

NAME _____

To work in another country, employees must have international knowledge, technology skills, and an understanding of the requirements to work abroad.

1. Describe any international experience or travel you have had.

2. What languages have you studied at school or do you speak at home?
(Check all that apply.)

- | | | |
|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Japanese | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Mandarin | <input type="checkbox"/> Russian | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> French | <input type="checkbox"/> Bengali |
| <input type="checkbox"/> German | <input type="checkbox"/> Hindi | <input type="checkbox"/> Other _____ |

3. Which technology tools do you use regularly? (Check all that apply.)

- | | | |
|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Chat | <input type="checkbox"/> Email | <input type="checkbox"/> Cell phone |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Video chat | <input type="checkbox"/> Text |
| <input type="checkbox"/> GPS/maps | <input type="checkbox"/> Shared documents | <input type="checkbox"/> Other _____ |

4. Which of the following documents do you have that are up-to-date?

- | | |
|--|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Work permit |
| <input type="checkbox"/> Medical records | <input type="checkbox"/> Immunizations |

5. Why do you want to work internationally?

6. Which country or countries interest you?

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NAME

To work in another country, employees must have international knowledge, technology skills, and an understanding of the requirements to work abroad.

INTERNATIONAL KNOWLEDGE

Language Skills

To communicate in another country, you must be able to share your ideas and understand your coworkers. Knowing the language will greatly improve your business relationships and chances for success.

Cultural Awareness

Understanding the country's culture—traditions, beliefs, and interests—will help you know the customer and make smarter business decisions.

Flexibility

Businesses are run differently in different countries. Be open to new ways of doing things, new ideas, and new procedures.

Experience and Interest

Businesses prefer to hire people who are interested in working and living abroad. Prepare to work internationally by traveling to different countries, being an exchange student, or joining an international club.

TECHNOLOGY SKILLS

Tech Tools

Digital tools are needed in jobs. Know how to use cell phones, chat/video chat, text, the Internet, cameras, virtual and augmented reality, digital gadgets for devices, 3D printers, software (e.g., the cloud, storage tools, and customer relations management tools), and webinars and video conferencing tools (telepresence). You will also need to know how to convert currencies and be aware of different time zones around the world.

Travel

Expect to travel for your job. You will need to be comfortable using different modes of transportation (planes, trains, cars, buses). You might travel within the country or to other countries on business.

REQUIREMENTS

Documents

What documents will you need to work in another country? You'll need a passport and possibly a work permit or visa. You might need a copy of your birth certificate, medical records, or immunizations. It can take time to gather the necessary paperwork.

Labor Laws

Learn about the country's labor laws. For example, what are the laws about paid time off? Are there laws about overtime hours or a minimum wage?

Contracts

When you are offered a job with an international company, review the work contract carefully. Make sure you know the expectations, the job responsibilities, the salary, and the length of the contract.

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