

# EMPLOYMENT AGENCY GUIDE

In Bucharest and each of the 41 counties across Romania, there is a Government Employment Agency (AJOFM) which can offer job seekers support to earn employment. This is a guide on how to access their services.



## **Register at your local AJOFM Office**

Go to the AJOFM in the county where you are currently residing with your identification and other relevant documents, and request to be registered.

01



## **Request employment assistance services if needed**

Request to receive the employment assistance services that are available in your area and relevant for you (for example career counselling, labor mediation and Romanian language courses). Make sure that you have the ability to complete the activities you enroll for.

02



## **Actively apply for jobs until you earn employment**

Actively apply for the jobs offered through the AJOFM until you have earned a job.

03

If you do not know the Romanian language, it is highly recommended to seek assistance first from civil society organizations offering employment assistance services to better prepare for the available support offered at the AJOFM.

These services can be viewed on Services Advisor tool by clicking [here](#) (1) or scanning the QR code to the right. For information about how to use this tool, click [here](#) (2).



# REGISTER AT YOUR LOCAL AJOFM OFFICE

**a**

**Identify your closest AJOFM Office** in the area where you are currently residing through Services Advisor ([www.romania.servicesadvisor.net/en](http://www.romania.servicesadvisor.net/en)) or by going to the "contact" page on the AJOFM website through [this link](#) (3).

**b**

**Go to the office and present yourself along with relevant documents.**

The following documents should be presented:

- Identification (passport, ID card, or similar).
- If applicable, Temporary Protection document.
- If applicable, study and/or professional qualification documents (original documents, if possible).
- CV, preferably drawn up in accordance with the Europass Model (for more guidance, go to the Europass website through [this link](#) (4)).

For those who do not speak Romanian, it is advised to bring someone with you who can support with translation at the AJOFM. If this is not possible, translation tools such as [Google translate](#) (5) or [DEEPL](#) (6) can be used.

**c**

**A counselor will receive you, ask you to fill out a few documents and thereafter register you as a job seeker in their system.** The documents you will need to fill out include the following:

- Individual self-assessment of your capacity to work.
- Affidavit stating your professional qualifications and previous work experiences (this affidavit is available on the AJOFM website in Romanian and Ukrainian through [this link](#) (7)).
- GDPR form providing consent for processing of personal data (available to view on the AJOFM website in Romanian through [this link](#) (8)).
- Declaration stating that you have no medical restrictions preventing you from performing certain types of work.
- Statement that you wish to be registered with the AJOFM as a jobseeker.

This process will typically take about 30 minutes to 1 hour.



a

**In conversations with a counselor at the AJOFM, confirm which employment assistance services are available in your county and request to register for those you require.** Available services commonly include:

**1. Career counselling and guidance:**

- Profiling and evaluation of the job seekers' level of employability.
- Support with job search techniques and evaluating career options.
- Guidance during the induction process for newly employed people.

**2. Information about the labor market:**

- For example, information about sectors with a high demand for workers and the average wages for different occupations.

**3. Labor mediation:**

- Information about available job vacancies.
- Referral of suitable job seekers to employers.

**4. Vocational trainings:**

- Certified vocational trainings in sectors with a high demand for workers.

**5. Romanian language courses**

**6. Assessment and certification of professional skills:**

- Assessment and certification for persons with competences obtained informally without an official certificate or diploma.
- For information about recognition of professional qualifications and skills obtained abroad, please consult [this guide](#) (9). For recognition of academic diplomas obtained abroad, please consult the [Centre for Skills Recognition \(CNRED\)](#) (10). For attestations of professional trainings acquired by accredited training providers in the EU, EEA or Switzerland, please consult the [National Authority for Qualifications \(ANC\)](#) (11).

**7. Legal advice for starting a business:**

- Legal advice and consultations for those looking to start a business in Romania.

**8. Information and advice about working in other EU countries:**

- Information about the European Labor market (available job vacancies and working conditions in other EU member states, etc.).

Before signing up for a service or activity offered by the AJOFM, it is important to understand what will be required from your side to complete that activity (in terms of attendance, course assignments and examinations, etc.) and be ready to commit to finalizing it.

b

**Seek complementary support from other service providers as required.**

Beyond the AJOFM, there are various other organizations offering complementary humanitarian and employment assistance services. These can be viewed on Services Advisor by clicking [here](#) (1) or scanning the QR code to the right (for information about how to use this tool, click [here](#) (2)). A list of other employment assistance service providers accredited by the government can also be found [here](#) (12).



