

- | | | |
|---|-------------------------------------|--------|
| 3 | solid German-Skills | max. 5 |
| 4 | job-related professional experience | |
| 2 | good grades | |
| 3 | short duration of study | |
| 3 | social commitment | |

5 very important, 1 not important

- › Valid travel document
- › A current passport photo
- › Your student registration and examination certificate, proving that you are about to graduate successfully or your certificate of graduation
- › Proof that you can meet the minimum gross salary
- › Proof of accommodation
- › Proof of health insurance covering all risks

Red-White-Red Card Plus

If you have already held the Red-White-Red card for at least twelve months out of which you have been employed for at least ten months according to the mentioned requirements, you are entitled to apply for the "Red-White-Red Card Plus".

This card allows you to take up work and residence anywhere in Austria and has to be applied for before your current residence permit expires. It is valid for 12 months and can be renewed.

Employer Certificate Form

The application form and the employer certificate form can both be found at bmi.gv.at (Federal Ministry of the Interior).

Every Case is Different

As every single case is different, the application process of the Red-White-Red card may also vary from case to case. Detailed information can be found at bmi.gv.at and migration.gv.at.

Red-White-Red Card for Other Key Worker

Holders of an Austrian Bachelor's degree with a third-country nationality do not qualify for the Red-White-Red card for graduates. Nevertheless, there is the possibility to apply for the "Red-White-Red Card for Other Key Worker" if you:

- › have a job offer with a monthly minimum gross salary of € 2,430.00 plus special payment ("Urlaubsgeld" and "Weihnachtsgeld") if you are under the age of 30 or € 2,916.00 plus special payment ("Urlaubsgeld" and "Weihnachtsgeld") if you are over the age of 30
- › reach the minimum number of points according to a particular list of criteria. This list and a calculator can be found at migration.gv.at

Where to get Further Information

- › Austrian Chamber of Labour: arbeiterkammer.at
- › Austrian Economic Chambers: wko.at
- › Counselling Center of Migrants: migrant.at
- › Federal Ministry of the Interior: bmi.gv.at or migration.gv.at
- › OeAD – Austrian Agency for International Cooperation in Education and Research: oead.at
- › Office for Foreign Students: foreignstudents@oeh-wu.at
- › ÖIF – Austrian Integration Fund: integrationsfonds.at
- › Public Employment Service: ams.at

PORSCHE
HOLDING GMBH

Career Advice by Porsche Holding

We are looking for people who not only wish to develop their capabilities, but also bring along willingness for geographical mobility, flexibility, and above-average commitment. For Porsche Holding Salzburg it's also important that an applicant is an open-minded person with strong social skills and fluent German knowledge. According to the motto "Start your Career. Now!" we welcome young graduates with special qualifications in finance or sales to apply for our Trainee Development International (TDI) Program.

How important are:

4	solid German-Skills	max. 5
4	job-related professional experience	
2	good grades	
3	short duration of study	
5	social commitment	

5 very important, 1 not important

Before You Start Applying in Austria



Before you actually start to apply in Austria, it is highly recommended that you set aside some time to think about your goals and qualifications. The more thoroughly you prepare, the more efficient your application process is going to be. You should begin by asking yourself the following questions:

- › Why do I want to work in Austria?
- › How long am I willing to stay in Austria?
- › What experience do I have (education, internships, language skills, etc.)?
- › What competences and functional/social skills do I hope to use professionally?
- › What industries am I most interested in?
- › What company size(s) do I feel comfortable with?
- › What functional areas would I like to work in?
- › Where can I make use of my mother tongue and country of origin?

Essential Competences on the Austrian Job Market

As soon as you know what you want, you need to address the requirements of the local job market. Individual requirements can often be found on companies' websites, where preferred criteria – including relevance of grades, duration of studies, and work experience – are clarified.

German

Sound German skills are a requirement for working life in Austria.

