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Project "Integrated Culinary Arts and Restaurant Sector Employment Solutions for a Skilled and Inclusive Romania-Bulgaria Cross Border Region"  
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# COURSE

## Labor market and civil rights, labor legislation in Romania and Bulgaria



The course was developed within Action 4 under the project "Integrated Solutions for Employment in Culinary Arts and the Restaurant Sector for a Qualified and Inclusive Bulgarian-Romanian Cross-Border Region" co-funded by the European Union through the European Regional Development Fund under the Interreg VA Program Romania -Bulgaria. The project is implemented by the Dobrudja Agrarian and Business School Association (DABU), Dobrich, Bulgaria in partnership with the "Choose Your Occupation" Association - Center for Vocational Training, Constanta, Romania.



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## 1. Purpose of the training

The objectives of the training are related to the acquisition of theoretical knowledge and to the improvement of the personal skills needed for the realization of the labor market, knowledge of important aspects of the labor legislation of Bulgaria and Romania.

**In particular, sub-objectives are as follows:**

- Acquiring knowledge about the required regulations for residence in a foreign country for the purpose of finding work / permits, certificates /
- Acquires knowledge and skills to use different approaches to finding a job - via agencies, over the Internet, through intermediaries, etc.
- Development and enrichment of general knowledge related to civil rights and life in another country / social sphere, education, health /
- Acquisition of knowledge about labor legislation in both countries, key moments when signing a contract, basics of tax-insurance systems in both countries

## 2. Target group

Young people between the ages of 16 and 28, jobseekers and those already engaged in the catering and culinary arts in the Bulgarian-Romanian cross-border area.

## 3. Training classes

The training will take place within 8 school hours.

## 4. Content

Topics in the program training course "Labor Market and civil rights, labor legislation in Romania and Bulgaria" are structured in two modules - Labor market and civil rights in Bulgaria and Romania and Overview of labor legislation in Bulgaria and Romania.

The program is designed primarily for active jobseekers and those with a high degree of personal motivation to return to the labor market. The training will be carried out after a special selection of organized events aimed at training and preparation for labor mobility in the cross-border region within the framework of Action 7 under the project "Integrated solutions for employment in the culinary arts and restaurant sector for a qualified and inclusive Bulgarian-Romanian cross-border region".

## 5. Expected results

The training program enables the students:

- is acquainted with the necessary documents for residence in another country / for the Bulgarians in Romania and for the Romanians in Bulgaria /
- knows the main ways and approaches for looking for a job in Bulgaria and Romania
- is familiar with the working conditions in both countries



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- knows the key points of civil rights and life in another country / social sphere, education, health /
- knows the main points of the labor legislation in Bulgaria and Romania
- is able to compare labor laws between the two countries
- knows the individual components required at the conclusion of an employment contract / salary, working time, leave /
- knows the foundations of tax and social security systems in both countries

## 6. Course outline

No	Module	Number of classes
1.	Labor market and civil rights in Bulgaria and Romania	4
2.	Overview of labor legislation in Bulgaria and Romania	4

## 7. Curriculum

### Module 1: Labor market and civil rights in Bulgaria and Romania

No	Themes	Training methods
1.1	<ul style="list-style-type: none"> <li>• Residence permits in Bulgaria and Romania, registration procedures</li> <li>• Job searching</li> <li>• Working conditions</li> </ul>	Lecture, practical exercises
1.2	<ul style="list-style-type: none"> <li>• Civil Rights and Life in Bulgaria and Romania:               <ul style="list-style-type: none"> <li>- Accommodation;</li> <li>- Educational system;</li> <li>- Health system;</li> <li>- Cultural and social life;</li> </ul> </li> </ul>	

### Module 2: Overview of labor legislation in Bulgaria and Romania

No	Themes	Training methods
2.1	<ul style="list-style-type: none"> <li>• Labor Contracts and Labor Law:               <ul style="list-style-type: none"> <li>- Payment;</li> <li>- Work time;</li> <li>- Holidays;</li> <li>- Self-employment;</li> </ul> </li> </ul>	Lecture,



