

# LIVING & WORKING IN SPAIN

Webinar: 15/12/2022

**EURES-SPAIN**  
**GRUPO MIXTO**





# Index

1. General information about Spain
2. What is EURES. Objectives
3. Spanish labour market
4. Looking for a job (where to find a job)
5. CV, Cover Letter and Interview
6. Working conditions
7. TMS Programme
8. Living conditions





- 505,990 km<sup>2</sup>
- Population 47 millions
- 3<sup>rd</sup> European country in extension and 4<sup>th</sup> in population.
- **Parliamentary Monarchy.**  
17 Regional Administrations (Autonomous Communities)  
52 provinces  
Capital: Madrid
- **The largest cities:** Madrid, Barcelona, Valencia, Sevilla, Málaga.
- Official language: Spanish  
Coofficial languages: Vasco, Catalan & Gallego.
- Currency: EURO



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# Moving & working in Europe



## EU rules:

- make it easy for you as a citizen to work in another EU country.
- protect your social security rights when moving within Europe.

## Working in another EU country

Free movement of workers is a fundamental principle of the EU.

EU citizens are entitled to:

- look for a job in another EU country
- work there without needing a work permit
- reside there for that purpose
- stay there even after employment has finished
- enjoy equal treatment with nationals in access to employment, working conditions and all other social and tax advantages

The EURES network provides services to:

## Employers

- Help to achieve suitable candidates at European level

## Job seekers

- Guidance on the job search at European level



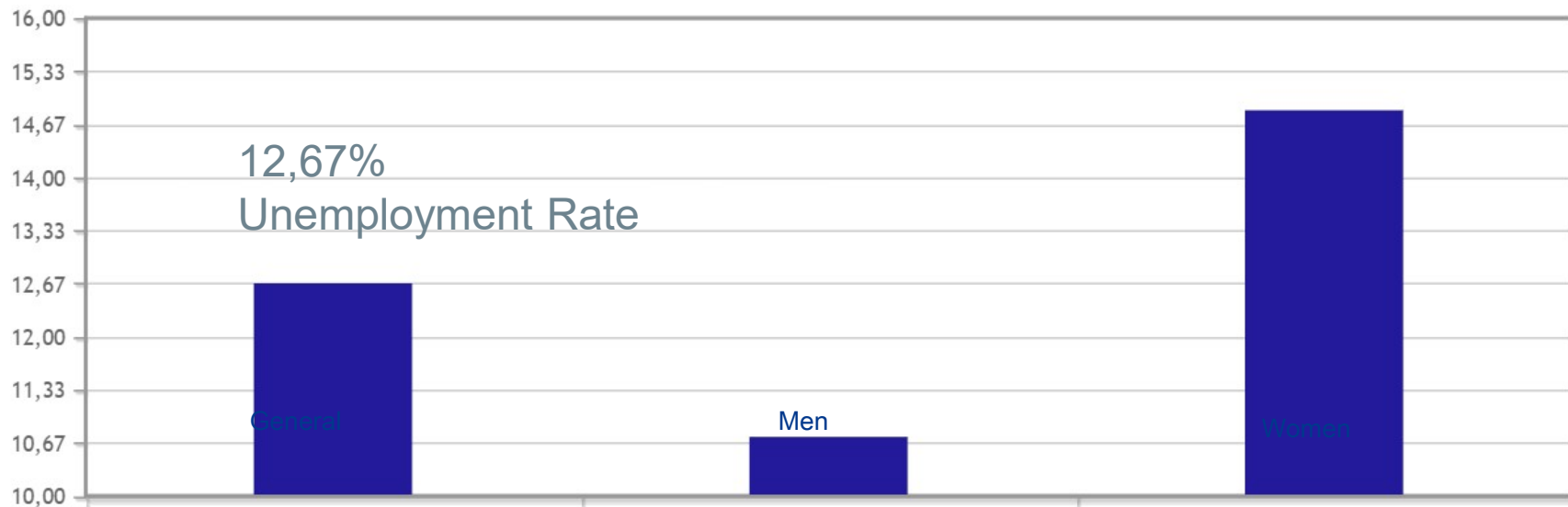
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# Registered unemployment in November 2022

## Labour Force Survey (EPA), Gender, Total National, 2022 T3





## Labour Force Survey (EPA), Sep-2022 Unemployment Rate Evolution. (Thousands)

Trimestre	Activos	Ocupados	Parados	Tasa de actividad (en %)	Tasa de paro (en %)
3T 2022	23.525,9	20.545,7	2.980,2	58,86	12,67
2T 2022	23.387,4	20.468,0	2.919,4	58,71	12,48
1T 2022	23.259,4	20.084,7	3.174,7	58,50	13,65
4T 2021	23.288,8	20.184,9	3.103,8	58,65	13,33
3T 2021	23.447,7	20.031,0	3.416,7	59,14	14,57
2T 2021	23.215,5	19.671,7	3.543,8	58,58	15,26
1T 2021	22.860,7	19.206,8	3.653,9	57,69	15,98
4T 2020	23.064,1	19.344,3	3.719,8	58,19	16,13
3T 2020	22.899,8	19.176,9	3.722,9	57,83	16,26
2T 2020	21.975,2	18.607,2	3.368,0	55,54	15,33

