

# Career Navigator

Your key to success in Austria



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# The job search

The Austrian labour market offers numerous opportunities to find the right job, be it through digital platforms, networks or personal contacts. With a clear strategy, the right tools, application documents and expertise, the job search becomes easier and clearer.

## Job Advertisements

Job application processes in Austria are rather traditional. Positions are usually advertised online on one or more job platforms or networks, and the applications received are then screened.

### 01 Filters and Search Engines

Most job platforms in Austria offer filter options that make it easier to find relevant jobs. This also applies to many corporate career sites. Job offers can be filtered according to location, field of work, qualification, job function as well as the possibility of working from home and salary.

A special characteristic of Austrian job advertisements is the mandatory indication of the (minimum) salary. The often quoted 'willingness to pay more' can vary from employer to employer. The weekly hourly rate for full-time work can also vary according to the employer (see chapter 4).

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## 02 Keywords

Jobs may have different titles in adverts. For example, if you are searching for 'project manager', you may also want to consider terms such as 'project leader', 'project coordinator' or industry-specific titles such as 'scrum master'. This will broaden the 'hit list' and increase the chances of finding more relevant opportunities.

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## 03 Tip

In general, it is not always necessary to meet all the qualification requirements – two-thirds is a good guideline for you to apply. If you are unsure whether you should apply based on your qualifications, you can always ask the recruitment contact person (often stated in the advert).

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## 04 A Closer Look at Job Advertisements

As corporate culture is very important in Austria, many advertisements link to the relevant sections of the company's career page, which may be helpful for your application. In addition to the required qualifications, the "cultural fit", i.e. how applicants identify with the company's values, is also important in the application process. Most Austrian job advertisements also include information about (fringe) benefits for employees, such as financial support for using public transport. Austrian job adverts distinguish between "mandatory" requirements, such as your qualifications, and other "desirable" or "advantageous" skills and requirements.

The information in the advertisement is important not only for your application, but also for your interview. It is worth saving screenshots of relevant adverts, as these may be removed during the application process. This shows your genuine interest in the role. Also, application confirmation emails may not contain the contact details of the recruiter responsible – you will usually only find this in the job advertisement.

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"An international work force enriches us with different perspectives and experiences, which significantly increases our innovation potential." **Martina Auer-Klass (PORR)**

## Job search support

**If you are a resident of the EU/EEA, you can contact the Public Employment Service Austria (AMS) via the European Job Mobility Portal (EURES) before you arrive in Austria and view job vacancies.**

On the Talent Hub you will also find many job adverts from Austrian companies that are specifically looking for international specialists. In addition to the active job search, a job agent can be set up in the Talent Hub, which searches for jobs with the selected criteria on an individualised basis. The Talent Hub also allows the automatic creation of a CV, thus saving time in the job search and application process. Austrian companies can search for specialists in the desired ESCO occupational groups and create search

profiles. The Talent Hub in turn works with the help of a skilled labour agent and suggests the latest suitable profiles of skilled workers.

Another function is the JobMAPS. You can see exactly in which city or in which region the jobs in your desired speciality can be found. You can apply directly by clicking on 'Apply directly' in the relevant job advert. A separate message centre in the Talent Hub, linked to your specified e-mail, gives you the opportunity to receive e-mails and job offers from companies and to reply to them. As soon as you have been accepted for a job, we will be happy to answer any further questions you may have about the immigration process or about living and working here.

## Further Information

The TALENT HUB matches your qualifications and your defined dream job with jobs currently available at Austrian companies that are looking for skilled people like you.

 **europa.eu**

The matching process is based on the ESCO and ISCO classification system (European and International Skills, Competences and Occupations) and is, therefore, able to understand your job definition and find a suitable match in Austria.



 **workinaustria.com**

More information about the WORK in AUSTRIA talent hub for skilled workers.



 **workinaustria.com**

More information about the WORK in AUSTRIA talent hub for Austrian companies.



 **workinaustria.com**

You can use the WORK in AUSTRIA Talent Hub, where you can create a profile with a CV in German and English to be discovered by Austrian companies.



# > Application

According to common Austrian practice, successful application documents consist of at least a clearly structured CV, a convincing cover letter and careful preparation. The aim is to present your qualifications and strengths to your desired employer.

## General

38% of employers in Austria provide individual tips on their career websites relating to the application process - often in the form of application FAQs. Search online specifically for recommendations on application documents and preparing for the interview, as such tips are precisely tailored to the processes and expectations of the respective company. What is typically Austrian in recruiting is the strong

emphasis on formalities and structure. Application documents are very detailed and usually include a CV with a photo, a detailed letter of motivation and often notarised certificates.

"Austrian companies attach great importance to specific application details (e.g. date of birth, photo in CV), which are often not common internationally." **Andrea Bertl (epunkt)**

# Curriculum Vitae

**In Austria, the CV is one of the most important parts of an application.**

It should contain all the essentials on a maximum of two pages: Education, experience and hard and soft skills relevant to the job in question. Start with your personal details: Name, address, phone number, email address. Include a simple, professional email address that includes your name. Optionally, you can link your LinkedIn profile or a website if it emphasises your professional background. Although a photo is not mandatory, it is common in Austria and therefore highly advisable.

## 01 Work experience - your ace up your sleeve

Start with your current or last job and work your way back in reverse chronological order. For each position, list the job title, the company, the time period and the main tasks and achievements. Use active formulations and concrete figures. For example, instead of 'Team leader of a project', write 'Head of a five-person team that successfully completed a project with a cost reduction of 15%.' If space is limited, summarise similar activities, such as internships.

**Tip for newcomers:** Austrian HR managers pay particular attention to relevant work experience and internships in written applications (29%). Practical experience, e.g. from voluntary work or part-time jobs, is therefore a valuable asset, especially for career starters. It signals commitment and resilience.

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## 02 Education and qualifications

List the education from the highest qualification onwards, followed by relevant further training. In each case, state the title of the qualification, the educational institution and the date of completion. Also list areas of study, specialisations or relevant projects if they are related to the job you are applying for. If you have an international qualification that does not correspond to the standards commonly used in Austria (e.g. the Bologna Process for degrees), you should explain it.