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2.2	<ul style="list-style-type: none"> <li>• Taxes and taxation in Bulgaria and Romania</li> </ul>	practical exercises
2.3	<ul style="list-style-type: none"> <li>• Social Security in Bulgaria and Romania:               <ul style="list-style-type: none"> <li>- Cash benefits in case of temporary incapacity for work;</li> <li>- Maternity cash benefits;</li> <li>- Unemployment benefits;</li> <li>- Retirement and age pension;</li> <li>- Transfer of insurance rights;</li> </ul> </li> </ul>	

## 8. TRAINING MATERIALS

### EXERCISES AND TASKS

#### TEST 1

#### 1. The state guarantees the right to work through:

- a) establishing minimum standards;
- b) penalties for employers;
- c) employee benefits;
- d) does not guarantee it; regulates it

#### 2. Employer who does not have a trade union organization enters into a collective labor agreement (CLA) with:

- a) the general meeting of the employees;
- b) representatives of employees;
- c) does not enter into the CLP;

#### 3. The obligation to register trade unions and employers' organizations restricts the freedom of association:

- a) yes;
- b) no;

#### 4. The representativeness requirements of trade unions and employers' organizations are:

- a) identical;
- b) symmetrical;
- c) unequal;
- d) equals;

#### 5. The written form of the employment contract is:



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- a) mandatory (for the duration of the contract);
- b) recommended;
- c) subsidized;

**6. The worker's entry into employment must be certified in writing:**

- a) yes;
- b) no;

**7. The amount of the remuneration for an employment relationship arising from a competition shall be determined:**

- a) by decision of the selection board;
- b) unilaterally by the employer;
- c) by mutual agreement of the parties;

**8. The labor norm as labor quantity is determined::**

- a) unilaterally by the employer;
- b) through the collective agreement;
- c) by mutual agreement of the parties;
- d) by a statutory instrument;

**9. The remuneration per unit of work (labor rate) is determined:**

- a) unilaterally by the employer;
- b) by a normative act of the Council of Ministers;
- c) by mutual agreement of the parties;
- d) through the collective agreement;

**10. Worker (employee) who has lost the case against his employer owes:**

- a) only lawyer expenses of the employer;
- b) state fees and expenses for the trial;
- c) does not owe any payments;

**TEST 2**

**1. The state implements labor protection through:**

- a) establishing minimum standards;
- b) penalties for employers;
- c) privileges for employees;
- d) establishing maximum standards;

**2. The Labor Code regulates:**

- a) only employment relationships;



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- b) non-working relationships;
- c) labor relations closely related to them;

**3. Apprenticeship contract is:**

- a) a contract for the acquisition of a qualification;
- b) a contract of employment;
- c) an unnamed contract of obligations law;
- d) labor contract with modality; contract with obligations

**4. Describe briefly the difference between "temporary" and "short-term" work within the meaning of Article 68 paragraph (2) and (3) of the Labor Code:**

**5. Is it possible to make a "fixed" employment contract under Art. 68, item 3 of the Labor Code in an indefinite term under the terms of Article 69, paragraph 1 of the Labor Code after the return of the substitutes:**

- a) yes; b) no;

**6. For an irreconcilable reason, the employer may change the employee's place of work and outside the settlement where the job is arranged:**

- a) yes; b) no;

**7. Working with irregular working hours on weekdays offset by:**

- a) additional remuneration;
- b) increased basic remuneration;
- c) additional paid annual leave;
- d) additional remuneration and additional paid leave;

**8. Unused school leaves:**

- a) offset with monetary compensation;
- b) postponed for the following school year;
- c) are not deferred or compensated;
- d) deferred and offset as paid annual leave;

**9. Is it permissible for the employee's remuneration to be deducted outside the cases under Article 272 paragraph (1) of the Labor Code:**

- a) yes;
- b) no;

**TEST 3**





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**1. With the permission for admission to employment of minors aged 15 but under 16 - the age of the labor inspectorate admits:**