## Shortage occupations

Sectors	Occupations
Tourism & hospitality	Manager, chef, chef assistant, waiter/waitress, hotel receptionist, travel agency staff, tourist animator.
Construction	Bricklayer, construction worker, construction electrician, public works laborer, framer, work officer and craftsman, steel structures assembler, manufacturing industry laborer, construction equipment operator.
Metal	Framer, metal moulderer, plumber and pipe fitter, welder, sheet and structural metal worker, electromechanic, miller and turner
Health	General medical practitioner, specialist medical practitioner, nurses, health care assistant, community health worker, psychologist, psychiatrist, health and safety manager
Transport and logistic	Delivery manager, logistic analyst, purchasing agent, heavy truck driver, delivery truck driver, forklift truck driver
Engineering	Electrical, electronic and automatic engineer, industrial engineer, aeronautic and naval engineer
ICT specialists	Software analyst and software developer, data analyst, cloud architect, machine learning, business intelligence specialist, cybersecurity and cloud development specialist, cloud systems administrator, site engineer, site manager
Business and trade	E-commerce specialist, international commerce, sales executive, skilled trade, commercial manager, customer support.



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- EURES:

<http://ec.europa.eu/eures/>

- State Public Employment Service Portal (SEPE):

<https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/empleo-europa/Ofertas-empleo-destacadas-informacion-paises.html>

- National Employment System Portal:

[www.sistemanacionalempleo.es/servicios.html](http://www.sistemanacionalempleo.es/servicios.html)

- This link leads to all Regional Public Employment Services

- If you need to ask for advice to Spanish advisers, you can find them on this website:

<https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/empleo-europa/consejeros.html>



## THE EURES SPAIN BLOG

<https://euresdotblog.wordpress.com/2020/09/02/are-you-looking-for-a-job-in-spain/>

General information in English: [Leaflet Living and Working in Spain](#)

### [Portal Empléate.](#)

This is a Job Portal run by the public administration that collects all vacancies published in the public employment offices all over Spain plus other vacancies published directly by employers or by some private agencies.

You can find a list of **Job Sites and Job Portals** by sector or working field.



### VER TODAS LAS NOTICIAS

Búscanos en redes sociales



Eures en Twitter

#### Tweets de @EuresSpain



### Blog EURES

A través del Blog de EURES España puedes encontrar más información sobre esta red de empleo en Europa y otras noticias de interés.

[Más información](#)

### Boletín EURES

A través del Boletín de EURES España te mantendremos al día sobre toda nuestra actividad.

[Descárgate el Boletín](#)

Desde estas páginas ponemos a tu disposición toda la información relacionada con las ofertas de empleo, procesos de selección e información de los diferentes países europeos y el acceso al Portal Europeo de la Movilidad Laboral de EURES (European Employment Services) de la Comisión Europea.

Portal Europeo EURES

Ofertas destacadas de Empleo e Información por Países

Ayudas a la movilidad laboral Eures

Consejeros EURES



## EMPLEO EN ESPAÑA

Crear PDF

### Encontrar trabajo

Garantía Juvenil

Plan de Recuperación,  
Transformación y Resiliencia

Portal Empléate

Agencias de colocación

Orientación Profesional

Empleo para personas con  
discapacidad

Políticas de empleo. Normativa

EURES: Encontrar empleo en  
Europa

Qué es EURES

Temas de Interés EURES España

Ofertas de empleo destacadas e  
información por países

Volver

Ofertas

Procesos de Selección

CV y carta

Información útil

Mercado de trabajo

#### [Marketing Digital](#)

PDF: 47 kb | fecha publicación 21 noviembre 2022 | fecha límite 2 febrero 2023

#### [Entomology Scientist / Entomólogo](#)

PDF: 685 kb | fecha publicación 18 noviembre 2022 | fecha límite 31 enero 2023

#### [4 Puestos - Caldereros](#)

PDF: 288 kb | fecha publicación 17 noviembre 2022 | fecha límite 17 enero 2023

#### [20 puestos - Enfermeros/as](#)

PDF: 136 kb | fecha publicación 10 noviembre 2022 | fecha límite 31 octubre 2023

#### [Animación hotelera- Mallorca, Menorca, Ibiza, Huelva- 2023](#)

PDF: 162 kb | fecha publicación 10 noviembre 2022 | fecha límite 3 febrero 2023

#### [20 Investigadores Internacionales - Universidad de Salamanca](#)

PDF: 162 kb | fecha publicación 2 noviembre 2022 | fecha límite 16 diciembre 2022

#### [20 Truck Driver](#)

PDF: 187 kb | fecha publicación 4 octubre 2022 | fecha límite 31 diciembre 2022



## ADVERT ENTERTAINMENT GARDEN HOTELS ESPAÑA 2023

Departamento de Animación & Shows.