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### 03 Hard and soft skills

The curriculum vitae (CV) should provide a good overview. You can go into more detail about your skills in the cover letter (see below).

- It is best to state your language skills in your CV according to recognised standards such as the [Common European Framework of Reference](#) for Languages (e.g. B2, C1).
  - IT or similar hard skills that are relevant to the position should also be mentioned.
  - Soft skills such as teamwork or adaptability should ideally be demonstrated through specific projects or examples (e.g. organisation of an interdisciplinary workshop with 50 participants).
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### 04 Layout and structure

In German-speaking countries, CVs are almost exclusively presented in tabular form. An appealing, clear layout stands out positively. Think about the job you are applying for when choosing your design: In banking, for example, a simple style is required; in art direction, you can show what you can do graphically with your CV. **Tip:** The WORK in AUSTRIA Talent Hub produces a complete profile in classic, modern or EUROPASS design.

Always have your CV checked by a second person. Spelling or grammatical errors look sloppy. Also check the format: Sections should be standardised and all data should be correct and complete.

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## 05 The perfect application photo

In Austria, a professional photo is simply a must in many industries. Invest in a professional photo that shows you in a likeable and authentic way. With the right picture, you can convey sympathy and competence at first glance. Choose clothing that matches your industry and make sure you have a calm, neutral background that puts the focus on you. An open smile and an upright posture radiate friendliness and self-confidence. The photo should be up-to-date and show you as you currently look. In Austria, it is usually placed at the top of the CV, ideally in a size of around 4 x 5 cm.

### Dos:

- Friendliness and self-confidence
- Recent photo
- Focus on the most important thing: You

### Don'ts:

- Exaggerated editing
  - Selfies or leisure photos
  - Inappropriate outfits
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## 06 Research environment

In the scientific field, a list of publications makes sense. This does not count towards the specified two-page 'maximum length'. Universities and institutes (as well as other employers) usually state what information is also required online and/or in the job advert.

**My most important tip:** emphasise the added value that you have due to your specific academic socialisation. This could be certain methods and schools of theory or knowledge of a different academic or scientific system. Large parts of the Austrian university and research landscape are well aware that we only have a global reputation in selected areas. This makes international background and experience a real asset. **Wolfgang Mayrhofer (WU Vienna)**

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## Dos and Don'ts: CV

- ✓ Max. 2 pages (excl. publications)
- ✓ Clear structure
- ✓ Practical experience scores points
- ✓ Standards for stating qualifications and skills
- ✓ Concrete examples to substantiate information
- ✗ Spelling or formatting errors
- ✗ Inventing qualifications
- ✗ Verbosity, redundancies
- ✗ Pixelated application photo / selfie

## The cover letter

**The cover letter complements your CV by showing who you are, what drives you and why you are a good fit for the position you are applying for as well as the employer and their culture.**

"Here you can emphasise your enthusiasm and your individual strengths - and stand

out from the crowd. What particularly impresses us? When applicants back up their passion with tangible examples - be it through their own projects, creative solutions to problems or innovative approaches." **Martina Auer-Klass (PORR)**

The cover letter or letter of motivation is

relevant in different ways depending on the advertised position. Career starters, for example, can use it to emphasise their personality and potential in order to 'compensate' for their lack of experience. Managers have the space here to explain their leadership style and emphasise personal successes. It is important to give specific examples without repeating the CV. In addition, a personalised letter shows that you have considered the job - for example, by referring to the company values and objectives.

First impressions count, even with a cover

letter. Start the letter with an original statement, a short story or a specific reference to the company. You should avoid interchangeable phrases ('I am hereby applying for...') at all costs. End the letter of motivation confidently and express your interest in a personal interview, e.g. like this: 'I look forward to convincing you in an interview how I can enrich your team.' Particularly tradition-conscious recruiters will also appreciate a handwritten signature, which can also be scanned and inserted as an image in the cover letter.



As an experienced specialist, you score points with your knowledge and expertise. Show in your application how you can make a real difference with your skills. Particularly in demand: innovative solutions and personal success stories.

### **BEST-RECRUITERS expert tip**

An authentic letter of motivation not only shows what you can do, but also who you are. Combine your skills with the goals of the employer you are seeking.

# Dos and Don'ts: Cover Letter / Letter of Motivation

Your letter of motivation should be clear, positively worded and well structured. Avoid complicated jargon and nested sentences, show individuality and focus on the requirements of the position you are applying for.

- ✓ **Start with an original introduction**

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- ✓ **Link your experience to the requirements**

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- ✓ **Show why the company and the position appeal to you**

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- ✓ **Write clearly and precisely**

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- ✓ **Customise your letter of motivation**

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- ✗ **Do not use standard phrases**

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- ✗ **Do not simply repeat your CV**

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- ✗ **Grammatical and spelling mistakes look unprofessional**

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- ✗ **Do not write too generally or interchangeably**

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- ✗ **Avoid too many subjunctives and unsure language! Do not simply repeat your CV**

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## References, Diplomas, Certificates

**School, university and work references are particularly helpful in checking the information on your CV and determining whether applicants are presenting their tasks and qualifications correctly.**

**Tip:** For international professionals, references offer a good opportunity for clarification, as job titles and areas of responsibility can be interpreted differently depending on the country or culture.

Not every certificate belongs in every application. Think carefully about which

documents prove your relevant qualifications. Certificates that you have obtained in areas such as project management, personnel management or technical programmes are almost always suitable. They not only show your expertise, but also your willingness to learn new things and adapt to the demands of a changing labour market.

**Tip:** Some companies require certified copies of certificates (especially for international applications). Find out in advance whether this is necessary.



"Certificates and, if necessary, certified translations should be prepared."

**Martina Auer-Klaas**

# Dos and Don'ts: References / Diplomas / Certificates

**Tip:** First impressions count. Make sure you have legible copies without handwritten notes or stains. Poorly scanned documents also look unprofessional.

