

I am in Mexico and I need a job!

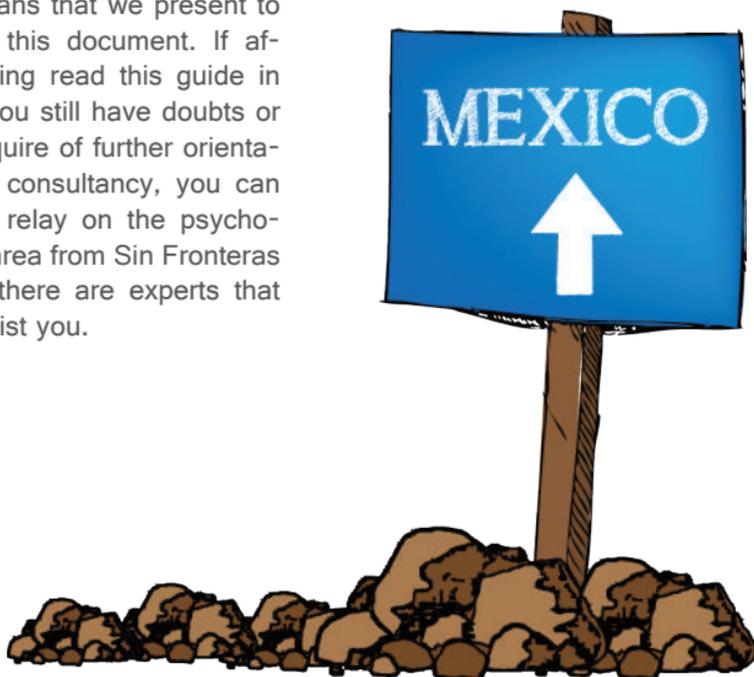
Orientation Guide to start searching for a job



Welcome to our country! We know that one of the main concerns for migrants that are just arriving to the country is to find a stable way to cover the spending for basic needs. The best way will always be having a secure job that allows you to fulfill all your needs. That is why Sin Fronteras IAP through its psychosocial area has created this orientation guide for job searching as the best and most efficient way to help you get to know the steps you most follow to be hired in Mexico.

Finding a job in Mexico is not an easy task; there is great demand and not so many positions available, so do not get discouraged if you do not find a job quickly. This is a difficult task for both Mexicans and foreigners.

The most important thing is that you follow the advice and use the means that we present to you in this document. If after having read this guide in detail you still have doubts or you require of further orientation or consultancy, you can always rely on the psychosocial area from Sin Fronteras where there are experts that will assist you.



THE RIGHT TO GET A JOB

Working is a human right that is backed up by various agreements, conventions and national and international laws. This right is linked to the rights of self development, education, health, food, etc.

In the case of Mexico, the article 123 of the Constitution states the following: Every person has the right to an honorable and socially useful job. In that same article it is guaranteed that the working conditions must be fair and satisfactory.

About jobs for migrants, the Mexican law establishes that in every enterprise or establishment the employer must employed at least 90% of Mexican workers; therefore, for every foreigner that works in the enterprise there must be 9 Mexican workers.



MINIMUM WAGE AND BENEFITS BY LAW

You are also protected against abuse by law with a fixed minimum wage that is the money quantity that the employer must pay you for every 8 hours of work; this quantity depends on the state you are working in. In Mexico City the minimum wage is \$64.76 pesos for 8 hours of work; even though, the average goes as high as \$117.10 pesos.

The following benefits by law must be provided and guaranteed obligatorily by the employer to all employees.

- The working shift must not exceed the 8 hours if you work day shift, 7 hours if you work night shift and 7.5 hours if you work mid shift.

- Days off are days that the employee will not work; for every 6 days of work, employees must have one fully paid day off.

- Obligatory days off are national holidays in which no employee should work. In Mexico the national holidays are:

- January the 1st

- The first Monday of February (celebrating February the 5th)

- The third Monday of March (celebrating March the 21st)

- May the 1st

- September the 16th

- The third Monday of November (celebrating November the 20th)

- December the 1st every 6 years (for the presidential elections)

- December the 25th

- Also days of elections

- After a year of working for the same enterprise, employees automatically get 6 days of vacation from which they should get at least 25% of their regular salary. The vacation days will increase 1 every year while working in the same company (i.e. if it is your second year working in the same place you will have 7 days and the third year you will get 8 days) and so on until getting 12 days of vacation.

