



AWARENESS-RAISING ON THE YOUTH GUARANTEE IMPLEMENTATION AMONG YOUNG PEOPLE IN BULGARIA

PROJECT VS/2016/0050

CONTENTS

- 2** Youth Guarantee – a brief overview
- 3** Brief information about the project VS/2016/0050 „Awareness-raising on the Youth Guarantee implementation among young people in Bulgaria“
- 4** Successful examples of six young people who have received a Youth Guarantee offer
- 6** Youth Guarantee – three steps to finding a job
- 9** Practical tips: How to fill in job application papers - links to relevant document templates; How to prepare for a job interview - personal appearance, frequently asked questions, etc.



YOUTH GUARANTEE – A BRIEF OVERVIEW

The Youth Guarantee is an approach which should ensure that all young people below 25 years of age, despite the fact that are registered with the labour offices or not, receive a quality offer within 4 months after they leave the formal education system or become unemployed.

The National Youth Guarantee of Bulgaria meant to ensure that all young people aged 15 to 24 years of age receive a good quality offer of employment, continued education, apprenticeship, traineeship within a period of four months of becoming unemployed or leaving formal education. According to the Bulgarian legislation, youth covers the persons under 29 years of age and for that reason the young people in the age group from 25 to 29 years are also eligible for the activities under the Bulgarian Youth Guarantee Implementation Plan 2014 – 2020.

The Youth Guarantee implementation will continue till the end of 2020 aiming at provision of quality offer for employment, apprenticeship, traineeship or education/training to each young person falling within its scope.



PROJECT “AWARENESS-RAISING ON THE YOUTH GUARANTEE IMPLEMENTATION AMONG YOUNG PEOPLE IN BULGARIA” VS/2016/0050 – A BRIEF OVERVIEW

Project „Awareness-raising on the Youth Guarantee implementation among young people in Bulgaria“ VS/2016/0050 is implemented after an agreement between the European Commission (EC) and the Ministry of Labour and Social Policy (MLSP) under the EU Programme for Employment and Social Innovation. The main objective is to promote the Bulgarian Youth Guarantee Implementation Plan 2014 – 2020 through raising awareness about its practical opportunities for youths

The specific objectives of the project include:

Raising awareness among young people, including those who are not in employment, education or training (NEETs) on the Bulgarian Youth Guarantee Implementation Plan 2014-2020, in order to bring them into the Plan's activities.

Encouraging state institutions, social partners, education and training institutions, youth organisations, regional and local administrations to step up their contribution to the implementation of the Bulgarian Youth Guarantee Implementation Plan 2014-2020.

Improving the administrative capacity of youth mediators appointed at municipalities with a high number of NEETs to activate them.

The project's target group includes young people who are not in employment, education or training (NEETs) and youth mediators hired at municipalities with the highest number of inactive young people.

SUCCESSFUL EXAMPLES OF SIX YOUNG PEOPLE WHO HAVE RECEIVED A YOUTH GUARANTEE OFFER

and have been enrolled in programmes and projects financed by the state budget for the active labour market policy and by the European funds



Petya and Alexandra

Petya and Alexandra are twin sisters from Sofia. After graduating from the Law Faculty of Sofia University, they registered with the labour office and were approved for a traineeship at the public administration under the Career Start Programme. During their studies, they were interested in international law. That is why they were happy to start work at the EU Affairs and International Cooperation Directorate of the Ministry of Labour and Social Policy. During the 9-month traineeship, they gained valuable practical experience and expanded their knowledge on European affairs. After the traineeship, Petya and Alexandra started work on permanent contracts at the Ministry of Labour and Social Policy.

www.youtube.com/watch?v=aVQ5uCV5iP8

Veselin Tsvetkov is from the town of Vratsa; he graduated from the Economics University in the city of Varna, majoring in Finance. The young man is active in sports and dreams of his professional realisation in Bulgaria. He registered with the labour office in Vratsa. Within the Youth Guarantee initiative, the labour mediator at the labour office offered to Veselin a number of training and employment opportunities. One month after registering with the labour office, Veselin received a proposal to start working as a „business consultant“ at the Chamber of Commerce and Industry in Vratsa under the “Youth Employment” operation. The young man loves the dynamic in life and wanted to prove himself as a person. The nine-month traineeship in a real-working environment proved to be highly effective as an approach in his case. He completed successfully a training course on managing EU projects and programmes during his traineeship at the Chamber of Commerce and Industry in Vratsa. Veselin Tsvetkov is one of the most active participants in the campaign „Get to know Europe but come back to Vratsa!“ of the Europe Centre.