- a) employment capacity;
- b) employability;
- c) the qualities in letters: a "and" b "simultaneously;

**2. The employability of persons between 15 and 16 years of age is:**

- a) complete;
- b) limited;

**3. Write down the specific elements in the legal regime of night work**

**4. Indicate the legal possibilities for settling the relations between the parties of the TPO during the stay Art. 120.**

**5. At the time when he was performing another job due to staying, the employee (employee) is entitled to a fee for:**

- a) the work he performed during the stay;
- b) the work he has performed during his stay, but not less than the remuneration for his main occupation;

**6. The worker (the employee) is entitled to make an offer for termination of the employment contract by mutual agreement with a deadline for accepting the offer 3 days from the date of its receipt by the employer:**

- a) yes;
- b) no;

**7. If the worker (the employee) who has given notice of termination of the employment contract remains in business for 5 or more working days after the expiration of the notice period without the employer's written objection, the employment contract:**

- a) shall be terminated upon expiry of the notice period;
- b) transformed into an indefinite employment contract.

**8. Is it permitted to claim for cancellation of a competition held:**

- a) yes;
- b) no;

**9. Is it permitted the reimbursement of a legitimate limitation period for the submission of claims in labor disputes:**

- a) yes;
- b) no; the deadline is preclusive



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**11. Is it permitted that a labor dispute of a deputy Vice-minister be dealt with by a court:**

- a) yes;
- b) no;

## TEST 4

**1. Labor law is:**

- a) private law;
- b) public law;
- c) it is primarily private law with public law elements;
- d) primarily public with private law elements;

**2. Relationships directly related to labor, that are subject to labor law are:**

- a) employment relations;
- b) a particular type of employment relationship
- c) non-working relationships;

**3. Are there grounds for an employment relationship not covered by the Labor Code: If you answer "yes", please indicate them**

- a)yes;
- b)no;

**4. Employability is part of general civilian competence:**

- a) yes;
- b) no;

**5. The work capacity and legal capability of individuals is part of their overall civilian capacity and capability:**

- a) yes;
- b) no;

**6. The minimum duration of the agreed between the parties part- time is:**

- a) limited;
- b) unlimited.

**7. Is it permitted to pay the wages in drinking and / or amusement facilities:**

- a) yes;
- b) no;
- c) depends on the nature and location of the work;





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**8. Is it permitted to pay salary at the worker's (employee's) request to persons who are not his or her close relatives:**

- a) yes;
- b) no;

**9. Can the treasurer refuse to pay the third party's remuneration because, at the discretion of the cashier, it is not close to the worker (the employee):**

- a) yes; b) no;

**9. The lack of qualities for effective performance of the work is a ground for disciplinary punishment:**

- a) yes; b) no;

**10. The right of the employer to dismiss a professor aged 65 and over also assumes a right to a retirement pension:**

- a) yes; b) no;

**11. Is redundancy possible due to shortening the state of a mother who is taking parental leave:**

- a) yes;
- b) no;
- b) acceptable under certain conditions;

## CASES

**Case 1: The Company has a very serious problem with staff turnover. Prepared valuable cadres are leaving, which hampers the production process and threatens the company's future.**

***What should the company management do?***

- To analyze their activities with appropriate specialists and establish reasons leading to this condition.
- Identify the basic and in need of urgent action causes with the help of the General Assembly of Workers and Employees.
- Comply with labor law in the following areas:
  - to provide training and career development for its workers;
  - to provide appropriate social and living conditions for staff;



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- to negotiate obligatory the conclusion of a Collective Labor Agreement with the representatives of the employees and the trade union organization;
  - to provide the services of specialists and psychologists, in the field of human resources management to improve the socio-psychological climate, are not unnecessary cost. This cost is recuperated repeatedly with a successful and timely impact in this direction.;
  - to eliminate when unsatisfactory and dangerous working conditions arise.
- to apply for a project under the "Safe Work" Scheme if the working environment does not offer safe and healthy working conditions and offers financing in the following amounts of the HRD OP grant.