**ANIMACIÓN DEPORTIVA & SHOWS (Feel Exclusive & Teens)**  
**ANIMACIÓN INFANTIL Y SHOWS (Woogi Nature)**  
**ANIMACIÓN DE FITNESS Y SHOWS (Garden Sport)**



¿ESTÁS BUSCANDO... un trabajo donde el aprendizaje es continuo y la diversión y la oportunidad de promocionar en la empresa viene de serie?

*¡¡ Garden Hotels es tu sitio!!*

### **TE OFRECEMOS:**

- ✓ La oportunidad de trabajar en un hotel de 3-4 estrellas en Mallorca, Menorca, Ibiza o El Rompido (Huelva) en verano. Hoteles familiares y sólo adultos.
- ✓ Curso de formación gratuito a cargo de la empresa durante el mes de abril 2023 en Mallorca. (Fechas no concretadas aún. Curso obligatorio).
- ✓ Formación auditada en protocolos anti Covid.
- ✓ Contrato de entre 5 meses y medio y 7 dependiendo de las fechas de apertura y cierre de los hoteles, a la finalización del curso (principios de Abril - principios de Mayo 2023)
- ✓ Salario según convenio colectivo de Hostelería de Baleares. Mínimo 1.554 € bruto/mes para animadores que trabajen por primera vez con Garden Hotels.
- ✓ Alojamiento y manutención a cargo de la empresa en uno de nuestros hoteles o apartamentos a compartir con el resto de tu equipo.
- ✓ Vuelos pagados (Una vez finalizado y cumplido el contrato, a la finalización de la temporada)
- ✓ La oportunidad de practicar y mejorar tus idiomas.
- ✓ Un empleo donde cada día es diferente y divertido.
- ✓ Posibilidades de promoción interna.
- ✓ **Proceso de selección en Febrero: presentación de la empresa, condiciones, salario, descripción del puesto los días de selección, pruebas de selección.**
- ✓ **Proceso de Formación selectivo gratuito a cargo de la empresa:** Abril 2023 (Fecha revisable según apertura de los hoteles)

### **¿QUÉ NECESITAMOS?**

30 puestos de trabajo en total en las siguientes **especialidades:**

#### **10 puestos : ANIMACIÓN DEPORTIVA & SHOWS (Feel Exclusive-adultos & Teens):**

Titulados/as en Turismo, Magisterio (Especialidad de Educación Física), en Animación de Actividades Físicas y Deportivas (TAFAD), en Enseñanza y Animación Sociodeportiva (TSEAS), grupos de dinamización y monitores socioculturales.

#### **15 puestos: ANIMACIÓN INFANTIL Y SHOWS (WOOGI NATURE):**

Titulados/as en educación (todas las ramas), en educación infantil y personal con experiencia en grupos juveniles y dinámicas de grupo.

#### **5 puestos: ANIMACIÓN DE FITNESS Y SHOWS (GARDEN SPORT):**

Titulados/as en Educación Física (Magisterio y CAFyD- antiguo INEF), monitores/as deportivos (Aerobic, step, body pump y distintas disciplinas de fitness), nordic walking, pilates, yoga, etc para especializarse en animación de fitness, deportes y shows.





## ARE YOU LOOKING FOR A JOB IN SPAIN?

destacado, posted in españa, info clave, trabajar en

### General information: [Leaflet Living and Working in Spain](#) (in English)

Most part of the vacancies are not even published on the Web. *By-word-of-mouth* is the most helpful way to get a job in a country with a high unemployment rate and a long tradition in selfemployment and small companies (95%), as it is the case in Spain. That means that if you don't have a consistent social network in Spain (friends and relatives) you will miss most part of the opportunities. Sad, but truth...

As for jobhunting on the Internet, there are -as in any other country- public and private job sites.

There is a Job Portal run by the public administration that collects all vacancies published in the public employment offices all over Spain (belonging to 17 regional public employment services, because regions have autonomous governments with their own administrations) plus other vacancies published directly by employers or by some private agencies. It is the [Portal Empléate](#).

### GENERAL JOB PORTALS

<https://www.infojobs.net/>  
<http://www.infoempleo.com/>  
<http://www.trabajando.es/>  
<http://www.jobandtalent.com/es>  
<http://trabajos.com/>  
<http://www.monster.es/>  
<http://www.insertia.net/empleo/>  
<http://www.pagepersonnel.es>  
<http://www.michaelpage.es/index.H>  
<https://www.adecco.es/>  
<https://www.portalparados.es/>

### STUDENTS JOBS

<http://www.studentjob.es/>  
<http://www.primere Empleo.com/>  
<http://emplea.universia.es/>  
<http://www.empleo-jovenes.com/>  
<http://www.welcomemytalent.com/>  
<https://www.bewanted.com/>



### JOB SITES FOR EXPERIENCED/SENIOR WORKERS

<http://www.empleosenior.org/>  
<http://www.experteer.es/>  
<https://servitalent.com/es/ofertas-de-empleo>  
<https://www.catenon.com/jobs>