✓ **Select relevant certificates and organise them according to relevance or, conversely, chronologically**

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✓ **Have certificates professionally translated if necessary**

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✓ **Use certificates as proof of specialised knowledge**

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✗ **Avoid documents that are difficult to read and do not add all certificates indiscriminately**

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✗ **Send the same application to all employers**

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✗ **Use technical terms uncertainly**

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## Tip for job starters



If you have little work experience, a good university reference can prove your commitment, resilience and performance. A reference from an internship can also score points - especially a relevant internship with the desired employer in the same industry or region.

## Making international qualifications understandable

**It is particularly helpful for international applications to explain the context of your qualifications.**

A separate document that briefly describes your qualifications, which are rather unknown in Austria, can help recruiters to better categorise them.

"Many foreign training centres are now

well-known in Austria and their graduates are in high demand. If applicants can demonstrate at least a rudimentary knowledge of German, which is essential for safety regulations on the construction site, customer contact and technical documentation, they have good chances on the domestic job market and are highly valued." **Andrea Bertl (epunkt)**



Job references provide evidence of how your past performance and behaviour in the workplace have been assessed. References that emphasise your strengths and name specific successes are particularly valuable - for example, if you have successfully completed a project or led a team.

## Language skills and soft skills

**Employers usually attach great importance to good communication skills and the ability to fit into teams and the corporate culture.**

For international applicants, German language skills are therefore often the key to gaining a professional foothold in Austria. German language skills are essential in most professions in Austria.

Language certificates such as the ÖSD (Austrian Language Diploma), Goethe certificates or telc-Deutsch can prove your knowledge.

"Language skills in the local language - such as German in Austria or Polish in Poland - are often essential to work smoothly with local teams and partners. A

solid command of English is also important for some positions, as international dialogue has become standard practice." **Martina Auer-Klass (PORR)**

"Language barriers are a frequently mentioned issue. A lack of German language skills can make communication within the team or with customers more difficult." **Heinz Herczeg (lifeCREATOR CONSULTING)**

In addition to German, knowledge of English is an advantage or even a must-have in many international companies, for example in the IT, tourism or export trade sectors. If you have language certificates such as TOEFL, IELTS or Cambridge certificates, you should definitely send these with your application. Soft skills such as intercultural competences, communication and teamwork skills will make you stand out, especially in international applications.

"Those who work with different cultures and languages see the world through

completely different eyes - and this leads to solutions that go beyond the usual boundaries of thought." **Andrea Bertl (epunkt)**

"When it comes to soft skills, adaptability and cultural sensitivity are particularly important. International applicants not only have to fit into a new company, but also into a new culture. Openness, curiosity and the ability to integrate into a team help you to quickly gain a foothold. Communication skills - both verbal and non-verbal - are also crucial in order to work effectively in a team and with managers." **Heinz Herczeg (lifeCREATOR CONSULTING)**

A combination of language skills and soft skills can be particularly attractive for companies. For example, if you have experience in communicating with colleagues and/or customers in a foreign language, you not only demonstrate language competence, but also strong communication skills and the ability to empathise with others.

## Dos and Don'ts: Languages and Soft Skills

**Tip:** Even if you do not yet speak perfect German, you can score points with certificates and ongoing courses or the motivation to expand your knowledge.

- ✓ **Be transparent about your level of German**

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- ✓ **Use language certificates**

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- ✓ **Describe soft skills using examples!**

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- ✗ **Don't forget to present language and soft skills in an understandable and holistic way**

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- ✗ **Do not over- or underestimate your language level**

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## Design of the application: design, format, readability

**A logical structure and good readability are must-haves for good application documents.**

You can stand out from the crowd with an appealing design. Your application design should be professional, standardised and clear. Use easy-to-read fonts (10 to 12

point), clear structures and subtle accent colours! Avoid long blocks of text and add spacing between sections to improve readability. This helps recruiters to take notes. Convert Word documents into PDFs or use the format that corresponds to the specifications of the respective online application form.

# Dos and Don'ts: Designing Application Documents

"Ensuring that all required documents are complete and accurate can significantly streamline the process." **Serra Ozer**

- ✓ **Uniform layout for all documents**

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- ✓ **Easy to read fonts**

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- ✓ **Structured application documents**

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- ✗ **Colours or graphics that are too bright**

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- ✗ **Unclear blocks of text**

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- ✗ **Awkward language and long nested sentences**

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- ✗ **Ignoring industry practices when designing the application**

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## Tips and Checklists

**Check your documents for spelling and grammatical errors! Use tools such as Duden Mentor or Grammarly and the four-eyes principle.**

Make sure that all required documents, such as a current CV, certificates and a

letter of motivation, are enclosed in full and in a logical order. Avoid using translation software for German applications if you do not speak the language, as this reduces authenticity and could create false expectations for an interview. Avoid interchangeable phrases such as 'I am a

team player', but instead provide concrete examples of your strengths. A personalised application shows that you are serious.

An application with no reference to the company will attract negative attention. Employers will notice if you have not taken the time to find out about the job or the company's values and goals. Thorough research will help you to formulate customised application documents that make it clear why you are a good fit for the position, the team and the corporate culture.

"Applicants should find out a lot about the company and know the names of the contact persons." **Andrea Bertl (epunkt)**

You should also prepare yourself for a

multi-stage application process, as preparatory tasks or assessment centres are often used to test whether you have the necessary skills if your professional experience is not yet so significant. The job advert may refer to such a procedure.

"It is an advantage to note in your application documents why you want to come to Austria and whether you already have points of contact, e.g. because you studied in Germany or Austria or have family here. If you haven't thought about it in depth - Why Austria? Why do I fit in here? What do I have to do to settle down here? How long will it take? Can I afford it? Does my family agree? - This could be interpreted as a lack of seriousness."