### ***What do workers and employees have to do in the company?***

To conclude CLA. Regardless of the employer's initiatives, in the content of any program for limiting the company's turnover, the labor legislation and the provisions of the CLA should be subject to compliance with it.

**Case 2: In a company due to the contraction of the market as a result of the global financial and economic crisis, there is a need to reduce production and mass layoffs.**

### ***What could the employer engage?***

- To comply with the procedure and notify the Employers Agency to the employees' representatives in the company in writing no later than 30 days prior to the date of the mass dismissal;
- To form teams consisting of a representative of the employer, representatives of the workers 'and employees' organizations in the company, a representative of the employment agency and a representative of the municipal administration;
- The teams to explore the opportunities of the local labor markets for employment, the employment and training opportunities currently offered by the EA, the opportunities offered by EURES - the European Job Mobility Portal. [www.eures.bg](http://www.eures.bg);
- Exploring the opportunities provided by the European Fund for Globalization (EGF), which can only be used in layoffs of more than 500 workers from one company (including employees of its suppliers and downstream producers) or when



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a large number of workers are cut off in a particular sector in one region or in several adjacent regions.

### ***What the worker could do?***

- To register at the Labor Office;
- To seek work through:
  - intermediary firm;
  - agency for temporary employment;
  - EURES;
  - relatives, friends and ads, including in another region of the country;
- Try to set up his own business by taking his unemployment benefit at once (under Article 47 of the EPA) and using his savings if any

**Case 3: An unemployed Bulgarian citizen with a high qualification is looking for a job registered in the labor office. The sector he worked in is heavily reduced, work is not found long time. The unemployed decides to seek work outside Bulgaria**

### ***What the unemployed can do in this case?***

- Use the possibilities of finding employment and mobility through EURES by consulting the e-services on the network portal ([www.eures.europa.eu](http://www.eures.europa.eu)) or directly with local network advisers in Bulgaria.
- Be recruited through the services of intermediary firms, bearing in mind some dangerous violations of the legislation that these companies do in their activities.

### ***Which are the most common violations by intermediary firms?:***

- They send job applicants without a mediation contract with an employer and vacancies declared;
- In violation of labor law, labor brokers take part of the remuneration of migrant workers.

*Example: Specific case with Bulgarian nurses sent by a brokerage firm in Germany, and deceived that they would work as such, and actually provide them with work for sanitariums.*

What should be done in such cases?



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- In such or similar cases, victims should refer to the "Chief Labor Inspectorate", its territorial structures and to the Labor and Social Affairs Offices of the Embassies of the Republic of Bulgaria.

**Case 4: Due to economic difficulties, the company is forced to close a part of the enterprise and reduce production volume. For this reason, it is necessary to cut some of the staff of the closed unit from the company.**

***What should the employer do with the staff shortening, how to motivate the dismissals to the representatives of the workers and to the company employees?***

- The employer has the right to recruit staff at closure of a part of the enterprise, also in case of a reduction in the state or a decrease in the volume of work. Art. 329-LC.
- The selection must and can be motivated by employees' representatives only in the interest of the proceedings. In selecting, the employer has the right to dismiss workers and employees whose jobs are not abridged to remain those who have a higher qualification and work better under Art. 329-LC.

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### QUESTIONNAIRE

to conduct an evaluation interview to establish professional skills of the candidates

Sample questions for assessing candidates' professional skills:

1. Technical skills:

- Do you like to work with your hands?
- Are you working with tools?
- Are you working on some machines? Or with a computer?
- Do you repair or fix appliances, mechanisms?
- Do you like physical work?

2. Theoretical skills:

- Do you like to solve logical problems?
- Do you read news in science?
- Are you good at math?
- Do you often observe any phenomena (physical, social)?
- Are you thinking about a problem-solving plan?

3. Creative Skills:

- Do you like to perform?
- Do you like non-standard solutions?
- Do you find the beauty in things?
- Do you like to work alone?