### JOB SITES FOR PEOPLE WITH DISABILITIES

<http://disjob.com/>  
<http://www.ehlabe.org/>  
<https://www.portalento.es/>  
[https://gestionandote.com/Redes\\_Empleo/COCEMFE?  
red\\_id=3](https://gestionandote.com/Redes_Empleo/COCEMFE?red_id=3)



## STUDENTS JOBS

<http://www.studentjob.es/>  
<http://www.primerempleo.com/>  
<http://www.empleo-jovenes.com/>  
<http://www.welcomemytalent.com/>  
<https://www.bewanted.com/>

## TOURISM & HOSPITALITY

<https://www.turijobs.com/>  
<https://hosteleo.com/es/>  
<https://www.hosteltur.com/ofertas-empleo>  
<https://www.jobitur.com/>  
<http://www.workhotel.trabajos.com/>  
<http://www.gastroempleo.com/>  
<https://www.afuegolento.com/bolsa-empleo/>  
<https://www.hotelcareer.com/>

## ENTERTAINMENT

[www.animajobs.es](http://www.animajobs.es)  
[www.fiestaconsulting.com](http://www.fiestaconsulting.com)  
[www.enjoyanimacion.com](http://www.enjoyanimacion.com)  
[Garden Hotels](#)  
[Hotels Viva & Resorts](#)

## THEME PARKS IN SPAIN

<https://www.parquedeatracciones.es/trabaja-con-nosotros>  
<https://parquesreunidos.epreselec.com/Ofertas/Ofertas.aspx>  
<https://www.portaventuraworld.com/nosotros/trabaja-con-nosotros>  
<https://www.terramiticapark.com/trabajar-terra-mitica/>  
<https://grupoparqueatracciones.com/trabaja-con-nosotros/>  
<https://www.dinopolis.com/cvitae.html>



## **INTERNATIONAL PROFILES (multi-lingual job opportunities)**

<https://es-es.toplanguagejobs.com/>

<http://www.jobserve.com/es/en/Job-Search/>

<https://www.approachpeople.com/spain/#.UzwGkceeyCg>

<https://spain.xpatjobs.com/>

## **CALL CENTRES (TELEMARKETING)**

[Avis Budget group](#)

[CPM](#)

[Sitel](#)

[Sellbytel](#)

[www.talentsearchpeople.com](http://www.talentsearchpeople.com)

<http://www.call4u.se/>

<http://www.onecontact.se/>

<http://www.runway.ee/>

<https://www.sectoralarm.com/>

<https://es.www.teleperformance.com/es-es/>



## **CONSTRUCTION**

<http://www.construyendoempleo.com>

<https://www.construfy.com/https>

<https://tot-reformas.e>

## **TRANSPORT/LOGISTICS**

[http://www.logisticaytransporte.es/empleo\\_logistico.php](http://www.logisticaytransporte.es/empleo_logistico.php)

<http://informacionlogistica.com/ofertas-de-empleo-en-transporte-y-logistica/>

<http://www.jobtransport.es/>

## **AGRICULTURE/FARMING**

<http://infocarne.com/empleo/>

<http://www.infoagro.com/empleo/>

## **HEALTHCARE** ( all healthcare professions are regulated)

[http://www.portalesmedicos.com/empleo\\_formacion\\_medicina\\_salud/adverts.php](http://www.portalesmedicos.com/empleo_formacion_medicina_salud/adverts.php)

<http://www.empleo-cfisiomad.org/>

## **PHYSIOTHERAPISTS**

<https://www.inforesidencias.com/bolsa/ofertas-de-trabajo> (Elderly care)

<https://www.codem.es/bolsas-empleo>

[PMfarma](#)



## **IT & NEW TECHNOLOGIES**

<http://www.tecnoempleo.com/>  
<http://www.tecnotrabajos.com/>  
<https://www.lawebdelprogramador.com/trabajo/>  
<http://www.ticjob.es/>  
<https://www.between.tech/ofertas-trabajo/>  
<https://www.stratos-ad.com/trabajo>  
<https://novanotio.es/>  
<https://www.tecnijobs.com/>

## **ENGINEERING**

<https://www.proempleoingenieros.es/>  
[https://www.ingenieros.es/bolsa de trabajo](https://www.ingenieros.es/bolsa_de_trabajo)  
<https://www.ingenierojob.com/>  
<https://www.tecnoempleo.com/ofertas-trabajo/ingeniero>  
<http://buscoingenieros.es/empleo/>

## **MANAGERS**

<https://www.catenon.com/>  
<http://www.signium.es/>  
<https://www.servitalent.com/>

## **JOB SITES FOR EXPERIENCED/SENIOR WORKERS**

<http://www.empleosenior.org/>  
<http://www.experteer.es/>  
<https://servitalent.com/es/ofertas-de-empleo>  
<https://www.catenon.com/jobs>



