

EMPLOYMENT AGENCY SERVICES GUIDE

In each of Romania's 41 counties and Bucharest municipality, there is a county employment agency (AJOFM/AMOFM), within which there are local agencies (ALOFM) that can offer specific employment services to job seekers. This is a guide on how to access their services.



01 Register with your local employment agency (ALOFM)

Go to the local agency in the county where you currently live with the documents mentioned in this guide and ask to be registered.



02 Request specific employment services if necessary

Ask to take advantage of employment services that are available and relevant to you (e.g. information and counseling, job mediation or language courses). Make sure you are able to fully participate in the activities you register for.



03 Send as many job applications as possible until you get a job

Send as many applications as you can for jobs offered through the AJOFM/AMOFM until you get a job.

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

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



REGISTER WITH YOUR LOCAL ALOFM AGENCY

a

Identify the nearest AJOFM office in the area where you currently live via the Services Advisor tool (<https://romania.servicesadvisor.net/en>) or by going to the 'contact' page of the ANOFM website [here](#) (3).

b

Go to the office and present yourself and your documents

The following documents must be submitted:

- Identification (passport, identity card or similar).
- If applicable, temporary protection document.
- Where applicable, educational and/or professional qualification documents (original documents if possible).
- CV, preferably in accordance with the Europass model (for more guidance, visit the Europass website by clicking [here](#) (4)).

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

c

A counselor will greet you, ask you to fill in some documents and then register you in the system as a job seeker. The documents you will need to fill in include the following:

- Individual self-assessment of your work capacity.
- Declaration of your professional qualifications and previous work experience (available on the ANOFM website in Romanian and Ukrainian [here](#) (7)).
- GDPR form providing consent to the processing of personal data (available for viewing on the AJOFM website in Romanian [here](#) (8)).
- A statement that you have no medical restrictions preventing you from doing certain types of work.
- Declaration that you wish to be registered with the AJOFM as a job seeker.

This process will usually take between 30 minutes and 1 hour.



a

In your discussions with an AJOFM/AMOFM counselor, ask for the services you need from the available services presented by the counselor. Available services usually include:

1. Professional counseling:

- Profiling and assesment of the job seekers employability.
- Training in methods and techniques for job search and assessment of career options.
- Guidance during the integration process of new employees.

2. Labor market information:

- For example, providing information on high-demand sectors and average wages for different occupations.

3. Labor mediation:

- Information about jobs available.
- Referrals to employers of people looking for a suitable job.

4. Vocational training:

- Certified vocational training in occupations with high demand on the labor market.

5. Romanian language courses

6. Assessment and certification of professional competences:

- Assessment and certification for people with informally acquired skills without a formal certificate or diploma.
- For information on the recognition of professional qualifications and competences obtained abroad, please consult [this guide](#) (9). For the recognition of academic diplomas obtained abroad, please consult the [National Centre for the Recognition and Equivalence of Diplomas \(CNRED\)](#) (10), and for vocational training attestations acquired by accredited training providers in the EU, EEA or Switzerland, please consult the [National Qualifications Authority \(NQA\)](#) (11).

7. Advice and assistance for starting a self-employment or starting a business:

- Legal, marketing, financial services, effective management methods and techniques and other consulting services, as appropriate.

8. Information and advice on working in other EU countries:

- Information about the European labor market (jobs available and working conditions in other EU countries, etc.).

Before you sign up for a service or activity offered by the AJOFM/AMOFM, it is important to understand what will be required of you to complete that activity (in terms of attendance, coursework and exams, etc.) and be prepared to commit to completing it.