**Andrea Bertl (epunkt)**

### Tips for Preparation and Research

- Understand industry requirements and the labour market in Austria
  - Be aware of typical expectations and customs, e.g. the meeting or team culture
  - Explain and justify your motivation to work in Austria Research potential employers online
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## **> Tips for Application Documents**

- Send well-structured / organised, individualised application documents
  - Avoid mistakes in spelling, consistency and layout
  - Emphasise relevant qualifications and experience
  - Observe Austrian customs (e.g. photo in CV) - Complete documents
  - Select attachments such as references or certificates carefully
- 

## **> Tips for Online Presence**

- Create, activate and keep profiles up to date (e.g. LinkedIn, WORK in AUSTRIA Talent Hub)
  - Keep information consistent across all channels and documents
  - Expand your professional network online
- 

## **> Tips for Academics / Applications in Research**

- List publications and scientific work
  - Describe participation in projects and conferences
  - Language skills: Emphasise English skills alongside German skills
  - Establish contacts via research platforms and alumni networks
  - Link research specialisms with job requirements in the letter of motivation
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## **> Tips for Experienced Professionals**

- Emphasise specific skills and (inter)cultural backgrounds
  - Emphasise new approaches and creative thinking
  - Emphasise willingness to actively participate
  - Provide proof of foreign qualifications, training, further education or language certificates etc. and have them translated if necessary
  - Provide information about industry-specific requirements
  - Describe previous activities and present tangible results (e.g. portfolios, publications, apps, photographs)
  - Emphasise skills such as the ability to work in a team, stress resistance, patience or creativity specific to the industry, company and job
  - Emphasise language skills, especially German and English (e.g. in research or IT) Use congresses, trade fairs or webinars for networking with peers and experts
  - Explain reasons for starting a career in Austria
  - Emphasise dealing with local framework conditions and customs (e.g. standards, work permits, laws, education system, labour law, etc.)
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## **> Tips for Career Starters**

- Emphasise training, internships, part-time jobs or voluntary work
  - Emphasise willingness to learn, for example through projects or voluntary work
  - Prove language skills, especially German
  - Prepare for a multi-stage application process / work samples to be prepared
  - Use unsolicited applications, portfolios or interview videos
  - Attend career fairs, webinars or virtual events
  - Research trainee programmes and junior positions
  - Emphasise semesters abroad, international projects or multilingualism
  - Demonstrate soft skills, such as teamwork and communication skills, with examples
  - Demonstrate collaboration in international groups/teams (e.g. across language barriers)
  - Obtain letters of recommendation from professors, mentors or supervisors
  - Use industry events or alumni meetings for networking
  - Establish targeted contacts and gather experience
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# The job interview

A successful job interview starts with the right preparation: if you do a lot of research into the company and the position, you create the basis for a confident performance. In the interview itself, it is important to present your own skills and motivation in an authentic manner and thus leave a positive impression. Finally, good follow-up work underlines your personal commitment and increases your chances of getting the job.



"For us, application documents are above all a door opener. [...]. A personal interview will then show whether we are a good match." **Martina Auer-Klass (PORR)**

## Preparation: Understanding the company and the job

**A clear picture of the employer and the advertised position is appreciated and sometimes even requested in job interviews.**

Obtaining comprehensive information in advance is worthwhile in several respects: you come across as prepared and motivated, you can save yourself

redundant questions that have already been answered by your research and you can make a note of any points that remain unanswered, which you can pick up on in the interview. Asking questions shows interest.

General information about the company can primarily be found on the company

website and on social media channels. First of all, you should get an overview of the sector in which the company operates and which products or services are offered. It is also beneficial to know the company's goals and values, which ideally match your own.

The history and structure of the company are also relevant - it is advisable to research when and by whom the company was founded, what levels and business areas there are and how many people are employed. If the company has several locations, you should at least have an overview of these.

The most important information is listed in

the job advertisement, which you should definitely save so that you can access it later if it is taken offline. In addition to the general conditions, such as place of work, number of hours, salary and starting date, the field of activity is particularly relevant. Read the tasks in the job advertisement carefully and use them to describe the day-to-day work. You can take any open questions with you to the interview - e.g. z. For example, which programs are used, how big the team is or which projects are planned. You may also find information about the number of colleagues, the culture and the level of the job in the job advertisement. Otherwise, a look at the website can reveal further details.

## Dos and Don'ts: Job Research

- ✓ Read information on (career) website
- ✓ Save the job advertisement
- ✓ Note down open questions
- ✗ Only research superficially
- ✗ Do not prepare any further questions



**Tip:** In addition to the company website and the job advertisement, it is also advisable to take a look at the social media channels to find out even more about the company (e.g. team culture and current events).

## Dos and Don'ts: Job Interview Content

- ✓ Be informed about the job and company
- ✓ Emphasise your own strengths and motivation
- ✓ Answer precisely and authentically

✗ **Go into the interview unprepared**

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✗ **Speak negatively about previous employers**

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✗ **Use meaningless standard answers**

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**Tip:** The presentation of your own skills is more authentic if they are linked to specific situations from your previous professional experience. **FOR EXAMPLE:** In the course of my last project, I improved my time management and cost planning skills.

## Body language, appearance and the first impression

**A convincing first impression in a job interview is not only the result of what is said but also depends heavily on body language and general appearance - even small signals can make the difference and lay the foundation for a successful interview.**

Good preparation begins before the interview: Find out about your interviewer in advance (e.g. via LinkedIn and Google) and make sure you know the exact address of the company so that you can plan your journey in good time and ensure that you

arrive on time - ideally five minutes before the agreed appointment. Think about what you want to wear on the day of the interview. Choose an outfit that suits the atmosphere of the company and in which you feel comfortable. You will look particularly well organized if you bring a notebook with your prepared questions to the interview, in which you can jot down important points in between.

An open, self-confident attitude is crucial in a conversation. Stand up when greeting the interviewer, shake their hand and thank

them for the invitation. Make sure you make natural, regular eye contact to signal interest and attention. As body language reveals a lot about your attitude, you should avoid crossed arms or hunched shoulders, as this makes you appear defensive or insecure. An upright, relaxed posture and an open, approachable demeanor have a positive effect on your charisma.

Start your self-introduction with an overview of your education and professional career - preferably in chronological order from your first experiences to your current position. Emphasise the skills that are particularly important for the job you are applying for. Make sure that the introduction does not last longer than ten minutes and address relevant topics.