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- Do you like to create, to make something new?
- 4. Social skills:
  - Do you like to look after others?
  - Do you like to work with people?
  - Do you like to be part of a team (with general purpose and tasks)?
  - Did you train other people?
  - Did you give instructions and help others work?
- 5. Economic / business skills:
  - Can you persuade and negotiate with others?
  - Have you been a leader of people?
  - Do you like to talk to many people?
  - Have you guided any projects / construction, repair, etc /?
  - Can you sell goods and / or services?
- 6. Organizational skills:
  - Do you like things to be arranged?
  - Do you like clear and accurate tasks?
  - Do you better work with rules?
  - Do you approve of subordination (everyone knows the chief)?
  - Is it okay to plan things or maybe day to day?
- 7. Language skills:
  - Do you know a language without a document? Written? Speaking?
  - Example of assessing the initial skills of the job seeker: When we want to establish the "reading" skills and, accordingly, "evaluate" it, we offer the person (if we cannot evaluate without it) to read part of a text or an instruction, a book or other text.

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## SOCIAL ENVIRONMENT - Skills

### ADAPTIVITY

1. Do you worry that you are unemployed YES / NO
2. Do you think there is a way out of the situation YES / NO
3. Do you think your desire for work has a chance to come true YES / NO

### OPTIMISM

1. Do you think you will be lucky to look for a job YES / NO
2. Do you believe that if a person is persistent, he will find a job YES / NO
3. Are you optimistic that you will find the right job YES / NO

### MOBILITY

1. Are you looking for other job opportunities? YES / NO
2. Do you also want to look for a job elsewhere YES / NO
3. Would you travel if you find a job in another municipality YES / NO



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### CONTACTABILITY

1. Are you benevolent to your former employers YES / NO
2. Do you have contacts with ex-colleagues? YES / NO
3. Are you trying to meet more people to ask for a job YES / NO

### RATIONALITY

1. Are you convinced that your choice of profession is correct YES / NO
2. Do you think you would easily find a job according to your choice YES / NO
3. Do you think it is better to rely on yourself than on others YES / NO

NOTE: Three answers "YES" - high level, two answers "YES" - medium, in other cases - lower

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## BEHAVIOR OF THE LABOR MARKET

### ACTIVITY

1. Are you looking for a self-employed job YES / NO
2. Are there any reasons that prevent you from starting work YES / NO
3. Do you think you can find a job yourself YES / NO

### MOTIVATION

1. It's worth your efforts to start a job YES / NO
2. Do you need to start working shortly YES / NO
3. Would you start a job you do not prefer YES / NO

### ORIENTATION

1. Are you aware of your ability to start working YES / NO
2. Do you think that with your qualification you have a good chance YES / NO
3. Do you have a backup work plan YES / NO

### ADEQUACY

1. Are there any difficulties you encounter when you are searching for a job YES / NO
2. Are there any difficulties when you are starting work YES / NO
3. If you do not have the right job, will you start any YES / NO

### ENTREPRENEURSHIP

1. Are you doing anything besides your main job YES / NO
2. Would you manage your own business YES / NO



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3. Do you often visit companies and acquaintances to look for a job YES / NO

NOTE: Three answers "YES" - high level, two answers "YES" - medium, in other cases - lower

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**Theme: How do I discover my talents / strengths in the labor market?**

*The topic is suitable for:* Any jobseeker who wants to develop and face the challenge of looking for a job or wanting to change the direction of his career as well as for all who are to apply for a suitable position according to their qualifications and skills. The topic aims the candidates who want to reveal their personal talents / strengths for successful realization in the labor market.

*Objective:* The aim of the proposed topic is to help clients focus their attention on how to bring their own potential to the foreground, to understand their strengths and qualities, focusing on unveiling their talents for / urgent realization in the labor market.

*Content:*

- Prepare leading steps and strategies to reveal candidates' personal abilities and explore their strengths and realization skills;
- Using the Pyramid Technique as a tool;
- Revealing the strengths and talents everyone has, skills, education, personal style, values, and the way they fit in choosing a profession and career;
- Description of the opportunities for successful presentation to an employer;
- Applications.