- At the end of every year every worker should receive an aguinaldo which is an extra month's salary to face the spending of the end of the year. The amount must be at least 15 minimum wages. The aguinaldo must be paid before December the 20th and it is calculated according to the time you have been working in the same company.
- If you have decided to quit or you have been fired, by law the employer must pay compensation or liquidation, this is a quantity of money that you must get after ending the working relationship with the company. We suggest you read more about it in added 1
- As a worker, you also have the right to get training in order to better perform your job. When the opportunity arises, the training must be done during working hours and always getting your full salary.

Remember that the agreements you make with your employer could be verbally stated, but it is always recommended to have the job conditions and specifications well defined and established in the contract.



THE PROCESS OF JOB SEARCHING

First of all you must understand that finding a job is a process that may take a long time, and that you will be required to present different documents (you will need to write some of these documents. Know all the required documentation in added 2) and this is also a process in which aspects such as personality, image, knowledge, scholar background, etc. will be evaluated and compared to those of other candidates for the same position. In this case you must be very careful and pay close attention to how you fill out the job application and to how you perform in the interviews, these are the different phases of the job searching process. Hereby you will find the most common steps you need to follow that will go from finding a job offer to getting hired. We will also give recommendations that will increase your success in this process.

There are 5 main phases to look for and find a job: identifying the best working field, looking for job offers, contact with the employer, interview and hiring. We will explain each phase now:

1. Identifying the best working field

First you need to know the field you want to work on; this should be selected based on your knowledge, abilities and studies. What is it that you know how to do? What is your working experience? You must be able to identify the best field for you to work in, that way you will have better job opportunities.

2. Searching for job offers

There are different sources in which employers post their job offers to make them available for job seekers; the most common sources to find this offers are:

THE NEWSPAPER: In most newspapers there is a section specialized in all types of job offers under the following names “announcements”, “classified announcements”, “offers” or “timely notice”.

You will need to look for the section named “jobs” because generally these sections also show offers for houses, apartments, cars among others. The employment section is divided by types of jobs. In the first step you identified the best working field for you, now you will have to look for the job section and check the different offers that have to do with the skills you have (i.e.: teachers, waiters, construction workers, etc.)

Review in detail the job offers, there you will also find information on the requirements you will need to apply for that job.



What information should I look for in a job offer?

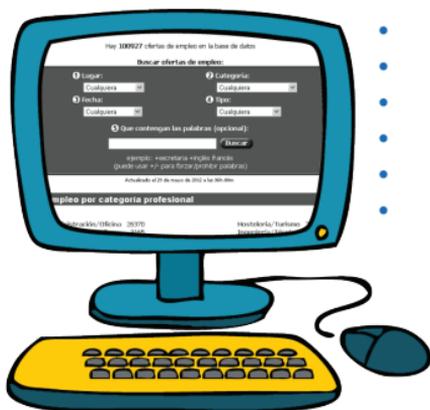
All job offer announcements briefly include basic information to find candidates with the expected profile. The ideal job offer announcement should have all the following information:

- Position name
- Contact name (Mr., Mrs)
- Phone number
- Address
- The closest subway station
- E-mail
- A specific time frame or schedule (for you to deliver your documents)
- The available shifts (full or part time)
- The city area where the job is located at
- If experience is required or not
- Salary
- Required studies



There is no such a thing as an ideal offer announcement, many of them will be missing some of the pieces of the information mentioned above; if you are interested in getting more info about the job requirements, get in contact with the employer.

THE INTERNET: Searching for a job on the Internet is another option; there you can also consult the timely notice section of the newspapers; you can also check job vacancies that are sites specialized on job searching, some examples are:



- www.segundamano.com.mx
- www.manpower.com
- www.computrabajo.com.mx
- www.redlaboral.com
- www.occ.com.mx
- www.veempleos.com.mx

As you can see, the Internet allows you to narrow your search focusing on your working area, schedule availability and geographical area. You can also use the browser to write the specific words that you want to appear in the job offer, for instance “English teacher” or “carpenter”.

