



70 Steps of Job Search

1. Previous work experience

Latvian labour market is changing and complex. When searching for a job one often discovers many new things to learn. It is an opportunity to learn new skills and improve the existing ones.

Experience is as important as formal education (certificate or diploma).



2. My CV

CV is the first contact with an employer. CV is a description of education and professional work experience so that it would be easier for the potential employer to get to know your experience.

You can find a CV sample here:
www.cv.lv

3. State Employment Agency



State Employment Agency www.nva.gov.lv might help you with job search or career choice. The services provided by the State Employment Agency (NVA) are free of charge and intended for anyone looking for a job. NVA and EURES data base gives information about job openings, labour market situation, and information about work in Latvia, European Union and European Economic Area (EEA) countries – Iceland, Norway and Switzerland.

4. Private recruitment agencies

Along with NVA a trader that has received the licence for recruitment service supply issued by NVA is authorized to supply recruitment services (consultations on recruitment issues, information about job openings, recruitment or other employment encouraging services).

5. Find information on job openings (job search online)

www.e-darbs.lv; www.e-work.lv

Info about job openings, CV registration.

www.e-students.lv

Info about job openings, job ad placement, work placement info for students.

www.reklama.lv

Online version of Reklama newspaper (info about job openings + if you place your job ad in Reklama newspaper, it is also displayed on the website).

www.doska.lv; www.ss.lv; www.postit.lv

Info about job openings, job ad placement.

www.cv.lv; www.workingday.lv; www.cvmarket.lv; www.mycv.lv

Info about job openings, CV registration, advice for job seekers.

www.vakance.lv; www.mansdarbs.lv

Info about job openings + advice for job seekers + info on Latvian career websites and recruitment agencies.



6. Find out more about the job opening

To avoid becoming a victim of fraud or human trafficking, look for additional publicly available information on the job opening (company) online and in the mass media.

7. Job interview

Job interview is a conversation by which the potential employer wants to establish whether you meet the professional requirements for the job and whether you will be able to fit in the team, whereas you can find out whether the opening suits your wishes.



8. Tips for the interview

Be there **on time!** Preferably 5 minutes before the interview so you have time to prepare.

Be **positive** and open to discussion.

Turn off your cell phone.

Greet everyone participating in the interview.

Remind yourself again why you are there: **to get a Job**

Look at the interview as a **normal conversation** with strangers about yourself.

Be ready to answer **various questions**, do not take them as humiliation or rejection.

Give **specific** answers.

Remember that your **behaviour** during the interview is also very important. **Control** your gestures.

Stress your **skills and strenghts** in your answers.

At the end of the interview **ask** when and how you will be informed of the **result** of the interview.

It is ok to **ask questions** about terms and conditions of the agreement and social guarantees.

At the end of the interview you will also be asked if you have any questions. **Do not hesitate to ask questions**. That way you will show your **interest** in the potential job and workplace.

9. Documents required to conclude employment agreement

Valid passport



Documents certifying education or professional qualification

Employer is entitled to request a report on employee's health to make sure of employee's suitability for the job.

10. Form, terms and conditions of employment agreement

Employment agreement should be concluded in writing before commencing work.

Employment agreement includes:

- 1) Employee's full name, identity number, place of residence, employer's (full) name, registration number, and address;
- 2) Commencement date of employment;
- 3) Expected length of employment (if the employment agreement is concluded for a definite period of time);
- 4) Workplace (if fulfilment of job responsibilities does not take place at a specific workplace, if the employee is employed at various places);
- 5) Employee's occupation, position, qualification and general description of job;
- 6) Remuneration and payday;
- 7) Contracted working hours per day or week;
- 8) Length of the annual paid vacation;
- 9) Termination notice deadline;
- 10) Operating procedure applicable to employment relationship.



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Solidarity and management of migration flows