## **FASHION**

<http://www.afashionmix.com/trabajo/>

<http://www.luxetalent.es/>

<https://fashionunited.es/bolsa-de-trabajo-en-moda/>

<http://es.fashionjobs.com/http://youareunicorn.com/>

## **AUDIOVISUAL SECTOR/ARTISTS/ACTING**

<http://www.quientv.com/>

<http://domestika.org/es/jobs>

<https://www.animatordb.com/registro.php>

<https://www.audiovisuales.com/ofertas-de-empleo.php>

<https://bolsadetrabajoencineyafines.blogspot.com/>

<http://es.yatecasting.com/>

## **SPORTS AND PHYSICAL ACTIVITIES**

<https://www.empleoydeporte.com/unregistered-search>

<https://entrenar.me/>

<https://futboljobs.com/>

<https://www.fiverr.com/>

<https://www.domestika.org/es/jobs>

<https://remotive.io/>

## **ENVIRONMENT CONSERVATION**

<http://www.empleomedioambiente.com/>

<https://trabajaenmedioambiente.com>

<http://www.aguasresiduales.info/empleo/ofertas-de-trabajo>

<http://ingenierosdemontes.org/empleo/>

<https://ambientaldata.com/ofertas-de-trabajo/>

<https://enviroo.com/>



# General Job Portals



[www.monster.es](http://www.monster.es)

<https://www.infojobs.net>

[www.trabajos.com](http://www.trabajos.com)

[www.infoempleo.com](http://www.infoempleo.com)

[www.laboris.net](http://www.laboris.net)

[www.empleo.com](http://www.empleo.com)

[www.trabajo.org](http://www.trabajo.org)

[www.acciontrabajo.com/](http://www.acciontrabajo.com/)

[www.oficinaempleo.com](http://www.oficinaempleo.com)

<http://www.trabajando.es/>

<http://www.jobandtalent.com/es>

<http://trabajos.com/>

<http://www.insertia.net/empleo/>

<http://www.pagepersonnel.es>

<http://www.michaelpage.es/index.html>

[HTML](#)

<https://www.portalparados.es/>



# Temporary job companies (ETT)



**RANDSTAD** [www.randstad.es](http://www.randstad.es)

**ADECCO** [www.adecco.es](http://www.adecco.es)

**ACCESS** [www.accessett.com](http://www.accessett.com)

**ALTA GESTION** [www.altagestion.com.co/](http://www.altagestion.com.co/)

**ATTEMPORA** [www.attempora.es](http://www.attempora.es)

**CEPEDE** [www.cepede.com](http://www.cepede.com)

**FASTER** [www.faster.es](http://www.faster.es)



El Mundo [www.elmundo.es](http://www.elmundo.es)

El País [www.elpais.es](http://www.elpais.es)

Empleo <http://empleo.elpais.com>

ABC [www.abc.es](http://www.abc.es)

[www.infoempleo.com/trabajo/#x](http://www.infoempleo.com/trabajo/#x)

La Razón [www.larazon.es](http://www.larazon.es)

El Periódico [www.elperiodico.es](http://www.elperiodico.es)

La Vanguardia [www.lavanguardia.es](http://www.lavanguardia.es)

Empleo [www.servijob.com](http://www.servijob.com)

La Estrella Digital [www.estrelladigital.es/](http://www.estrelladigital.es/)

“Sur in English” [www.surinenglish.com](http://www.surinenglish.com)

Heraldo de Aragón [www.heraldo.es](http://www.heraldo.es)

Radio Televisión Española [www.rtve.es](http://www.rtve.es)

Programa de TVE “Aquí hay trabajo”  
[www.rtve.es/television/aqui-hay-trabajo/](http://www.rtve.es/television/aqui-hay-trabajo/)



# Companies data



Companies Directory [www.iberinform.es/Directorio\\_Empresas/](http://www.iberinform.es/Directorio_Empresas/)

Export Firms <http://directorio.camaras.org/>

Europages [www.europages.es/](http://www.europages.es/)

Chambers of Commerce [www.camerdata.es/](http://www.camerdata.es/)

SME Confederation [www.cepyme.es/](http://www.cepyme.es/)

<http://www.donempleo.com/seleccion-personal.asp>



# Vacancies on the webs of some companies



InfoJobs



INDITEX





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# What is a CV?