www.youtube.com/watch?v=COKpV-mwjaM



Veselin Tsvetkov



Zinaida Karagyozyova

Zinaida Karagyozyova is a young mother from Plovdiv, 26 years old. She has completed her secondary education at the Naiden Gerov Secondary School - Plovdiv. It was very important for her to start work because she was looking after her child alone. After registering with the labour office in Plovdiv, Zinaida was enrolled in a Job Search Workshop. At the workshops he acquired skills to prepare job application documents, to present to an employer, etc. The labour mediator offered to Zinaida work as a kitchen assistant at a catering company. She was hired and her employer was pleased with her work. She was happy with her new job and was able to take care of her child without any concerns.

www.youtube.com/watch?v=PTcFqNU2b9o

Melis Sedat Hyusunyu is 21 years old from the town of Ispirih. She has completed her secondary education at the Vassil Levski High School in her hometown. She has registered as unemployed with the labour office in Ispirih and has been informed by her labour mediator about the opportunities provided to young people under the Youth Guarantee initiative. Melis chose to participate in the Youth Employment operation and started work as a shop assistant in a grocery store. She feels satisfied with her work and is pleased with the opportunity offered by the labour office.

www.youtube.com/watch?v=LW23X0lh1_I



Melis Sedat Hyusunyu



Ivelina Borissova

Ivelina Borissova is a young woman from the town of Montana. She has completed secondary education. Upon her registration with the labour office, the labour mediator informed her about the Youth Guarantee and advised her on her professional development. Ivelina was introduced to various employment opportunities tailored to her needs. She was hired as a childminder at a nursery in Montana. Ivelina loves the work with the children and thinks she has found her vocation.

www.youtube.com/watch?v=2BEK5wMqtJ4



YOUTH GUARANTEE – THREE STEPS TO FINDING A JOB

Labour offices - registration and intermediary services offered (including Job Search Workshops, consultation with a case manager and psychological support), information on job fairs organised by the Employment Agency, job e-fairs, EURES - opportunities, etc.

1. The registration with the labour offices gives young people access to a wide range of mediation services. They include:

1. Information and/or guidance on:
 - (a) their rights and obligations under the Employment Promotion Act;
 - (b) vacancies and relevant requirements;
 - (c) opportunities for participation in employment and training programmes and measures;
 - (d) adult learning opportunities;
 - (e) career development options and opportunities to work outside the place of residence;
 - (f) the terms and conditions for work in other countries under intergovernmental agreements and through the European Employment Services Network (EURES);
2. Psychological support;
3. Job search training and inclusion in tailored employment and training programmes and measures;
4. Referral to adult learning;
5. Mediation and support for starting a new job, within the country or abroad.

The registration of jobseekers at the Labour office must be done in person upon submission of the necessary documents for the purpose. More information on the registration procedure, deadlines to be met, relevant documents required and other useful information is available at the website of the Employment Agency (www.az.government.bg) /the Jobseekers heading / „Information on registration of jobseekers“



2. Consulting

At the first meeting with the unemployed young person, the labour mediator from the employment office prepares an **individual action plan, including the necessary steps in the process of inclusion of the young people in the labour market. The mediation services offered are tailored to the individual needs and abilities of the jobseeker.**

The enrolment in a **Job search workshop** enables the improvement of job search skills and successful job interview. Within the workshop, the unemployed youth young person will receive assistance in preparing documents for job application, preparing for a job interview, as well as guidance on how to prepare their career plan, etc.

The case manager can also provide support to young people. He/she is an expert who acts as a mediator between the labour market and young people in order to ensure their social and employment integration. The case manager takes into account the needs of unemployed youths, defines and coordinates the relevant services, coordinates the team of experts handling the case. The aim is to provide a „package of services“ that will to a maximum extent respond to the identified needs, through a thorough study of the needs and potential of the young person and the conditions of the environment in which he/she proceeds. **Psychological support and guidance** can be provided to every young person registered with a labour office by labour psychologists.



Job fairs organised monthly by the Employment Agency enable face-to-face meetings between jobseekers and employers. The List of the forthcoming job fairs, which will be organised across the country, is published on the website of the Employment Agency (www.az.government.bg), under the „News“ heading.

Young people also get access to job vacancies announced at labour offices through the **Job E-Fairs on the website of the Employment Agency**. Under the Job E-Fair heading, young people find information on job vacancies and the requirements thereof.

For young jobseekers, we recommend visiting the **EURES** website for **cooperation between public employment services in the countries within the European Economic Area** (the 28 EU Member States, Norway, Iceland and Liechtenstein) and the Swiss Confederation. Detailed information on job vacancies declared through the national and public employment services in the EURES member countries, as well as the jobs declared through the so-called EURES advisers can be found at the following website: www.eures.bg.

Practical tips: How to fill in job application documents – with a link to relevant document templates; How to prepare for a job interview – appearance, frequently asked questions, etc.; What is a labour contract and what to watch out when signing one?