## Dos and Don'ts: Job Interviews

✓ **Arrive on time for the interview**

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✓ **Open and self-confident posture**

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✓ **Professional outfit**

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✗ **Unpunctuality**

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✗ **Weak handshake when greeting someone**

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✗ **Inappropriate clothing**

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## Dress code for the job interview

**A well-chosen outfit contributes significantly to a positive first impression and should therefore be carefully considered.**

The style of dress that is appropriate for the interview also depends on the respective industry or corporate culture. In conservative sectors, a formal look is

required: men ideally wear a suit and tie, while women choose a trouser suit or a shift dress, for example. In most cases, however, the smart-casual look is the safe choice. As a general rule, the balance between a smart appearance and comfort is crucial in order to appear both professional and relaxed and to radiate self-confidence.

## Dos and Don'ts: Dress Code for Job Interviews

**Tip:** Some companies present their employees on the website, which gives you the opportunity to get an impression of the dress code and adjust your outfit accordingly.

✓ **Outfit in a business or smart-casual look**

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✓ **Discreet use of jewelry and make-up**

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✓ **Comfortable clothing in which you feel at ease**

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✗ **Revealing or too casual outfits**

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✗ **Unironed, worn, holey clothing**

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## ✗ Eye-catching and inappropriate accessories

# Questions to ask the company

**Being convincing in a job interview means not only providing good answers but also asking the right questions.**

These questions, for which time is usually allowed at the end of the interview, are an excellent opportunity to find out more about the position and the working environment. At the same time, you signal your serious interest in the job and show that you would like to expand on the content of the job advertisement and the interview.

Examples of such questions could be: What projects and goals are planned for the coming months or years? What challenges would I face in the role? What do you want

from your future team member? What personal skills are advantageous for the position? What does day-to-day work typically look like? How does the team communicate, are there regular meetings? Which programs or systems are used? Please feel free to explain your question(s).

Once you have answered your substantive questions, you can then discuss the general conditions such as working hours and resources, benefits such as working from home and flexi-time, and remuneration. This is a good time to ask about the further course of the application process, such as whether a second round or final feedback is planned.



**Tip:** Imagine the daily work routine in advance based on the tasks listed in the job advertisement - which details are still unclear? Make a note of these in advance and take them with you to the interview.

# Dos and Don'ts: Questions in the Job Interview

- ✓ **Prepare in-depth, substantive questions**
- ✓ **Focus on role and expectations**
- ✓ **Inform about further selection process**
- ✗ **Ask for information that is clearly stated in the job advertisement**
- ✗ **Ask about benefits / salary right at the start**
- ✗ **Focus only on general conditions (not content)**

## After the interview

**At the end of the interview, it is important to emphasise your motivation once again and leave a lasting impression.**

Thank them for the invitation and inquire about the next steps. Let the interviewee know that you look forward to hearing back from them and are happy to answer any questions they may have. A short, friendly

email a few days later in which you thank them again for the interview and the insights and continue to express your interest in the position can reinforce this positive impression. If you have not heard back after the agreed deadline, you can politely ask if there are any updates on the decision. This continues to show your interest in the position.

## Dos and Don'ts: After the Job Interview

**Tip:** Network with the interviewer via LinkedIn - this way you can stay in touch and leave a lasting, positive impression with a professional profile that reflects your professional qualifications and interests.

- ✓ **Communicate enthusiasm for the job**
- ✓ **Be available for further questions**
- ✓ **Send an individual thank you email**
- ✗ **Ask about the status of the application too early / often**
- ✗ **Often point out other ongoing processes**
- ✗ **Not being available at all**

## Virtual job interview

**In Austria, it is now common practice to start application processes with virtual interviews.**

This is convenient for applicants, as time-consuming travel can be avoided. However, a face-to-face meeting is often desired in later phases, such as the final round of interviews or when getting a taste of the

company. Since the Covid pandemic, many companies have become much more flexible and are increasingly relying on hybrid models that combine virtual and face-to-face interviews. Make it clear in the application documents if you are still abroad and the application process should therefore take place remotely!

## Important Tips

In addition to the points already described in the interview section, there are some additional aspects to consider during the virtual interview:

### 01 Preparation

- Technology: check the video program, internet connection, camera and microphone in advance
  - Environment: choose a quiet room with a neutral background and good lighting
  - Access data and documents: have the link to the video conference and relevant documents to hand
  - Appropriate clothing and surroundings (in line with the corporate culture)
  - Time buffer: no follow-up appointments after the meeting to allow for any extensions
- 

### 02 Implementation

- Log in on time, ideally 5 minutes beforehand
  - Eye contact: look into the camera to signal interest and attention
  - Speech: clearly, pay attention to sound delays
  - Notes: use discreetly without constantly looking at the screen
-

### 03 Technical aspects

If your internet connection is weak (e.g. pixelated image, delayed sound transmission), use your cell phone for a hotspot. If you are unsure whether the connection is sufficient or the technology works, make a short test call with a friend or family member beforehand. Despite the best preparation, problems can arise. Make a note of the contact details (telephone number or e-mail address) of the contact person so that you can get in touch quickly or offer an alternative in the event of a technical failure.

If you are conducting a virtual job interview on your cell phone, it is particularly important to check the technical details in advance. Hold your phone horizontally during the call, as a picture in landscape format fits better with the recruiter's desktop screen and therefore looks more professional. In any case, it is important that your face and upper body are clearly visible so that facial expressions and gestures are easily recognizable to your interviewer.

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### 04 Further tips

- Research the company and the job
  - Define clear and realistic salary expectations Prepare common questions for applicants, note down your own questions
  - Pay attention to clothing, body language and expression
  - Anticipate the requirement for knowledge of German
- 



**Tip:** Common video telephony providers include Microsoft Teams, Zoom or Skype. Large employers sometimes also use their own systems and technologies. Familiarize yourself with the respective program in advance and download it (if available), as browser versions are usually more prone to errors.