A marketing document



You are marketing yourself



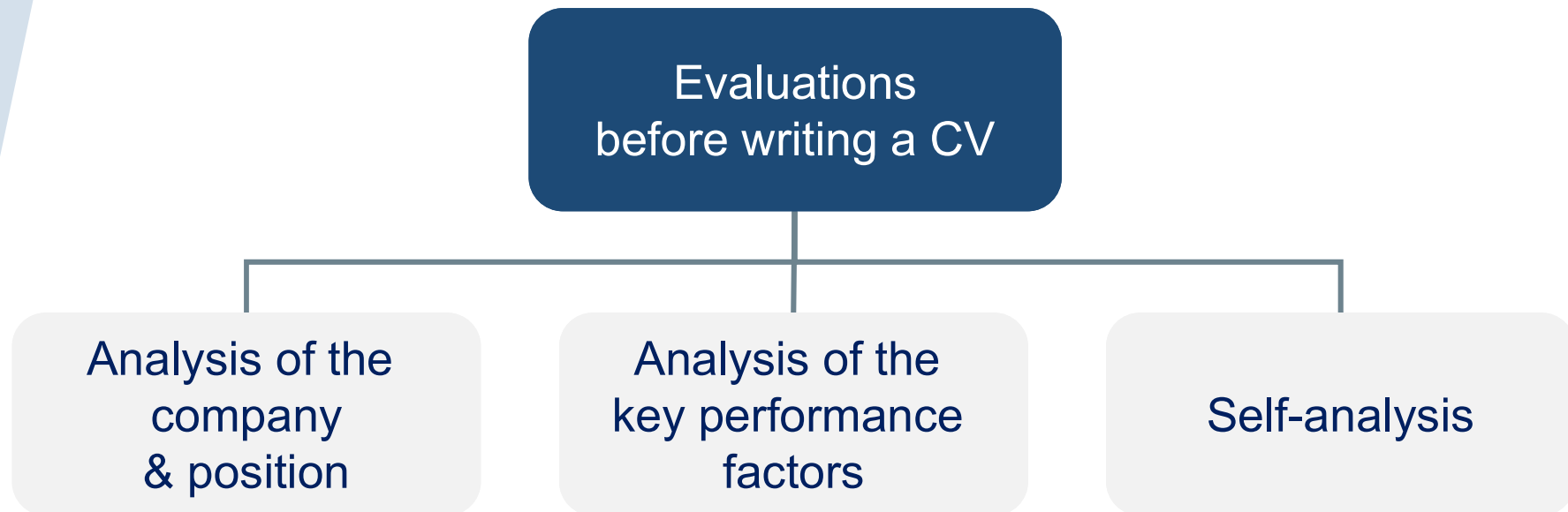
A way to stand out from other applicants.

Goal of CV



Getting an interview

A CV should be targeted on the specific job or career area for which you are applying and brings out the relevant skills you have to offer.



# What makes a good Cv

- Targeted to the job you are applying for.
- Accurate, interesting and up to date.
- Attractive, different from others, well designed and organized.
- Complete, but concise and brief.
- Easy-to-read the content at a glance.
- Keep the format simple.
- Well written, clear and easy to understand.
- Check for accuracy and errors.
- If photo needed, use one recent and of good quality. Preferible in color.

# What information should a CV include?

## Contact information

- Name, phone, mail, address (optinal), social media profile (optional)

## CV Summary or objective

- Both CV summary and objective act as an introduction to your CV, and it's usually the first thing that a recruiter reads.

## Education & training

- Formal education
- Job-related training information

## Work experience

- Company, location, dates of employment
- Job position, duties and responsibilities

## Skills

- Computer skills
- Language skills
- Soft skills

## Additional information

- Hobbies
- Relevant interests to the job



## Chronological

- Information is organized chronologically
- Inversed: Start with the most current and move backward in time.
- Shows to employer your career progression.

## Functional

- Information is organized by skills.
- Often used when changing careers or reentering the workforce after an employment gap.

## Combination

- Uses features of both Chronological and Functional.

## Competency-based

- Highlights skills and major achievements.

- Highly focused CV which relates your skills and abilities to a specific job or career area.
- Particularly good for career changers/mature graduates.
- Highlights skills and major achievements.
- Minimises impact of unrelated work experience.
- Saves repeating similar details in similar jobs.



## Identification details

## Photo

Name  
E-mail  
Telephone

## Professional profile (brief paragraph)

*I am a flexible and experienced insurance administrator with excellent time management skills. I am a good communicator with proven inter personal skills and I am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement*

## Work experience:

Company  
Position  
Responsibilities and tasks  
Achievements / outcomes

## Education

Title  
Technical skills  
Languages  
Digital skills

## Qualitative competencies (examples)

Communication skills  
Initiative  
Results orientation  
Client focus  
Teamwork and cooperation  
Planning and organizing  
Leadership

## Additional interesting information

A cover letter is a document to send the CV and provide additional information on your experience

## 1 paragraph

- Introduce yourself and explain the letter objective.
- Mention the job reference

## 2 paragraph

- State why you are interested in the position, company and sector.

## 3 paragraph

- Why you are a suitable candidate to this job.
- Give evidence of your experience and achievements.
- Highlight your skills to develop the responsibilities of the job.

## 4 paragraph

- Thank the employer for his/her time.
- Request actions: a personal interview.
- State what you will follow up, such as telephone the employer within a week.

Is it short?

No  
→

What a testament!  
I'll throw it away

Yes ↓

Is it organized?

No  
→

What a mess!  
I'll read the next one

Yes ↓

Is it clear?

No  
→

I don't understand!  
For pending matters

Yes ↓

Is it direct?

No  
→

What does he mean?  
I'll read it later

Yes ↓

Is it positive?

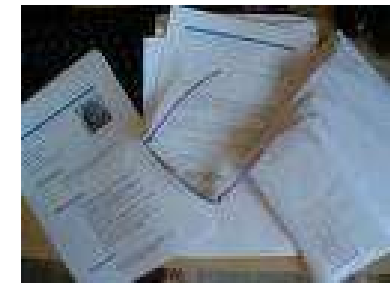
No  
→

What a pity!  
He could cause problems

Yes



I like it!  
Interview



## Interviewer's objectives

Find out if candidate  
**KNOWS, CAN and WANTS**  
to fill the position

Demonstrate that he/she  
**KNOWS, CAN and WANTS**  
what the position requires

## Candidate's objectives

## **Search for information:**

- About the company.
- About the job description

## **Clarify:**

- Your knowledge and skills related to the position.
- Your short-term and long-term career goals.
- How you can contribute to the company.