Regardless of what we have done, most of us experience certain emotions related to our previous work. Emotions are also associated with starting a new job, usually wanted by us.

Despite the feelings we generate, we usually think that we do not need additional training, including self-knowledge, revealing the strengths, skills, and talents we possess to successfully present to an employer and the realization on the labor market. In this regard, we offer synthesized material summarizing the steps and concrete actions that are a real prerequisite for uncovering and unleashing the full potential of the person, his strengths, abilities and unique characteristics to find the right position, which is a winning combination of occupying the desired job and the realization on the labor market.

#### **PART 1**

**Leading Steps to Develop a Strategic Plan to Disclose Personal Skills and Unique Skills for Candidates for Success in the Labor Market:**

**Step 1 - Clarify what you want:**

It turns out that very often people are more aware of what they want to consume in modern cafes or plan where to go on weekends than what they want to work on.





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Before you start your active search, you need to take the time to clarify "what do you want to do?" In everyday life that provides you with financial resources, motivation for development, and which will provoke you to learn continually.

### *Step 2 - The Pyramid tool:*

The "Pyramid" is a tool depicting the thinking framework on the basis of which you can define your skills and talents, generate opportunities for realization, organize and clarify information, ideas about these opportunities, and set real goals for professional realization based on your own skills, knowledge and competencies as well as your interests, needs and real abilities.

The Pyramid combines four major factors:

- Skills
- Interests
- Values
- Personal style

Different people can attach more importance to one of the factors at the expense of others. Everyone must create a pyramid that matches his unique nature. There are persons for whom the acquired education has a leading role and importance, and for others this could be the interests or other skills and needs. To build his own pyramid, one must first gather information about one of the factors that is most important to him and on the basis of relative importance to arrange the other factors in the form of a pyramid of all the necessary needs.

### *Step 3 - Learn more about SKILLS you own:*

Most people think that they are well acquainted with their personality and do not have to learn about themselves, but it is said that one of the most difficult and blocking questions is that of "What are the 5 skills that are characteristic of You? ". The most common job seekers are not aware of what they can do without a special effort. To get to know yourself as a start, it's a good idea to start with the things that give them pleasure that they do on a daily basis or want to do in the future.

It is necessary to take control of one's own life and to learn to seek and find a job more successfully, and this is when it turns all its energy towards activities that have proved effective in adapting to the conditions of today's labor market. First of all, it is desirable to consider how everyone perceives himself, without being confined to too narrow frames, such as identifying only by the criteria acquired, should look at himself from many different sides, seek the benefits, and finds the skills it has to compete in the labor market.

The skills that a person knows can be strictly professional and directly related to tasks performed in a particular profession. Other skills fall within the scope of so-called key competences, they are related to the personality of communication, cooperation, flexibility, learning ability, etc.

Confident candidates looking for a job are fully aware of what they can do. This gives them a significant lead over all other candidates. Thus, to become more than reliable job candidates, everyone else needs to compile a list of well-developed abilities and those who would like to improve.



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Each profession requires a specific combination of characteristics. People who have succeeded in a profession and are pleased with it usually possess them. By revealing your own unique features and talents, you will be able to assess your own capabilities and answer the question, "Is the job you want the right one to be?"

In order to identify the qualities and abilities that would make you "Sellable" in the labor market, you need to know: What are you good at? Before you make a realistic plan you need to know what you can do and what you want to learn. This is the skill - the absorbed ability to do something good. Most people underestimate their talents and skills, which in turn leads to the limitation of the areas in which the person could develop career or seek employment.

*Step 4* - How do you discover the skills you have developed during your lifetime and through which you will reap professional success?

Exercise: Skills

List a few skills that you may have developed and possessed without even having worked.

Motivation depends on how great our desire to achieve important goals for us is. You would definitely improve your chances of good performance and job finding if you learn to value the following areas that affect your attitude to the job you are looking for:

- Confidence;
- Motivation;
- Focus of efforts

Personal confidence is the foundation on which all other skills are built.

How is confidence created?