A more general overview of demanded skills is provided by the Company Survey 2012 of the WU ZBP Career Center, which identifies the greatest deficits amongst new hires. Sound German and English skills are crucial for graduates for being hired.

Additionally, internship experience is not only highly valued by employers, but also expected.

With regard to grades, it is necessary to distinguish between job-relevant subjects and your overall grade average. Generally, the better all of your grades are, the more competitive your application is; however, future employers tend to be most interested in your job-relevant subjects.

Moreover, your social competences are extremely important: When candidates' competences and functional skills are similar, soft skills set people apart and often determine who is ultimately offered the position.

Top4 Criteria for Exclusion:

- › Poor German skills
- › Poor English skills
- › Lack of internships/work experience
- › Lack of subject-specific studies

(Based on Company Survey 2012, WU ZBP Career Center)

Hewlett Packard Enterprise

Career Advice by Hewlett Packard Enterprise

Certainly, the required skill set and qualifications are for sure prerequisites. Nevertheless, it is the cultural fit that is key. Hewlett Packard Enterprise is embedded in an ever so agile industry, hence, it is crucial to bring in the pace and energy of the environment, curiosity and interest to constantly learn new things and the ability to speak the language of our customers in order to be successful on the job and enter a long-term relationship.

How important are:

- 5 **solid German-Skills** max. 5
- 4 **job-related professional experience**
- 2 **good grades**
- 2 **short duration of study**
- 4 **social commitment**

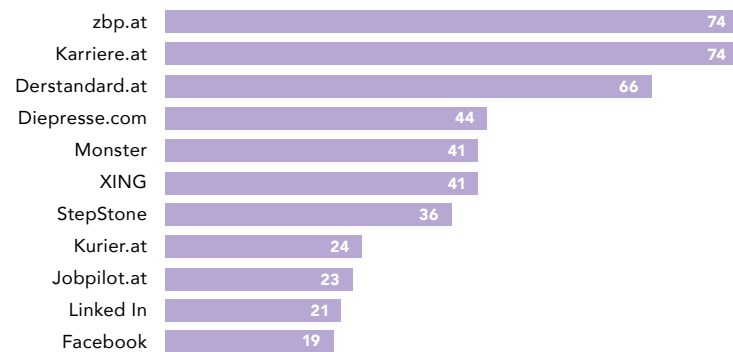
5 very important, 1 not important

Where to find Jobs?

Take a look at our job platform at zbp.at, which lists job positions specifically for WU graduates. Quality Austrian newspapers,

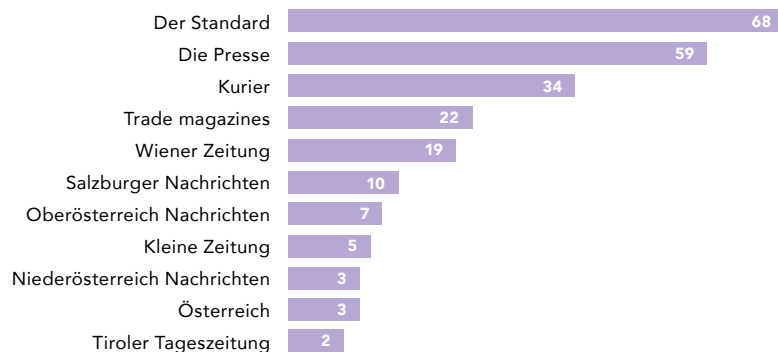
such as "Der Standard", "Die Presse", and "Kurier", also provide an extensive list of currently vacant positions in their weekend print issues.

Online media used by WU Students for their Job Search



Source: Student's First Choice 2013, in %, n=242, multiple answers possible

Print Media used by WU Students for their Job Search



Source: Student's First Choice 2013, in %, n=242, multiple answers possible

Register at zbp.at:

- › Benefit from over 2,200 job ads annually
- › Only platform in Austria that explicitly targets students & graduates of business, economics, social sciences, & business law
- › Filter by 13 activity areas, company name, or level of education
- › Graduates benefit from career events and receive full-time job offers
- › Students benefit from career events and receive internship- or part-time job offers

Finally, successful networking allows you to showcase your areas of interest and focus on relevant contacts. It will ultimately increase your chances of being offered a desired position, plus it gives you a chance to present your German skills.