## Dos and Don'ts: Virtual Job Interview

✓ Prepare the technology

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✓ Prepare the room/background

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✓ Maintain eye contact with the camera

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✗ Log in too late

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✗ Restless or unprofessional background, e.g. sitting comfortably on the couch

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✗ Informal clothing

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# Exploring Employment in Austria

In Austria, there is no general "Labor Act" that regulates the employment relationship between employer and employee. Rather, the employment relationship is regulated by a large number of individual laws (e.g. Salaried Employees Act, Maternity Protection Act, Working Hours Act, Rest Periods Act, Holiday Act, etc.). Also, depending on the area of activity or industry of the employer(s), collective bargaining agreements may apply to the employment relationship.



The collective bargaining agreements contain special regulations that are applicable to the employment relationships in the respective industry. The provisions of a collective bargaining agreement are mandatory, although it is possible to agree on more favorable provisions for employees.

## Wages, salaries and additional benefits

**There is no general statutory minimum salary in Austria.**

Depending on the industry, the applicable collective bargaining agreement determines the legal framework for minimum wages, salary increases, working hours and dismissals or terminations. Around 98% of employees in the private sector are covered by a collective bargaining agreement. While your collective bargaining agreement forms the basis for your

minimum wage, in some cases you can negotiate additional pay and benefits depending on your qualifications and professional experience.

## 01 Salary

In Austria, employees typically receive 14 salaries per year if specified in their employment contract or if the employment relationship is subject to a collective bargaining agreement. This equates to receiving a double salary twice a year. The timing of this double salary is specified in your employment contract or collective bargaining agreement. Generally, these special payments are paid in June and November as holiday and Christmas bonuses. Social security contributions (including unemployment, health and pension insurance) and income tax are paid jointly by you and your employer. The share of your gross salary is around 40%, of which the employee pays 18.12% and the employer 21.23%.

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## 02 Holiday Entitlement

The holiday entitlement is based on the Austrian Holiday Act. The holiday entitlement for full-time employees per working year is

- 30 days holiday for a 6-day working week
- 25 days holiday for a 5-day working week

After completing 25 years of service, the holiday entitlement increases to 36 or 30 days.

In the first six months of the first year of employment, the holiday entitlement accrues in proportion to the length of service completed in the year of employment and after six months in full.

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## 03 Other Forms of Paid Leave

You will be paid in full for the 13 public holidays in Austria per year. You are also entitled to continued payment of remuneration in the event of illness, personal incapacity to work or carer's leave if you have to care for a family member.

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## Further Information

 [oesterreich.gv.at](https://oesterreich.gv.at)

More information on Collective Agreements.



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 [arbeiterkammer.at](https://arbeiterkammer.at)

Further useful information on average salaries can be found here.



# Working conditions

## 01 Start of an employment relationship

An optional probationary period of up to one month can be agreed, during which both you and your employer can terminate the contract without notice. As the maximum duration of the probationary period is only one month, some employers agree on a fixed-term employment relationship (e.g. for the first three months of the employment relationship).

At the end of the first fixed term, the employment relationship can seamlessly transition into a permanent employment relationship.

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## 02 Termination of an employment relationship

Any employment relationship can be terminated by

- Termination by the employer
  - Termination by the employee(s)
  - Termination by mutual agreement
  - Dismissal
  - Resignation by the employee(s)
- 

## 03 Termination by employer and employee

In the event of termination by the employer, the notice periods vary depending on the length of service of the employee:

- up to the 2nd year of service - 6 weeks
  - from the 3rd year of service - 2 months
  - from the 6th year of service - 3 months
  - from the 16th year of service - 4 months
  - from the 26th year of service - 5 months
-

## 04 Reduction of the notice period

The notice period cannot be shortened by agreement below the above periods; however, it can be agreed that the period of notice ends on the 15th or on the last day of a calendar month (and not at the end of a calendar quarter).

In the event of termination by the employee, the notice period shall be one month to the last day of the calendar month. It may be contractually extended to a period of six months. In any case, the relevant provisions of the applicable collective bargaining agreement must be observed.

If the employment relationship is terminated by the employer without observing the notice period, the employee shall be entitled to compensation for the notice period. Termination by the employer cannot be based on gender, ethnicity, religion, age or disability.

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## 05 Special provisions

Based on these general rules, certain applicable collective bargaining agreements may contain specific provisions that must be observed.

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# Working Hours & Rest Periods

**In principle, normal daily working hours may not exceed eight hours and normal weekly working hours may not exceed 40 hours.**

The daily working time is the working time within a period of 24 hours, the weekly working time is the working time within the period from Monday to Sunday. The employer can negotiate with you a daily working time of up to 12 hours or a weekly working time of up to 60 hours, as long as the weekly average does not exceed 48 hours in 17 consecutive weeks. It is possible to extend this period through a collective bargaining agreement. Flexible working hours are common depending on the industry, and overtime is permitted depending on the agreement and is compensated either through additional payment or time off. So-called "all-in agreements" are also common in Austria. Such an agreement stipulates that the employee receives a flat-rate salary for their work. This also includes any overtime worked.

## 01 Breaks

If the total daily working time is more than six hours, the working time must be interrupted by a rest break of at least half an hour. It is possible to divide the rest breaks into smaller units.

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## 02 Rest Breaks

At the end of the day's working hours, employees must be granted an uninterrupted rest period of at least eleven hours.

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## 03 Weekend rest

Employees are entitled to an uninterrupted weekly weekend rest period of at least 36 hours.

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## Relevant terms

### > Labor inspectorate

**The Austrian Labor Inspectorate is the leading authority for monitoring working conditions in Austria and covers the majority of employees.**

It is responsible for enforcing working hours and rest periods, protecting pregnant women and breastfeeding mothers and preventing the exploitation of children and young people. It is also responsible for ensuring compliance with employment contracts and collective bargaining agreements as well as preventing wage and social dumping and illegal employment.

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### > Works council

A works council can be elected in companies that permanently employ more than five employees. The Chamber of Labor (AK) and trade unions such as the ÖGB offer their members legal advice and representation in court as well as many other services.