b

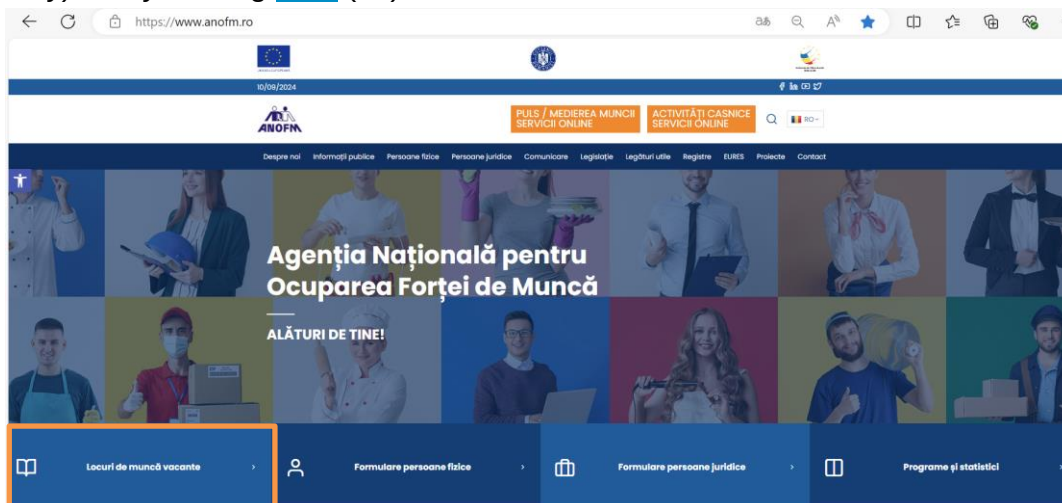
Seek complementary support from other service providers as needed.

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



KEEP APPLYING FOR VACANCIES UNTIL YOU GET A JOB

- a** Start analyzing the available jobs published by ANOFM by going to www.anofm.ro and clicking on "Job vacancies" (see marked in orange below, available in Romanian only), or by clicking [here](#) (13).



By clicking on a vacancy, you can view more details about the job along with the employer's contact details. Some AJOFM offices also have a physical job board or list of employers at their office.

- b** Send as many applications as possible for the jobs available, either by:
- Option 1: Request an assignment from AJOFM/AMOFM. The AJOFM/AMOFM can then either contact the employer to arrange an interview or ask you to do so in person. Employers are obliged to accept all interview requests from jobseekers who have an assignment from the AJOFM.
 - Option 2: Contact the employer directly, without an assignment letter, using the contact details provided in the job advertisement.

- c** Come to the interview with the employer and get feedback.
- If the interview was unsuccessful: the employer must provide a written explanation as to why you were not chosen for the job, which you must then submit to the AJOFM/AMOFM.
 - If the interview was successful, you should ask the employer for more information about the integration process.

- d** Keep sending job applications until you get a job. If you benefit from any job-search assistance services (Romanian language courses, career counseling, etc.), you need to make sure you complete them.

REFERENCE LINKS & QR CODES

(1) Services advisor tool

www.romania.servicesadvisor.net



(2) Services advisor instruction video

www.youtube.com/watch?v=FT-gzAjE6RM



(3) Contact information of employment agencies

www.anofm.ro/index.html?agentie=ANOFM&categ=5&subcateg=4&page=0&idpostare=20272



(4) Europass website

www.europa.eu/europass/uk/create-europass-cv



(5) Google translate

www.translate.google.com/



(6) DEEPL

www.deepl.com/translator



(7) Affidavit of professional qualifications and previous work experience

www.anofm.ro/index.html?agentie=&categ=3&subcateg=12&idpostare=21453



REFERENCE LINKS & QR CODES

(8) GDPR form

www.anofm.ro/upload/1993/Formular_01_Declaratie_persoane_vizate_2018-07-12.pdf#:~:text=Declar%C4%83%20am%20luat%20la%20cuno%C5%9Ftin%C5%A3%C4%83%20c%C4%83%20datele,a%20Directiei%2095%2F46%2FCE%20%28Regulamentul%20General%20privind%20Protec%C5%A3ia%20Datelor%2FRGPD%29



(9) Guide to the 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



(10) Contact details for the National Center for the Recognition and Equivalence of Diplomas (CNRED)

www.cnred.edu.ro/en/contact-us/



(11) Contact details for the National Qualifications Authority (NQA)

www.anc.edu.ro/contact/



(12) List of accredited employment support service providers

www.anofm.ro/upload2/ANOFM/27253/Registrul_National_furnizori_acreditati_31_07_2023.pdf



(13) List of jobs available at AJOFM

www.anofm.ro/lmvw.html?agentie=ANOFM&categ=3&subcateg=1