Especially career events, such as Career Calling or Career Insights, are a great opportunity for networking. Since they are held in a neutral, non-committal atmosphere, you can meet employers up close and discuss your career perspectives. If your career event encounter is successful, an interview offer may follow.

Social Media

Be cautious about using social media: keep your professional and private profiles separate. Even though LinkedIn is the largest business network internationally, be aware that Xing is an important business network in the German speaking D-A-CH region (*i.e. Germany, Austria, Switzerland*).

Career Events

- › Career Calling: Austria's largest career fair for students, graduates, and junior executives
- › Career Insights: Five days of career opportunities to get you ready for starting your new job: benefit from networking, talks, and workshops with employers at Campus WU

More Information

At zbp.at you will find contact information and required job qualifications of various companies searching for WU graduates. Make use of this information.

Application Documents



As soon as you know what kind of positions you are interested in, it is time to prepare your application documents.

In Austria, a complete application usually includes a resume, a cover letter, and relevant certificates. However, take into account what documents are requested by the employer and target and tailor your application to the position/job posting.

Your application documents should be:

› Short and precise

Get to the point. Give structure to your documents – provide HR managers with the most vital information at first glance.

› Professional

Grammar and spelling mistakes can lead straight to a rejection. Contradictory statements are no-goes as well. Information on your online profile, resume, and cover letter must be consistent.

› Individual

Put your personal stamp on your application and highlight your USP. Creativity is welcomed, but don't force it – it should represent your personality as well as fit the targeted company.

German or English?

Be aware of the language of the job ad you are replying to. It is always advisable to write your application documents in the same language as the job posting, that way you can signal that you paid attention to what the company is looking for.

Resume

The resume is the heart of your application. It should give an overview of your relevant experience and qualifications. HR managers often only have one or two minutes to go over one resume, so make it as easy as possible to filter the most important details.

The Europass

"The Europass" is a CV template validated throughout Europe. However, the template is not particularly liked by Austrian HR managers, as it doesn't leave much room for customisation and individuality. Even so, you can use it as an inspiration for the content of your resume and just put your individual stamp on the layout.

Be aware that there are a number of differences between German and English resumes. The most common ones being:

› The Austrian resume is usually one to two pages long

It is quite common to have a two-page resume, even for holders of a Bachelor's degree.

› The Austrian resume includes personal details

We also recommend to add the information about your work permit situation: if you have one/how many hours you are allowed to work.

› A picture should always be included

Your picture will make the first impression and it should signify professionalism. But don't worry: It's not about looks! HR managers just want to get an overall impression of the applicant.

Content of an Austrian Resume

✓ Personal data

- Name
- Contact details
- Place and date of birth
- Nationality

✓ Education

- Higher education major, specialisation, title of your thesis
- High school

✓ Language skills

✓ Other qualifications

- Further education
- Social commitments, extracurricular activities
- IT skills

✓ Hobbies

The following details should not be included:

- × Vocation of parents
- × Confession

› Use a chronological structure and always start with your latest experience

Keep in mind that you should put the most emphasis on recent experience.

› There is a large focus on hard skills and the description of tasks

› Include short and precise descriptions

of your relevant experience
Remember: you have two pages – make use of that!

- › Use bullet points and avoid whole sentences.
- › Quantify, where possible, to highlight the scope of your tasks, i.e. make use of numbers (e.g. "Organised a recruiting event with 200 participants; Handled a budget of €10,000.-").

› **The career objective is not part of the resume**

The use of a mission statement or career objective is not as common in Austria as in English-speaking countries. You'll rather find the career objective or motivation in the cover letter.