## **Prepare a presentation about yourself:**

- To answer one the most frequent open ended questions: “Tell me about yourself”.

## **Take care of details:**

- Bring documents you may need.
- Arrive on time.
- Turn off your mobile before entering.

## **Watch:**

- Your verbal behaviour: be formal, use appropriate language , avoid tics.
- Your non verbal behaviour: dress professionally, pay attention to your posture.

## **Prepare questions to ask the interviewer:**

- Clarify the points which are not clear to you.

Biographic /  
technical interview

Hard  
requirements of  
the profile

*Exclusive and  
non  
exclusive*

Competency –based  
interview

The core  
qualitative  
competencies



Competency-based interview is based on a simple premise:

*“The best predictor of what a person will do in the future is what that person did in the past in a comparable situation”*

- ▶ **Behavior**, past and present, is an objective predictor of future behavior.
- ▶ The focus is to predict based on behavior rather than trying to understand and assess personality traits.
- ▶ A behavioral question aims at learning about your past “behaviors” in specific work situations.
- ▶ How you have “behaved” in certain situations in the past will give the interviewer clues on how you’ll behave in those same situations when working for a company in the future.

## SITUATION:

Area or context.

- What was the specific challenge or situation?
- Who was involved?

## TASK:

- Your responsibilities and objectives in that situation.
- What was required of you?

A large, light blue, 3D-style star with the word 'STAR' written across it in red, bold, capital letters.

STAR

## ACTION:

- What action did you take?
- What did you do and say in that situation and how did you do it?

## RESULT:

- Effects and consequences of your actions.
- Changes and differences of the done actions.
- And if the actions were effective and suitable.



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3. Spanish labour market
4. Looking for a job (where to find a job)
5. CV, Cover Letter and Interview
6. Working conditions
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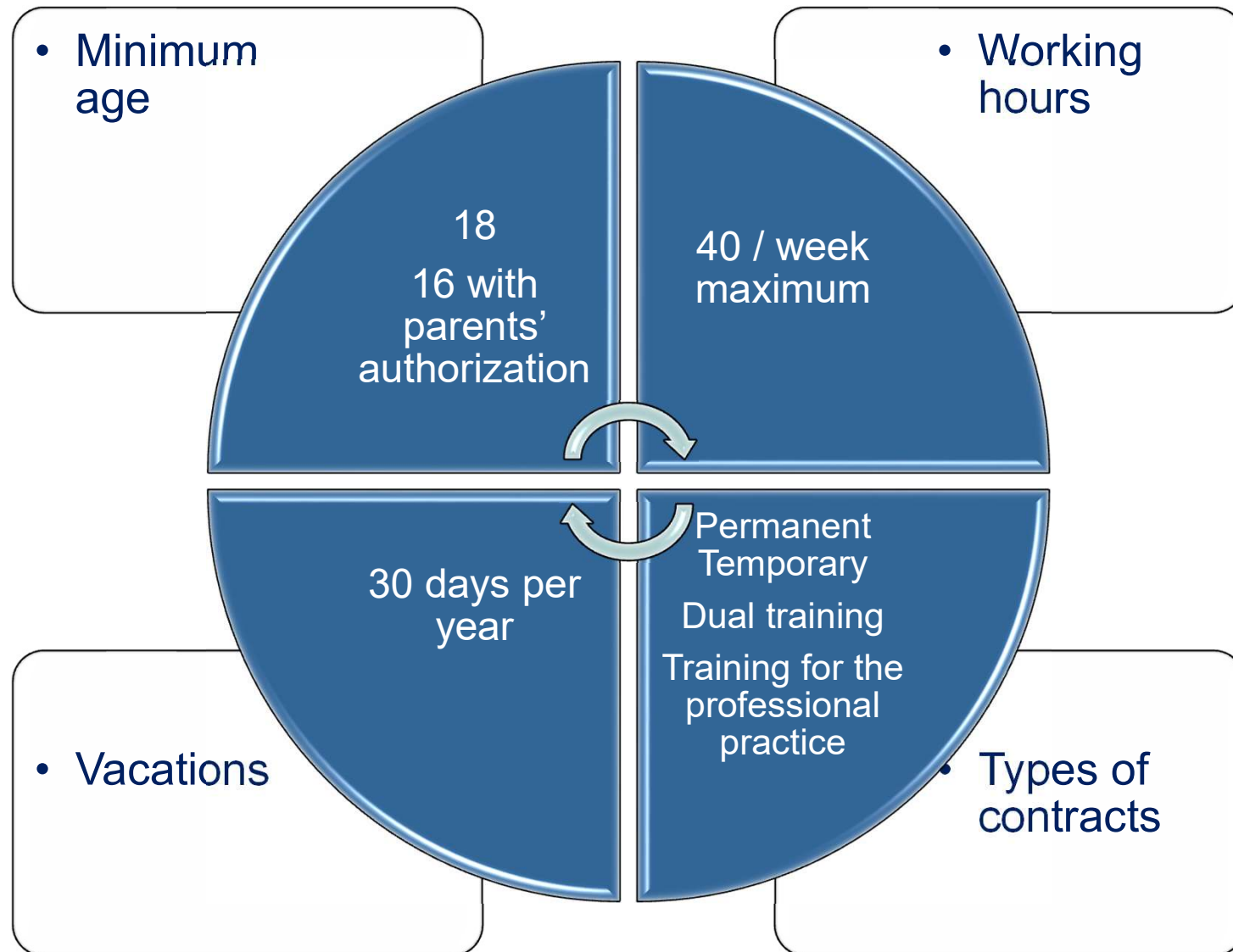