EMPLOYMENT FAIR: These are events in which many employers gather in public places and en donde muchos empleadores se reúnen en una plaza pública y convocan a la población para que vayan y entreguen sus documentos. En muchos casos los empleadores se llevan tus documentos al archivo y en cuanto exista una vacante disponible los revisan y, de ser necesario, se ponen en contacto.

Any of the 16 delegations in Mexico City (Benito Juárez, Azcapotzalco, Cuauhtémoc...) organize these employment fairs. Check the web page of your delegation to find the date of the next employment fair. Other federal organizations that also organize employment fairs are:

Secretaría del trabajo y previsión social
www.stps.gob.mx

Secretaria del trabajo del Distrito Federal
www.styfe.df.gob.mx/index.jsp

Trabaja en gobierno
www.trabajen.gob.mx

The ways these fairs are announced are by posters in the delegations, flyers in the streets or over the internet. It is very important to know that to be able to assist to the fair you must register in the phone number provided in the advertisement.

Do not forget to bring various resumes and job applications so you can deliver them to your possible employers. Remember do not get desperate or discouraged if you do get a response right away, sometimes they take a long time to call you.



STREET ANOUNCEMENTS:

Sometimes some businesses (in general small business, not big companies) place a job advertisement requiring personnel outside of the business. If you are interested in any of those jobs, go into the establishment and ask directly for the characteristics of the job. This first talk is really important because right after checking the job offer, the next step is the contact with the employer, so you will be evaluated by the employer since that very moment.

STREET ANOUNCEMENTS:



Employee

PEOPLE YOU KNOW: Less frequent than the once previously described, are the offers that get to you by the people you know. When someone tells you about a job offer.

In these cases you must ask everything you can to be able to have all the basic information you need; you can also search for more information that can be useful. The ideal scenario will be that the person can tell you about the offer and can recommend you with the employer.

As soon as you have the information, try to get in contact with the employer, get together all the job requirements and get an appointment to get your interview.

This is possible as soon as you get to know people that can help you get a job.

In any of the offers previously mentioned you must pay attention to the job requirements; if the job is what you are looking for and you cover the required profile, the next step will be signing the contract with the employer.

FALSE OFFERS: In Mexico there are various con groups that take advantage of people in need of a job to get benefits from them.

False job offers are generally handed in the streets and sometimes also published in newspapers or over the Internet. They are easy to identify; here you have some tips:

1. They are very attractive offers
2. The salary is offered by week,
3. It is always "URGENT" or they promise immediate hiring
4. The candidates' profile is always very broad ("from 17 to 65 years with or without experience it does not matter what skills the candidates have")
5. The contact information only has names without last names
6. Sometimes the flyers have orthographic errors

In the case you were not able to identify the offer you applied for as a false offer, here are other aspects that will help you confirm it:

- The contacts will give you an appointment for a false training where they will never talk to you about the actual job; it will be more a talk about how to be successful in life where they will repeat a lot of phrases such as: If you really want it you will get it or focus on your goals, etc.
- THEY WILL ASK YOU FOR MONEY AS A CONDITION TO HIRE YOU, They tell you that the Money is necessary to buy the equipment you will use or the products you will sell. If before getting the job you need to spend money, DO NOT BELIEVE IT; it is a false offer.

Remember if you find two or more characteristics in the flyer or in the training session, there is a high risk of it being a false job; remember you should never give money as a condition to get a job; that is fraud and it means that people is only taking advantage of you.

WHITE SLAVERY: Aside from being alert about false job offers, it is necessary that you are informed about white slavery that these days has become the third most profitable business for organized crime aside from drug and gun trafficking. Many times, the great necessity to get a job makes you believe in the false promises or incomplete information of the job offers that pretend to force people in need to perform certain activities that you would not do in other circumstances. Activities that do not respect dignity and that violate human rights.