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### > Commuter Allowance and “Commuter Euro”

Employees can receive a commuter allowance in addition to their regular salary. Whether you are eligible for this depends on three conditions: the distance between home and work, the accessibility by public transport and the frequency of commuting. The commuter allowance can either be added directly to your pay slip or taken into account separately in your tax return.

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## Further Information

 [arbeiterkammer.at](https://arbeiterkammer.at)

More information on Chamber of Labor.



 [oesterreich.gv.at](https://oesterreich.gv.at)

General information on the commuter allowance.



 [bmf.gv.at](https://bmf.gv.at)

You can find more information on the commuter allowance calculator here.



## Home-Office becomes Remote-Work

**The term "home office" refers in particular to the regular performance of work in the employee's home.**

The term "home" also includes a home at a secondary residence or the home of a close relative or partner. Since January 1st, 2025 it is also possible to work at a location of the employee's choice; the legal term 'home office' has been replaced by 'remote working' (Tearbeit). Both terms are used in the Personal Guide and mean the same thing. The employee can use their main or secondary residence, the home of family members, but also coworking spaces or other locations such as cafés, libraries and hotel rooms as a working environment.

## 01 Agreements

Home office or remote work agreements are very common in Austria after the pandemic, but home office is only possible on a voluntary basis and must be agreed between the employer and employee. This can be part of your employment contract or an additional written agreement.

According to the law, the agreement can be terminated by either party with one month's notice for good cause (e.g. in the event of a significant change in the employee's life situation or operational requirements). The agreement may also include a time limit and cancellation options. However, this only terminates the agreement on working from home, but not the employment relationship as such.

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## 02 Notice

The applicable provisions of the Employee Protection Act (ASchG) and the Labour Inspection Act (ArbIG), which are relevant for home office and remote work, remain applicable. However, the workplace-related health and safety regulations do not apply to the home office.

The employer is required to inform the employees about the requirements for workplace design and employee protection before starting work in the home office, whereby the company is only responsible for compliance with the employee protection regulations for the home office if office furniture or work equipment has been provided by the company.

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## 03 Equipment

If employees regularly work from home or remote, the employer must provide them with the necessary digital work equipment. This includes both the hardware (e.g. laptop, mobile phone, etc.) and the necessary internet connection. Also, the employer and employee may also agree that the employee may use his or her own digital work equipment when performing his or her services in the home office. However, if such an agreement is made, the employer must pay the employee appropriate remuneration.

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## Further Information

The generally applicable working time regulations (including maximum working hours and minimum rest periods) and the individual working time regulations continue to apply to working from home.

 [arbeiterkammer.at](https://arbeiterkammer.at)

Home office brochure from the Chamber of Labor.



 [bmf.gv.at](https://bmf.gv.at)

Here you can find detailed information on the tax return process.



## Finanzamt services

**The Austrian tax office operates as a national authority overseeing taxes, services, and budget management. With a workforce of about 6,100 employees, it is present in 67 locations across the country.**

FinanzOnline, Austria's e-government platform with international recognition, is used by over 6.3 million people (as of 2025). The most important e-government portal of the tax authorities is available free of charge around the clock and requires no

special software. Tax returns and other applications can be completed from the comfort of your own home at any time. Please note that you need a valid ID Austria to register with FinanzOnline.

Your FinanzOnline account is not only used for tax purposes. It is also the gateway to many online services provided by the authorities in various areas. As an entrepreneur, you can check your pension account via FinanzOnline and use services such as electronic invoicing via the

company service portal (USP). It is easy and secure to deal with the authorities online with just one login. You can also use the portal to apply for family allowances.

FinanzOnline is to be made even more user-friendly by linking it with other online government services and transforming it into a one-stop portal for everything to do with taxes.

## Further Information

 [bmf.gv.at](https://bmf.gv.at)

Further information on the tax office.



 [bmf.gv.at](https://bmf.gv.at)

Under this link you can register yourself and receive a password for your personal FinanzOnline account.



 [oesterreich.gv.at](https://oesterreich.gv.at)

Further information on ID Austria can be found under this link.



 [bmf.gv.at](https://bmf.gv.at)

Here you will find detailed information on the tax return process.



## Work culture

Companies in Austria value clear structures, reliability and respectful interaction – values that characterise everyday life. At the same time, modern approaches such as sustainability, teamwork and social responsibility are getting more important. If you take these characteristics into account, you have a good chance of feeling comfortable in the Austrian work culture and integrate successfully.

### > Traditional values: punctuality and hierarchies

Punctuality is an absolute must in Austria. Whether it's job interviews, meetings, deadlines or starting work - being reliable scores points.

**Tip:** For job interviews, it is customary to arrive at the company five to ten minutes before the agreed start time so that the interview can begin on time. This will give you the best possible first impression.

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### > Work-life balance

The compatibility of work and private life is a high priority in Austria. Flexible working hours, working from home and family-friendly offers - such as childcare or parent-child offices for emergencies - are increasingly being taken into account in companies. During the first two years of a child's life, parents have the opportunity to take parental leave. After that, they can work part-time until their children's eighth birthday.

**Tip:** Due to the generous parental leave regulations in Austria, jobs may be explicitly advertised as "parental leave cover". This means that the tasks are taken on temporarily during the absence of the person on parental leave and the employment then ends, unless other options arise within the company in the meantime, which is often the case, especially in larger systems.

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## > Feedback culture

Regular feedback meetings are widespread in Austrian companies. These are not only about employee performance and setting common goals; managers often also actively ask for feedback on collaboration. This open communication helps to create a constructive working atmosphere.

**Tip:** In job interviews, you may be asked for feedback, e.g. on the career website or the application process. In addition to positive aspects, you can also make well-founded suggestions for optimization. Formulated in an appreciative manner, these are sure to be well received.

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## > Communication in the working environment

The way people communicate in Austria reflects the values of the working culture: politeness, respect and clear structures characterize everyday life. Whether in meetings, conversations or emails - the right tone and respectful interaction are essential.