WHAT IS
A LABOUR CONTRACT

HOW TO PREPARE
FOR A JOB INTERVIEW

HOW TO FILL IN
JOB APPLICATION DOCUMENTS

How to prepare documents for a job application?

The curriculum vitae (CV) is the most **important** written document required when applying for a job. It includes personal data, information on the education, qualification, professional experience and skills of the person. **It creates the first impression when applying for a job, participating in competitions**, etc. It is therefore extremely important that it is well written and polished. It is important to observe the requirement of conciseness, accuracy and objectivity of the information presented.

A European CV format is available at www.europass.cedefop.europa.eu/bg/documents/curriculum-vitae.

The motivation letter is a relatively new requirement to support the CV when candidates apply for a job. Therein the applicant aims to convince the employer that he/she matches the profile of the position and has the necessary professional skills and personal qualities to take up the vacancy.

The motivation letter is an element of the applicant's „first impression“ when applying for the job. A well-reasoned motivation letter can compensate for some shortcomings in the applicant's curriculum vitae. *Further information on how to prepare a motivation letter is available at www.europass.cedefop.europa.eu/editors/bg/cl/compose.*

How to prepare for a job interview?

The purpose of the job interview is to evaluate the applicant's assets associated with a particular position. It involves two parties: the interviewer (the employer) and interviewed (the jobseeker). Usually, selection takes place in several stages: 1) *document screening* - the layout of the application documents provides feedback on the applicant's level of intelligence, literacy, style and ability to express themselves; 2) *initial (prior) interview* – a face-to-face interview with the human resources manager. The first impression for the applicant is formed. At the first meeting the personal appearance is important and the apparel should be appropriately selected for the particular situation. For business meetings the saying goes „First impression is from your dress, last impression from your brains“. It is believed that **90% of the opinion that people form on each other when they meet first is formed in the first 90 seconds**. This is the power of the „first“ impression. After the first impression more detailed information is needed. At this stage, companies often use application forms in which applicants fill in data about themselves and answer questions such as expected salary and most convenient working hours. A real interview is a conversation with one or several company experts (the human resources manager, specialists in the relevant field, etc.).

In the course of the interview questions cover:

The applicant's motivation to start work at the company – „Why did you choose to apply at our company?“, „What do you know about our business?“, „What are your professional plans?“, „If you start working with us, why would you leave?“, etc.

Self-assessment – „How do you see yourself as a professional?“, „What is your strongest and what is your weakest point?“, etc.


Level of communication (skill and willingness to communicate with others) – „Are you anxious if you need to seek help or advice from a colleague?“, „Do you take criticism?“, „Can you limit your social contacts if this is in the interest of your work?“, etc.

The degree of stress and emotionality – „Do you often get angry?“, „How do you respond to a stressful situation?“, „Do you have a hobby?“, etc.

Salary – „How much salary do you expect?“, „What is your threshold of a starting salary to start work?“, „What pay would motivate you?“, etc.

A contract of employment - it is an important element of the correct relationship between an employer and an employee.





What is a labour contract and what to watch out when signing one?

The employment contract is a bilateral agreement between an employee/ worker and an employer under which the employee/ worker undertakes to perform the work as set out in the contract. In exchange, the employer undertakes to pay him/her certain remuneration. The provisions of the Labour Code apply when signing a labour contract.

Before signing a labour contract, we have to get acquainted with its content. Normally, companies use ready-made standard labour contracts. It is important to fill in correctly all the data in the document - date of signing of the contract; information on the parties to the contract (employer and contractor); grounds for signing the contract (mentioning the applicable laws); the subject-matter of the contract; term of performance of the contract- from which date it comes into force and until when the contract is valid; probation period; the rights and obligations of the parties to the contract amount of the remuneration as the sums being written in figures and words; signatures of the parties to the contract. The contract signed must be registered in the relevant territorial division of the National Revenue Agency within the stipulated three-day period.

What do you need to sign a labour contract?

The documents necessary to sign a labour contract are regulated in the ORDINANCE setting out the documents necessary for conclusion of a labour contract and are as follows:

1. An identity document that the employer must return immediately;
 2. If an educational or other qualification is required, a document to ascertain it;
 3. If a minimum length of work experience is required to take up the position, a document to ascertain it;
 4. If a person enters an labour relationship for the first time or has not been in work for more than 3 months, a medical check-up certificate to prove that the person may be hired of this position;
 5. If a law or another legal act requires a clean criminal record to take up certain position, a criminal record certificate. Otherwise, the employer cannot require it.
 6. If the person is under 18 years of age, a labour inspection permit.
- Employers may request other documents only if they are provided for by law or another legal act to occupy the relevant position.