How to identify if a person is a possible victim of white slavery:

Works in the same place where he/she lives,
 They are controlled in whatever movement they make
 The employers keep their documents and threaten them to destroy the
 There is psychological, physical and sexual abuse
 They receive threats against their family members
 They are there against their will

¡BE CAREFUL AND CAUTIOS!

3.The contract with the employer

The next step after having identified the different offers that will suit your profile is to establish contact with the employer, in this phase of your search you should focus in two aspects:

1. To complete the basic information (if the advertisement does not mention it, ask!)
2. To schedule an appointment so that you and your employer get to know each other in person and talk about the characteristics and requirements of the job and your possibilities to be hired.

When you call to Schedule an appointment either to deliver papers or to get an interview, make sure you are courteous with the person that assists you; always use please and thank you when asking for information and do not forget to courteously say good bye. Have pen and paper handy to write down any piece of information that you get and always verify the date, time and place of your appointment. Ask for directions in order not to get lost. Be punctual to your appointment. Make sure you also ask for the information of the person that you talked to because in many cases that is not the person that will take the decision to hire you or not.

If you are asked about your condition as foreigner or your migratory document, be as honest as possible; in the case that you do not have the document, try to explain it in a positive way. Do not say “I do not have an FM3” instead you can say: “at this moment my document is

in process at INM¹. If you already have your document, just explain that you already have it and that it allows you to work in Mexico.

* In added 3 you will find a written example of a talk requesting for a job interview.

What documents will I be required to present when applying for a job?

Aside from copies of personal documents such as ID, proof of address¹, etc. To be able to apply for a job you will need to have 2 very important documents:

JOB APPLICATION: is an established form that you can get at any stationary store in which you will write some personal information as well as you job and academic history.

As you can see in the job application you need to fill out the following information:

Application: Date, the position you are applying for and desired salary

Personal Information: name, address, phone number, nationality, age, marital status, people you live with. etc...

Documentation²: CURP, AFORE, social security number; in the case of migrants, migratory document and passport

Health: current health status, any disease, any sport that you practice or any hobbies

Family Data: Who do you live with? How many people do you support economically? Marital status and number of sons

Education: Any course you have taken, the schools where you have studied at and any course that you might be taking at the moment.

General Knowledge: languages, office skills, programs and machines that you know how to use and any other ability in general

Previous Jobs: companies you worked at, for what period of time, why was the working relationship terminated, initial and final salary

Personal references: Name, address, phone number, relationship and occupation of some people that know you and can give references about you.

¹Read more about this document in the added.

² Check important documents in added 2

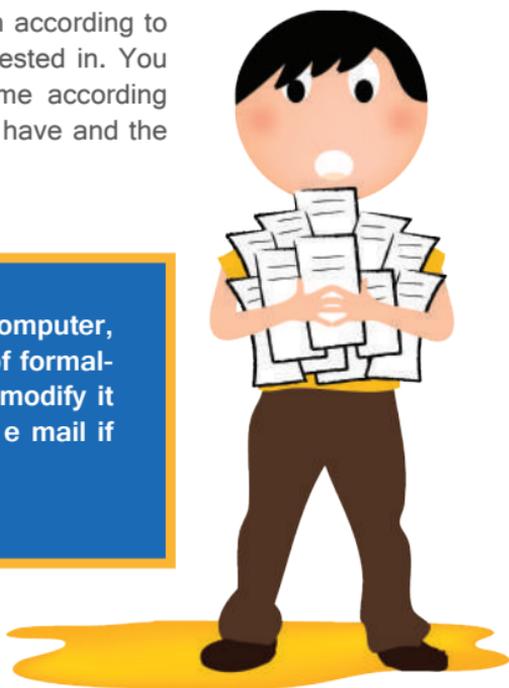
Remember that everything is evaluated; even the presentation of your job application will say a lot about who you are, so make sure you write with legible letter with black or blue pen, do not lie in your application; it is very important that you are sincere.

RESUME: This document should entirely be your creation; It should contain the most relevant aspects about yourself and what you have done. It works as your presentation letter for your employers. Before writing your resume, do an exercise in which you reflect about the most important personal characteristics that will be useful for the job. Write the information in an organized way.