Cover Letter

The purpose of a cover letter is to illustrate your qualification and motivation for the position you are applying for. In Austria it should not be longer than one page and should build a link between the job advertisement and your resume.

The standard format of an Austrian cover letter is that of a formal letter, with a letterhead of the sender and receiver, a subject line, and a salutation. It should also be a separate attachment, even if you use e-mail as the mode of transmission.

Level of Language Skills

It is advisable to indicate the level of your German language skills in your resume. Not every HR manager is familiar with the use of the Common European Framework of Reference for Languages (A1-C2). Using the following grading system for quantifying the level of your German skills would be more recommendable: Native - Fluent - Very good - Good - Rudimental.

Grades

Keep in mind that the academic grading system can vary from the one in your home country. To avoid misunderstandings, it is best to also state the scale when mentioning your GPA, e.g. GPA of 1.3 (1 = best, 5 = worst).

Introduction

If possible, address the cover letter to a specific person. You can refer to the job ad as an introduction. Furthermore, incorporating your motivation for the company or position in the first paragraph would definitely be a plus.

Body

The main paragraph should depict your professional and educational status as

well your motivation for the position and company. The following questions can serve as a guide:

- › What does the company require?
- › Why are you the solution to their needs?
- › What makes you unique?

However, don't simply repeat the content of your resume, but highlight your strengths by giving specific examples.

End

An appropriate closing should conclude your cover letter, along with the expression of your interest in an invitation for an interview.

Certificates

Sometimes less is more - this is especially true for selecting your certificates to send with your application. Only attach certificates that are relevant for the position, or ones the company specifically asks for.

Transmission

Nowadays, the most common way to transmit your application is either via e-mail or via an online application tool. Postal or paper application is rather outdated in Austria and anything but convenient for companies. Transmit your application documents through the channel requested by the company.



Career Advice by Siemens

You are requested to apply via our online registration tool, where you create a user profile before you apply. Your application should comprise of a completed online application form, cover letter, CV, and further meaningful documents. Check the specific job requirements and make sure you've clearly demonstrated on your application that you meet them.

How important are:

4	solid German-Skills	max. 5
5	job-related professional experience	
4	good grades	
4	short duration of study	
4	social commitment	

5 very important, 1 not important

Recruiting Process in Austria



You have been invited to a job interview? Now it is essential to further showcase your competences and personality.

Job Interview

The most common recruiting method in Austria is the classic job interview through which the company attempts to learn more about your personality, competences, and motivations. Although job interview styles vary (depending on interview partners, company, position, etc.), they tend to follow a similar structure:

- › Greeting/small talk
- › Questions regarding your education, professional experience, and competences
- › Description of the position
- › Opportunity for you to ask questions about the job and company
- › Explanation of further procedure and goodbyes

After the initial interview, one or more rounds of interviews may follow. These interviews usually involve HR staff, employees from a specific department, or management.

Visa

Since your nationality/work permit is stated in your CV, your future employer will bring up visa issues when relevant.

Testing

In Austria, standard recruiting procedures often go without testing or case studies.

Assessment Center (AC)

ACs are commonly used as a selection tool for traineeships and management positions. Participants generally include candidates, observers, and one moderator.

Through various exercises, the candidate's competences and abilities are tested, observed, and rated. These exercises tend to test general knowledge, specific/expert knowledge, memory, or the ability to concentrate. Some exercises are similar to the specific tasks you would be given if hired for the job. Therefore, through this method observers are able to draw conclusions about your work ethic. ACs may last anywhere from half a day to two days.

Good to know: Business Etiquette in Austria

Order, privacy, and punctuality are core values in business life, while interpersonal relationships play a secondary role in Austria. Communication is formal. Thus, you might want to stick to neutral topics, use small talk, and avoid personal matters around potential employers. If you are aware of any titles, be sure to use them in conversation.