We will offer several tips of confidence in yourself. Before that, each of you will answer in writing several questions.

How often do you say?

1. I miss an initiative;
2. I do not remember figures;
3. In the morning I'm not in the best shape;
4. I cannot imagine myself well;
5. I am easily influenced by others;
6. I lack energy and entrepreneurship;
7. I get easily confused and upset;
8. I lack self-confidence;
9. I am not good at new job requirements;
10. I am not a person who points out.

Once you complete the questionnaire, write a text with the following content: Instead of saying, "That's the way I feel." I will say, "That's the way I felt, but today I'm different."

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Your success depends very much on your imagination and what you are suggesting. In other words, if you think negative, the result will be negative, while the positive direction of thought creates a prerequisite that provides positive results.

Practical Exercise to Demonstrate the Power of Reason:

Answer the questions for 15 minutes.

The purpose of the exercise is to identify your own personal conclusions about your own imagination.

1. How would you feel on Monday morning if you think it is Tuesday?
2. What will be the result of performing a task if some have not told you about the purpose it pursues with it.
3. How influenced by other people's claims that they "can" do something.
4. List five things that you have always said that you cannot do and indicate whether these are physical or mental limitations.

You have to be convinced that it is possible to change your personality for the better. People are happy to the extent they can afford. What we achieve in our lives depends largely on what we think of ourselves.

We will look at a very important issue, namely the question of the personal skills needed to achieve success. The personality of an unemployed who has sold his / her skills can be represented by the set of qualities listed below.

You must evaluate each quality in a scale from 0 to 10.

For an average score is accepted around 5.

When placing ratings, you should not forget that all these qualities are fully realistic to be acquired. Once you evaluate all the qualities, connect each line and so you will get the graph of your own opinion of the successful unemployed.

Description of the skills:

- Permanence - the ability to continue your actions, regardless of difficulties or counteraction.
- Empathy - the ability to put your mind in the place of the other; the ability to experience through your imagination what others feel. It should be noted that many people confuse empathy with responsiveness, although there is a big difference between them. Responsiveness means to be in agreement or to share opinion and mood, while empathy means to understand without having to agree.
- Endurance - Ability to overcome disappointment and rebound quickly.
- Sincerity - Be sincere and honest, without being convinced or pretentious, this is one of those qualities that are rarely associated with success. You need to convince the employer that what you are saying is true and that the information you provide is true.
- Unbridled - lack of bias, prejudice or limited view. This means that you can perceive the views and opinions of others by trying to learn from their experience.
- Appearance - If you want to believe that you are going to work for the prosperity of the company you are applying for, then you have to be dressed in a way that responds to the company's image. If you are wearily dressed, the likelihood of accepting you reluctantly is much greater



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- A wish for success - the desire to achieve the goals you have set beforehand. It must be accompanied by active actions to achieve your personal goals.
- Self-confidence - Your personal belief in your own abilities. The only way you can help increase your self-esteem by taking into account the experience of mistakes and achievements. It's easier to believe in yourself when you see that you succeed.
- Confidence or its lack is a way of thinking. If you subconsciously say that you cannot succeed, you will always find that you are right. Skill and confidence are invincible.
- Common sense - our ability to perceive the facts and learn from them.
- Collaboration - as far as you can work together in a team of colleagues, subordinates, leadership. This team is trying to achieve a common goal - to put aside small differences of opinion in the name of achieving the goals.
- Enthusiasm - this is the spark that provides support from people without being sought. Enthusiasm is not just contagious; it is also a great motive for people. It is our inner energy that helps us persuade people without exerting pressure on them. We show enthusiasm in three major areas. First we must be fully confident in ourselves and in the fact that we can handle the work we are applying for. Secondly, we need to make sure that the work we do will benefit. Third, we really need to believe in the integrity of the company and our colleagues.
- Self-motivation - the word means "inspiration for action." There are two types of motivation: motivation by fear or incentive that is imposed by external influence, it is short-term and ceases to be a motive after the need or fear has been satisfied or eliminated. Is strongest because it is long-term and changes stereotypes, attitudes and attitudes, driven by the sincere desire to get the things you most want in your career, work and life.
- Sense of direction - no day plan and objectives for the day, you're like a car without wheels. Be aware of what you want to achieve and what is expected of you and let the benefits of achieving your goals always be in your mind.
- Knowledge - continually seek more information about the market and trends in the coming months; strive for accurate and up-to-date knowledge.
- Honesty - a high level of ethics and professionalism.
- The ability to listen - consciously trying to listen. The winner listens, and the loser only waits for his line to come in. All these qualities can be acquired.