The written document must not be more than 2 pages long, use simple language and avoid orthographic mistakes; if possible ask someone to read it to make sure the document transmits what you really want to say. Use short words, phrases and paragraphs when describing your experiences.

Consider that a resume is never entirely finished; you can modify it with new experiences and adjust them according to the job offer you are interested in. You can customize your resume according to the job opportunity you have and the company requirements.

Write your resume by computer, this will give it a sense of formality and will allow you to modify it anytime or to send it by e mail if the company requires it.



4. The job interview

The job interview is always an essential aspect when searching for a job. Getting a job interview means the employer has considered you for the job because you cover the profile that the company is looking for. The most important thing in the interview is to make it clear for the employer that you are the best option for the job.

The first step is to know the name and position of your interviewer, that way you will know who you are talking to and who will be your contact for any question you have about the job and the interview.

We suggest that before going to the interview you make a reflexion about your own person. Ask yourself: Who are you? What skills and abilities do you have? What are your faults and virtues? Why do you want to get that job? etc... that will help you respond to any question with confidence and conviction.

Another important aspect that will be evaluated by the employer is your actions. If you are late for the interview, the employer will think that you are not responsible and that you are not interested in getting the job; if you get there too early the employer will think you are desperate. It is recommended to arrive 15 minutes before the set time, avoid bringing anyone with you and consider that the way you are dressed will also be very important because base don that they will decide whether you are serious or still immature.



Remember to be courteous with the receptionist and the interviewer, make sure your image is formal and clean, avoid smoking, eating, drinking or chewing gum; do not speak bad about your previous jobs, do not try to win in the discussion with the interviewer, allow him/her to start and to lead the conversation, look at him/her in the eyes, make expressions but do not exaggerate, avoid answering with yes or no only, support your answers with arguments and always tell the truth.

At the end of the interview, stand up, shake hands with the interviewer and thank him/her for the opportunity of have been interviewed. In most cases, the interviewer will close the interview with the phrase: “we will contact you”. You should wait a few days for them to call you; if after about 10 days you have not been contacted, you can call them back asking for an update of your selection process. In the meantime, you can keep looking for other offers and attending to interviews so you always have other possibilities.

The hiring process

CONGRATULATIONS!

If you have made it to this step, it means that you have got the job.

The hiring process consists in reviewing and signing the document where your job rights and obligations are established. Never sign the contract before reading it completely; if you have any doubt or question, ask in that moment.



INFORMATION ABOUT WORKING IN MEXICO AND OTHER INCOME GENERATORS

According to information from The National Institute of Statistics, Geography and Computer science (INEGI) in 2008, only 63% of the population that can work has a job and the remaining 37% is in a situation of underemployment or unemployment³, this means that more than one third of the population does not have a formal job because there are not enough jobs and it is harder to get one.

³ Underemployment is the job performed by a person in a lower level than the one he/she is qualified for, aside from not having a formal contract and all the benefits by law. An example of this is the people that sell stuff in the streets or in the subway. An unemployed is the person that does not have an activity that allows him/her to get resources to pay for basic needs at least.

Many people work in a formal way in enterprises, organizations, factories, businesses, government etc. There is also a great percentage of the population that works in an informal way in informal markets, street sales, etc; the difference is that in the informal jobs you will not get the benefits that the Law requires (contract, social security, among others).

Due to cultural differences, most of the times foreigners cannot work in the same activities they did in their countries or in the professions they studied for.

Sometimes when looking for a job, foreigners suffer from discrimination by the employers who reject their applications before doing a proper evaluation or they give them a job that does not favor the person's interests. Be tolerant with people that discriminate, do not follow their game and do not judge before getting to know the person; there is people that discriminates but there is also people that does not. On the other hand, you should denounce people that discriminates and do not accept a job in which you feel discriminated.

Many people work in informal jobs or under bad conditions not regulated by Law for not having a migratory document; we suggest you start your migratory paperwork as soon as possible to be able to work in jobs that are regulated by Law. We do not recommend infor-



mal jobs because you will not be legally protected and you will not get work benefits (for instances, you will not have Access to social security and you will not be able to denounce abuse) If you are thinking on working in the informal market, it is important that you know that you require a permit from the delegation that regulates these type of activities, you will also need to pay a fee to the leaders of the informal commercial groups.