### Don't forget these documents

- Passport or ID.
- Translated update CV
- Cover letters
- Letters of reference from previous jobs
- Photocopy of your diplomas and courses.
- European Health Card issued by the Social Security of your country (Form E-100)
- U1 form recording payments made to Social Security.
- U2 form to export benefits.
- Certified translation of your diploma, if any.
- Driver's license, etc.

### Before accepting a job, check that

- You understand the terms and conditions of the work contract.
- Make sure who will cover your expenses for travel and accommodation: you or the employer.
- You have accommodation in Spain.
- You have proper healthcare coverage.
- You have enough money until you receive your first salary or to return home.



*The working contract can be formalised in writing or verbally*

## Minimum Wage (SMI)

€1000 month x 14 = €1,166.66 month.

### Average salary by job level:

- General labor: **1,135-1,981**
- Economy, Finance, Accountancy: **1,087- 3,712**
- Administration: **1,098 - 2,389**
- Tourism, Gastronomy, Hotel Business: **1,000 - 2,331**
- IT: **1,746 - 5,288**
- Banking: **1,041 - 4,470**
- Marketing, Advertising, PR: **1,204 - 3,696**

### Average salary by region:

- Basque country: 28,500.
- Madrid & Navarre: 26,000.
- Catalonia: 25,550.
- Valencia,: 22,000.

### The highest annual salaries:

- Surgeon: **64,500**
- Project manager engineer: **59,900**
- Sales manager: **58,880**
- IT director: **48,000**

## Direct: Income tax (IRPF)

- Up to 12,450: 19%
- + 300,000: 47%

## Indirect: VAT

- 4%, 10%, 21%

## Social Security

- Company: 29.30%
- Employee: 6.25%



MINISTERIO DE ECONOMÍA Y HACIENDA  
Agencia Tributaria  
www.agenciatributaria.es

**TARJETA DE IDENTIFICACIÓN FISCAL**

Número de Identificación Fiscal:

Apellidos y nombre: PRUEBA DE ALTA DE EME

Código Electrónico: 77C7EB454B027240

[https://sede.agenciatributaria.gob.es/Sede/en\\_gb/censos-nif-domicilio-fiscal/solicitar-nif/nif-fisica.html](https://sede.agenciatributaria.gob.es/Sede/en_gb/censos-nif-domicilio-fiscal/solicitar-nif/nif-fisica.html)



TA.1 "Affiliation/Social Security Number Application".

## N.I.E.: Foreigner's Identification Number

- To stay longer than 3 months
- Central Register of Foreigners
- In the Police Station
- Application form:

<https://extranjeros.inclusion.gob.es/es/ModelosSolicitudes/index.html>



**Social Security Number:** All workers must pay monthly fees to the Social Security.

Workers insured with S.S. are entitled to public and free health care.

TA.1 Form <https://www.seg-social.es/wps/portal/wss/internet/Trabajadores/Afiliacion>



European citizens have to request the **EUROPEAN HEALTH CARD** in their country in order to access the public medical services in Spain.

*Private insurance can also be contracted through a private medical company.*





# Education & qualifications



EU Directive 2005/36/CE on the regulation of professional qualifications.

Regulated professions database in countries:

<http://ec.europa.eu/growth/tools-databases/regprof/index.cfm>

Information on reconognition of the academic and profesional qualifications:



<https://www.enic-naric.net/spain.aspx>

<http://www.educacionyfp.gob.es/contenidos/ba/naric/presentacion.html>

Spanish Service for the Internationalization of the Education:



<http://www.erasmusplus.gob.es/sepieintro.html>



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# SPANISH DIVERSITY

## 17 Regions and ... many differences among them

- Mediterranean Country, but not only
- More than sun and beach
- We Speak SPANISH but other co-official languages: Basque, Catalan and Galician
- Big cities highly populated: Madrid, Barcelona, Valencia, Sevilla, Zaragoza, Malaga
- Depopulated rural areas
- North-South, East-West Gaps





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<https://ec.europa.eu/eures/public/es/chat-with-eures-advisers>



# THANK YOU EURES-SPAIN GRUPO MIXTO

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