Building the motivation is related to building and realizing certain goals. If you feel that you have a lot to do when doing a certain activity, you have taken a big step towards your long-term motivation. If you can prove to the employer that through your own actions he would achieve his goals, then you are highly motivated.

The goals you are going to put in must be realistic. They should be challenging, but also realistically achievable. Most unemployed people look for jobs, read job vacancies, ask in employment bureaus, and do not try to fit themselves into the real possibilities. And you should find those opportunities that will best meet your abilities, skills, desires. If you put a little more effort and arm yourself with patience and insistence, if you are ready to fight for dreams and learn to set up flexible and realistic goals, you may be able to get the job for which you are created or you would



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be pleased at the moment. It is very important to present our positive qualities and good points.

*Game "Rescue Me"*

The participants are in the following situation:

They have stumbled on a deserted island. There is a raft and food for the trip to a civilized place for just one person. Everyone in the group must convince others that it is worthwhile to be saved.

*(Materials used: "Motivation course guide" - Job Center, Gabriela Kondzhova, Psychologist, Labor Office, Montana)*

### USEFUL LINKS ON-LINE PLATFORMS OFFERING WORK



<https://www.jobs.bg/>  
<https://www.zaplata.bg/>  
<http://www.rabota.bg/>  
<http://www.jobtiger.bg/>  
<http://jobspace.bg/>  
<https://www.bestjobs.eu/>  
<http://bg-rabota.com/>  
<http://www.karieri.bg/>



<http://mojob.ro/>  
<http://bankingjobs.ro/>  
<http://www.work-travel.ro/>  
<http://adjobs.ro/>



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<http://jobinmarketing.ro/>

<http://www.jobsinro.ro/>

## LIST OF CONTACTS OF STATE INSTITUTIONS, LINKING TO THE LABOR MARKET

### Bulgaria

#### 1. Ministry of Labor and Social Affairs

Address: Sofia 1051, Triaditsa Str

Phone: +359 2 8119 443

Fax: +359 2 988 44 05

E-mail: [mlsp@mlsp.government.bg](mailto:mlsp@mlsp.government.bg)

Internet address: <https://www.mlsp.government.bg>

#### 2. Employment Agency

Address: 1000 Sofia, 3 Dondukov Blvd.

Phone: +359 2 980 87 19

Fax: +359 2 986 78 02

E-mail: [az@az.government.bg](mailto:az@az.government.bg)

Internet address: <https://www.az.government.bg>

#### 3. Executive Labor Inspectorate

Address: 1000 Sofia, 3, Dondukov Blvd.

Phone: +359 700 17 670

E-mail: [delovodstvo@gli.government.bg](mailto:delovodstvo@gli.government.bg)

Internet address: <http://www.gli.government.bg>

### Romania

#### 1. Ministry of Labor and Social Justice

Address: str. Dem.I.Dobrescu, 2-4, sector 1, Bucharest

Phone: +40 213 158 556

E-mail: [relatiicupublicul@mmuncii.gov.ro](mailto:relatiicupublicul@mmuncii.gov.ro)

Internet address: <http://www.mmuncii.ro>

#### 2. National Employment Agency (ANOFM)

Address: Str. Avalanchei, Nr. 20-22, sector 4, Bucharest, postal code 040305

Phone: +40 213 039 857

El-mail: [anofm@anofm.ro](mailto:anofm@anofm.ro)

Internet address: <http://www.anofm.ro/>