Another possibility is the self-employment: if you have enough resources to establish your own business (sell food, clothes, shoes, repair computers, make furniture...) this is a good option; you might not have the benefits by law but there is a bigger possibility of getting a higher income.

Examples of this type of jobs are: language teacher, contractor, plumber, carpenter, and mechanic, among others.

It is important that you are updated with your fiscal obligations, the tax payment according to the activity that you are working on. For any issue related to taxes, you can access: SECRETARÍA DE HACIENDA Y CRÉDITO PÚBLICO
www.shcp.gob.mx/



ADDED 1 LIQUIDATION (FINIQUITO)

The quantity of money that you will receive as compensation for leaving the job will depend on different things:

- If you were fired or if you quit
- The time that you worked for that company
- If you took your vacations or not
- If you received your aguinaldo or not
- Salary



For all those reasons, the liquidation (finiquito) will be difficult to calculate for someone that does not have knowledge in the topic. As we have recommended before, the best thing to do is consulting a lawyer or accountant in order to get the real amount you should receive as compensation.

There are also compensation calculators on the INTERNET.

ADDED 2 MY IMPORTANT DOCUMENTS

Aside from the job application, there are some jobs that require other documents that must be obtained with the government and in some cases, the lack of these documents will result in not getting the job. This does not mean that you will be required to present them in every job you apply for. First of all ask what documents you need.

In the list below you will see a list of those documents and basic requirements. These can vary according to your situation and the characteristics of the job.

Migratory Form

It is the document that allows you to legally stay in the country and it allows you to do some activities as a foreigner in Mexico.

Basic Requirements:

1. The original and a copy of the official form of the application to get the Migratory Document already filled out and signed.
2. The original official authorization letter issued by INM.
3. The originals and copies of all the pages of your passport for collating.
4. The original and a copy of the payment for the migratory service according to the Federal Law of Rights (Ley Federal de Derechos)
5. FM1 forms
6. photographs that are special for government and work documents (4x4 cm) three frontal and two of the right profile of your face (2.5 cm from your chin to your hair) they need to have white background, your forehead and ears must be uncovered and without earrings and glasses. Snapshots are not accepted.
7. In the cases your migratory form got lost or stolen, you need to present the original and a copy of the certificate from the Attorney General's office (Ministerio Público).

In case you need to get this document, you can get help from the legal department in Sin Fronteras, there you can be guided on the requirements and documents you need according to your current situation.



ESTADOS UNIDOS MEXICANOS SECRETARÍA DE GOBERNACIÓN INSTITUTO NACIONAL DE MIGRACIÓN		SECRETARÍA DE GOBERNACIÓN INM INSTITUTO NACIONAL DE MIGRACIÓN
SECOB	NO INMIGRANTE NUE	
	Nombre/Name	País/Country
	Nacionalidad/Nationality	Sexo/Sex
	Fecha de nacimiento/Date of Birth	Característica
	CURP	Modalidad
	Calidad	

Clave Única de Registro de Población

This is a number to be able to have the register of all the Mexicans that live inside and outside Mexico. It also includes all the foreigners that live legally in the country.

Your CURP is included in your migratory document, and you can back it up with a document that you can get on the Internet in the following website: http://www.gobernacion.gob.mx/CurpPS_HTML/jsp/CurpTDP_20081215.html. Here you can print the document after entering your information; there are also modules where you can get it. In the next website you can look for the closest module: <http://www.renapo.gob.mx/pdf/directoriodemoduloscurp.pdf>. You will need to bring your information and they will do the paperwork to give you the CURP.



Social security number

IMSS is the Instituto Mexicano del Seguro Social. It is the national social security institution that provides health care to all employees that do not for the Mexican government

In many jobs it is required that you are registered in IMSS in order to be hired; sometimes the employer is the one that process the registration, in some cases you will be required to do the process yourself.