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## > Formality as a sign of respect

In Austria, the formal address with "Sie" is still standard in many companies - especially when first making contact. Even in companies that generally have a "Du" culture, it is common for applicants to be officially offered the "Du" at the start of an interview. In Austria, unwritten laws (e.g. who should offer the "Du" to whom) still play a role, especially in a professional context. It is common for higher-ranking people to take the initiative, regardless of age or gender; in application processes, it is up to company representatives to make the first move.

**Tip:** A good indicator is the company's careers website: If the company's website uses the "Du" form throughout, an application can also be written in the "Du" form - although this is not a requirement.

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## **> The land of academic titles**

The correct use of academic or professional titles such as “Dr.”, “Mag.” or “Ing.” is also particularly important. These titles have a high status and should not be omitted when addressing someone. Before a correspondence, conversation or meeting, it is worth finding out how to address the people involved correctly. This shows respect and professionalism.

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## **> Teamwork: Stronger together**

Teamwork is a top priority in Austria. The exchange of ideas between colleagues is actively encouraged in order to develop innovative solutions. Lunch breaks are often spent together and are a good opportunity to socialize. Many companies organize team events or company outings - be it a hike or a barbecue in the summer. Such activities not only promote team spirit, but also strengthen identification with the company. It is worth taking part in them to quickly fit in with the team.

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## **> Cultural traditions: More than just work**

The Austrian working world also reflects the country's cultural roots. From Christmas parties to summer festivals - seasonal events are an integral part of everyday working life. They offer a welcome change and the opportunity to get to know regional customs. In some companies, such traditions are even playfully integrated into everyday working life, for example through small gifts in the run-up to Christmas.

---

## > Working environment with quality and heart

The mixture of high quality standards and a human touch makes working in Austria special. It's not just about performance, but also about cooperation and mutual appreciation. In addition, diversity, equal treatment and inclusion are becoming increasingly important: many (especially large) companies have special programs and managers who ensure diversity in everyday working life. Every team member should feel valued, regardless of their cultural background or individual differences. How exactly this happens can often be found on the careers website. Pioneering Austrian companies are even publishing special tips for international applicants or describing the advantages of their region.

**Tip:** The world is becoming more global. Diversity is a major issue in order to remain open and agile. Diversity brings new perspectives and the opportunity to have a competitive advantage. The population in Austria is also becoming more diverse. It therefore makes sense to adapt the teams accordingly in order to meet the needs of the diverse customer group. **Manuela Lindlbauer (LINDLPOWER)**

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# Key Points at a Glance

The application process in Austria requires careful preparation tailored to your individual needs and experience. This chapter provides advice and checklists for different target groups to help you enter the Austrian labour market.

## Preparation and Research

- ☐ Understand industry needs and the job market in Austria
- ☐ Be aware of typical expectations and customs, e.g. the meeting or team culture
- ☐ Declare and justify your motivation to work in Austria
- ☐ Research potential companies online

## Job Application Documents

- ☐ Send well-structured, personalised application documents
- ☐ Avoid spelling, consistency and layout errors
- ☐ Emphasise relevant qualifications and experience
- ☐ Observe Austrian customs (e.g. photo in CV) – complete documents
- ☐ Choose attachments such as references or certificates carefully



### Tips for online presence

- Create, activate and keep profiles up to date (e.g. LinkedIn, **WORK in AUSTRIA Talent Hub**)
- Keep information consistent across all channels and documents
- Expand your professional network online

## The Interview

- ☐ Research the company and the position
- ☐ Set clear and realistic salary expectations
- ☐ Prepare frequently asked questions for candidates, write down your own questions
- ☐ Pay attention to dress, body language and expression
- ☐ Expect to be asked about German language skills



### Additional Points

- Observe the application deadlines
- Research contacts
- Take advantage of unsolicited applications and talent pools

## Application Tips for Career Starters

- ☐ Highlight education, internships, part-time jobs, or volunteer work
- ☐ Emphasise willingness to learn, e.g., through projects or voluntary activities
- ☐ Provide proof of language skills, especially German
- ☐ Prepare for a multi-stage application process and required work samples
- ☐ Use speculative applications, portfolios, or introduction videos
- ☐ Attend career fairs, webinars, or virtual events
- ☐ Research trainee programs and junior positions
- ☐ Emphasise study abroad experiences, international projects, or multilingualism
- ☐ Demonstrate soft skills such as teamwork and communication with examples
- ☐ Showcase collaboration in international groups/teams (e.g., overcoming language barriers)
- ☐ Obtain recommendation letters from professors, mentors, or supervisors
- ☐ Utilise industry events or alumni meetings for networking
- ☐ Build targeted contacts and gather practical knowledge

## Tips for Academics / Applications in Research

- ☐ List publications and academic work
- ☐ Describe participation in projects and conferences
- ☐ Highlight English proficiency in addition to German skills
- ☐ Establish contacts via research platforms and alumni networks
- ☐ Link research focus areas with job requirements in the cover letter

# Application Tips for Experienced Professionals

- ☐ Highlight specific skills and (inter)cultural backgrounds
- ☐ Emphasise new solution approaches and creative thinking
- ☐ Underline willingness to actively contribute
- ☐ Provide proof of foreign degrees, training, certifications, or language certificates and have them translated if necessary
- ☐ Stay informed about industry-specific requirements
- ☐ Describe previous work and present tangible results (e.g., portfolios, publications, apps, photographs)
- ☐ Highlight competencies such as teamwork, stress resistance, patience, or creativity, tailored to the industry, company, and job
- ☐ Emphasise language skills, particularly German and English (e.g., in research or IT)
- ☐ Use congresses, trade fairs, or webinars for networking with industry peers and experts
- ☐ Explain reasons for entering the job market in Austria
- ☐ Demonstrate familiarity with local conditions and customs (e.g., standards, work permits, laws, education system, labor law, etc.)



"While I've heard from other expats about the challenges they faced during their application processes, my experience was quite positive. I meticulously prepared all the necessary documents and had my contact at ABA review them. She provided valuable feedback and supported me throughout every step, from document preparation to securing appointments and understanding the next steps."

**Serra Ozer**



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