# 03

## ACTIVELY APPLY FOR JOBS UNTIL YOU EARN EMPLOYMENT

**a** Start reviewing the available job openings advertised by the AJOFM by going to their website [www.anofm.ro](http://www.anofm.ro) and clicking "Locuri de munca vacante" (see marked in orange below, available in Romanian only) or clicking [here](#) (13).



By clicking on a job opening, you can view more details about the job along with the contact details to the employer. Some Employment Agencies also have a physical job board or list of employers at their office.

**b** Actively apply for job openings, by either:

- Option 1: Requesting an interview invitation letter from the AJOFM. Thereafter, the AJOFM may either contact the employer for you to arrange an interview or ask you to do so yourself. The employers are required to accept all interview requests from job seekers who have an invitation letter from the AJOFM.
- Option 2: Contacting the employer directly, without an invitation letter, using the contact details provided in the job posting.

**c** Have the interview with the employer and receive feedback.

- If the interview was unsuccessful: the employer is supposed to provide a written explanation as for why you were not chosen for the position, which you should then give to the AJOFM.
- If the interview was successful: you should request more information from the employer about the onboarding process.

**d** Continue applying for jobs until you have earned employment. If you are receiving any employment assistance services (Romanian language courses, career counseling, etc.), make sure that you fully complete the services provided.

# REFERENCES LINKS & QR CODES

## (1) Services advisor tool

[www.romania.servicesadvisor.net](http://www.romania.servicesadvisor.net)



## (2) Services advisor tool instruction video

[www.youtube.com/watch?v=FT-gzAjE6RM](http://www.youtube.com/watch?v=FT-gzAjE6RM)



## (3) Employment Agencies Contact Information

[www.anofm.ro/index.html?agentie=ANOFM&categ=5&subcateg=4&page=0&idpostare=20272](http://www.anofm.ro/index.html?agentie=ANOFM&categ=5&subcateg=4&page=0&idpostare=20272)



## (4) Europass webpage

[www.europa.eu/europass/uk/create-europass-cv](http://www.europa.eu/europass/uk/create-europass-cv)



## (5) Google translate

[www.translate.google.com/](http://www.translate.google.com/)



## (6) DEEPL

[www.deepl.com/translator](http://www.deepl.com/translator)



## (7) Affidavit stating professional qualifications and previous work experience

[www.anofm.ro/index.html?agentie=&categ=3&subcateg=12&idpostare=21453](http://www.anofm.ro/index.html?agentie=&categ=3&subcateg=12&idpostare=21453)



# REFERENCES LINKS & QR CODES

## (8) GDPR form

[www.anofm.ro/upload/1993/Formular\\_01\\_Declaratie\\_persoane\\_vizate\\_2018-07-12.pdf#:~:text=Declar%20c%C4%83%20am%20luat%20la%20cuno%C5%9Ftin%C5%A3%C4%83%20c%C4%83%20datele,a%20Directivei%2095%2F46%2FCE%20%28Regulamentul%20General%20privind%20Protec%C5%A3i a%20Datele%2FRGPD%29](http://www.anofm.ro/upload/1993/Formular_01_Declaratie_persoane_vizate_2018-07-12.pdf#:~:text=Declar%20c%C4%83%20am%20luat%20la%20cuno%C5%9Ftin%C5%A3%C4%83%20c%C4%83%20datele,a%20Directivei%2095%2F46%2FCE%20%28Regulamentul%20General%20privind%20Protec%C5%A3i a%20Datele%2FRGPD%29)



## (9) Guide on recognition of professional qualifications and skills obtained abroad

[www.cnred.edu.ro/en/guide-for-the-recognition-of-professional-experience-and-of-qualifications-acquired-abroad/#\\_ftn3](http://www.cnred.edu.ro/en/guide-for-the-recognition-of-professional-experience-and-of-qualifications-acquired-abroad/#_ftn3)



## (10) Centre for Skills Recognition (CNRED) contact information

[www.cnred.edu.ro/en/contact-us/](http://www.cnred.edu.ro/en/contact-us/)



## (11) National Authority for Qualifications (ANC) contact information

[www.anc.edu.ro/contact/](http://www.anc.edu.ro/contact/)



## (12) List of accredited employment assistance service providers

[www.anofm.ro/upload2/ANOFM/27253/RegistruL\\_National\\_furnizori\\_acreditati\\_31\\_07\\_2023.pdf](http://www.anofm.ro/upload2/ANOFM/27253/RegistruL_National_furnizori_acreditati_31_07_2023.pdf)



## (13) AJOFM list of job openings

[www.anofm.ro/lmvw.html?agentie=ANOFM&categ=3&subcateg=1](http://www.anofm.ro/lmvw.html?agentie=ANOFM&categ=3&subcateg=1)