You will need to register and IMSS will assign you a number known as: social security number.

In the case you need to do the IMSS registration, you need to pre-register on the Internet. You need to enter your personal information and you will get an appointment in your closest clinic to finish the registration.

You must bring the following documents:

- A certified copy of your Birth Certificate
- An official identification that has your picture (i.e. IFE, Passport, migratory document).

For more information visit: www.imss.gob.mx

Registration in the Treasury Department that in Spanish is called: Secretaría de Hacienda y Crédito Público (SHCP)

In some jobs it is necessary to be registered in the Treasury Department (Secretaria de Hacienda y Crédito Público (SHCP) that is the institution in charge of taxes in Mexico. It is where all workers, national and foreigners are registered to comply with the fiscal obligations with the Mexican government. You can start your registration online, you will need to provide the required information and the system will assign you an appointment in any office of SHCP to complete the process.

Internet Requirements:

Fill a registration form online with the information of the RU electronic form “Formato Único de Solicitud de Inscripción y Avisos al RFC”.

Once you have included this information, your registration form will be sent through the SAT website, and then you will receive a confirmation number about the application and the appointment.

Requisitos en el Centro de Atención, ALSC:

You must bring your confirmation number, the original proof of your fiscal address, your FM3 or FM2, which will also be your official ID and the RFC application form that you got online.

When you are done with the registration process, you will receive the following:

1. A copy of your registration form
2. The fiscal identification
3. Proof of the registration
4. A guide about your obligations
5. Acknowledgement of your registration to RFC

For more information visit: www.shcp.gob.mx

Reference Letters

This is a written document in which someone gives references about you. In general, the letter says that the person knows you and recommends you for a job. This letter is useful for the employer because it lets him/her know more about the job applicant.

You must ask for these letters to people that live in Mexico and that can give references about you in the country; they can be handwritten or typed. Make sure the letter includes your full name, the full name and signature of the person that gives references about you.

Study certifications

These are all the documents that you receive when you finish your studies and they are the proof that you satisfactorily finished those studies. These include: basic and professional education as well as any course or training taken.

Proof of address

These are documents like bank statements, telephone, electricity, water bills, among others where the address you live at is included. You can get these from your landlord.

ADDED 3 WRITTEN EXAMPLE OF A CALL TO MAKE AN APPOINTMENT:

Characters:

Employer- person that answers the call at the company or the possible employer.

Job candidate- person that calls to get information about the job.

Employer: Gonzalez Imports, good afternoon

Job candidate: Good afternoon, I am Richard Miranda, I am calling to inquire about the general assistant position.

Employer: If you are interested you need to be here tomorrow with your job application already filled out.

Job candidate: OK, Can you please give me the address?

Employer: Sure, we are located in Eugenia avenue number 32 between Sabino and Rocallosa streets.

Job candidate: Excuse me, which is the closest subway station?

Job candidate: Excuse me, which is the closest subway station?

Employer: The closest station is Eugenia; we are two blocks away.

Job candidate: Thank you, another question, are there other requirements aside from the job application?

Employer: For now, your job application will be enough.

Job candidate: OK! At what time should I be there tomorrow?

Employer: We are here from 2pm to 6pm.

Job candidate: OK. Who do I ask for when I get there?

Employer: My name is Pablo Becerril. Are you a foreigner?

Job candidate: Yes Mr. Becerril, I am from Colombia.

Employer: Do you have your documents?

Job candidate: At this moment my document is in process at INM, I am just waiting for them to be ready.

Employer: Ok

Job candidate: Mr. Becerril, one last question. What are the functions and responsibilities of a general assistant?

Employer: The general assistant mainly Works in the storage room, but we will explain it in detail later on.

Job candidate: OK, thanks a lot for the information; I will be there tomorrow to deliver my application. Thank you Mr. Becerril.

Employer: OK, see you son.

Job candidate: OK, bye.

SPECIAL THANKS TO JESÚS ALEJANDRO DE LA PEÑA RODRIGUEZ
FOR PROVIDING US WITH THE INFORMATION AND FOR HIS
SUPPORT IN MAKING THIS GUIDE.