When speaking with any company representative you should use the formal version of you ("Sie") until your counterpart suggests otherwise ("Du"). An individual's

personal space of one arm's length should not be intruded. Wondering how to connect in a rather distant society? Use a firm handshake as well as eye contact. Show that you are self-confident, sincere, and polite.

Dress code

When applying for jobs, find out about the industry's clothing and dress for the job you want. When in doubt, dress more formally. You will benefit from a professional first impression. When it comes to accessories, patterns, make-up, perfume, and jewellery – less is more.

Dress Code for Him

Men should wear a medium to dark suit with a tie, a white shirt, and dress socks and shoes.

Dress Code for Her

Women should wear a formal dress or suit (knees covered), blouse, pantyhose, and dress shoes (no more than medium height).

Starting a Job in Austria



You passed the application process? Congratulations! Now start considering the specifics of your compensation.

Salary & Benefits

Some facts you need to know about salary and benefits in Austria:

› Negotiations

Though salary is usually discussed at the end of an application process, it is recommended that you keep a figure in mind – supported by a few arguments related to experience and education – in case you are asked earlier on what you are expecting to make.

› Mandatory Minimum Salaries

Use the mandatory minimum salaries you found in the job postings to help guide you. You will not get paid less than this, but how much more you may get depends on how flexible the company is in regards to adjusting starting salaries. At the beginning of your

career, you will be confronted with fairly fixed salary ranges.

› Fringe Benefits

Keep in mind that your salary is only one aspect of a “package” of benefits that can include flexibility of working hours, future career paths offered, and professional training. These aspects add additional value to your position. Are you receiving anything from the company like lunch vouchers, a company phone or tuition reimbursement, that will leave you with more cash at the end of the month? Be aware of these possible fringe benefits.

› Win-Win

Be ready to compromise: A win-win situation should be your goal.

Net Income

This calculator will help you figure out what your net income will be:
bruttonetto.arbeiterkammer.at

Employment Contract

With your new job, you will receive an employment contract. The terms of employment are covered in the collective agreement. If no collective agreement is available, then they can be found in the Austrian Employee Act (“Angestelltengesetz”). Talk your contract through with your future employer to fully comprehend it before you sign. The following topics can be part of your contract:

› Probationary Period

During this one-month period, the contract may be terminated by the employer or the employee at any time without giving reasons. Sometimes the employer will offer a fixed-term contract prior to permanent employment to be able to get to know you better.

› Termination and Periods of Notice

Different periods of notice apply, depending on who is terminating a contract: If the employer terminates it, at least six weeks of notice (to the end of the calendar quarter) have to be given. If you as the employee terminate the contract, you need to give one month (to the last day of the month) notice.

This structure, however, can be modified by your employment contract, the applicable collective agreement, or a possible company agreement.



Career Advice by Mondy

We have operations across more than 30 countries, therefore we benefit from candidates with international experience, professional know-how, various languages, and the understanding of different cultures. On top there needs to be a good fit to our Mondy cultural characteristics and values.

How important are:

3	solid German-Skills	max. 5
5	job-related professional experience	
4	good grades	
5	short duration of study	
4	social commitment	

5 very important, 1 not important

THINKING ABOUT
**APPLYING
ABROAD?**

Counselling, trainings, walk-in career workshops.
You will be perfectly prepared for your career start.

Imprint

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§1 Abs. 4 Equal Treatment Act: „With respect to all references to persons (...) the form of the reference selected shall apply to both genders.“

Articles identified do not necessarily represent the views of the editors. Any employer can be promotionally represented in this brochure, provided that they have positions to fill.



Endlich
entfalten.

Wir finden: Theorie ist gut. Praxis ist besser. Entfaltung am besten! Wenn Sie das auch denken, dann sind Sie bei TPA Horwath genau richtig. Denn hier sind Sie in ganze Projekte involviert, wir bieten Ihnen ein breites Spektrum an Wissen und Sie lernen unterschiedliche Themenbereiche kennen.



Ihr erster Schritt zur Entfaltung: karriere.tpa-horwath.at
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