



Presents:

CAREER INFORMATION AND RESOURCES



FOR SWEDEN

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Going Global Career Guides are not intended to serve as the sole source of information in looking for international employment. We strongly encourage all readers to conduct additional research that is tailored to their background and objectives.

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JOB SEARCH RESOURCES

The easiest way to find Swedish job vacancies is to use the Internet. In Sweden there is a clear tendency for employers to shift from newspaper advertising to using the Internet. This applies particularly to IT-related companies. On the other hand, many people find jobs through networking, using contacts with friends, family, colleagues and other business contacts in seeking employment; this method of finding a job is becoming more common than ever.

Sending an unsolicited application directly to a company that has not advertised is also common. Large companies often have a staffing office where applications are saved. Combined with networking, this is very convenient for companies, because it reduces the amount of time and money used for recruiting and advertising. While the most common way of finding employment is to use ads on the Internet or in the daily newspapers, many companies also post jobs directly on their websites. The jobseeker who has focused on a particular company or sector should check these websites.

The following are tips for job searchers from the Swedish Employment Service:

- Apply for jobs advertised on the Internet (including the Employment Service) and in newspapers.
- Approach potential employers directly. Speculative applications are very common in Sweden.
- Register with some of the larger headhunters/recruitment agencies.
- Advertise yourself in a résumé/CV database.
- If already living in Sweden, contact a local Employment Office for further advice.
- Respond to advertisements in newspapers.

ONLINE JOB SITES

Online job sites are an effective way of finding vacancies: they are accessible 24 hours a day, they are free of charge for jobseekers, and résumés/CVs can be registered in databases to allow employers to search and connect with prospective employees. Some websites also offer a “Job Agent” that sends candidates emails about job postings based on specified criteria.

The following list is a sample of the most popular Swedish websites. Many of these websites are available only in Swedish.

StepStone

http://www.stepstone.se/home_fs.cfm

<http://www.stepstone.com>

StepStone is one of the best-known career websites in Europe, and it can be used to access StepStone websites all over Europe. Searches can be conducted for available jobs in many career areas: advertising/finance, industrial/trade, healthcare/medical sector, marketing/sales and information, services, computer/IT, education/culture, natural sciences/technology. Résumés/CVs can be registered in StepStone’s database for employers to search.

Jobline

<http://www.monster.se>

Jobline is a Monster.com Company and is one of the largest Internet recruiting companies. The Monster global networks consist of local content and language websites in Sweden, the United States, United Kingdom, Australia, Canada, The Netherlands, Belgium, New Zealand, Singapore, Hong Kong, France, Scotland, Germany, Ireland, Spain, Luxembourg, India, Italy, Norway, Denmark, Finland and Switzerland. Search categories include the following: administration, finance/accounting, law, marketing/promotion, organization, technology, computer/IT, sales, medical/healthcare, transport and service. This website also offers an easy-to-use, standard form to generate a résumé/CV for registration in the database, and to fill in a Job Alert form, so ads can be emailed to registrants. This website also offers a career center where information such as articles on salary levels, interviewing and balancing life and work can be found.

JobPilot

<http://www.jobpilot.net/index.phtml>

This company recruits inside and outside of Sweden. Services include an online ad bank to find available jobs by career area and/or location, and a résumé/CV registration in a candidate database, where employers can search for suitable candidates for their vacancies. This website also contains a career guide.

Lokusjobb

<http://www.lokusjobb.se>

This website (previously Smartjobb) offers easy job searches by occupation and location. This is not a large website, but a Job Agent is offered, which notifies jobseekers by email of ads matching preferences. Lokusjobb is owned by media concern Citygate and offers parallel ads publishing in newspapers and on the Internet. Job market information and news are also present. This website was recently ranked as the eighth best recruitment website in Sweden.

Tel: +46 (8) 58711850

Email: info@lokusjobb.se

Ny Teknik

<http://www.nyteknik.se/jobb/>

This website, specialized for qualified engineers and IT specialists, is directed to both jobseekers and employers. Services include individual profile registration; searching by job title, occupation and/or location; and a special contact link between college/university students and private companies with important information for graduates. This website (formerly named “Jobfinder”), belongs to a Swedish newspaper specialized in technology.

Topjobs

<http://www.topjobs.se>

Topjobs specializes in management, professional, technical and graduate positions. Topjobs searches for vacancies according to occupation area, job title and geographical location. This website is for executives, computer specialists, economists and IT specialists. As with most other

online websites, résumés/CVs can be registered in a database and a Job Alert emails details of new vacancies to registered jobseekers. This website covers most of the key European markets.

CSJobb

<http://csjobb.idg.se>

CSJobb focuses on IT-related jobs. Services include individual job searches, registration of profiles for employers to search, and a Job Alert. This website was formerly named “Jobuniverse.se”, but changed its name to “CSJobb” to better reflect its connection to the parent company, the Swedish journal *Computer Sweden*.

Working Woman

<http://www.workingwoman.se>

This website specializes in career development for women. It “loans” staff to other firms, recruits, coaches and helps with career planning, networking, and mentorship. This website includes a résumé/CV database and a Job Alert.

International Recruitment Group AB

<http://www.irg.se>

This is one of the top websites for IT and technology. Services include a job database and registration of an open application that includes information about present work, education, personal strength, and expectations for future positions.

Workshopping

<http://www.workshopping.com>

Workshopping, a global Internet portal, is a valuable source for almost everything to do with work. Services include ads about vacant jobs, résumé/CV registration, and a Job Alert. Links to almost every Swedish online job website are available, as well as articles and publication concerning work and job searching and valuable tips about how to find a place to live.

Jobbdirekt

<http://www.jobbdirekt.se/>

<http://www.jobbdirekt.com>

Jobbdirekt is especially for jobseekers with higher education qualifications, including jobs for executives, scientists, economists and IT specialists. Services include “*Min Sida*” with résumé/CV registration and a Job Alert. Exchange of jobseeking experiences is possible via the Forum link. This website provides links to a few small Swedish recruiting and staffing companies.

Florence

<http://www.florence.se>

The biggest recruitment service in Sweden within the healthcare and nursing sectors. This well-arranged website lists jobs mostly for nurses, assistant nurses and medical secretaries. Ads and company presentations are listed. Florence also contains a career guide, discussion forum and separate link to jobs in other countries, mostly in Norway, Denmark and Finland. Registration in résumé/CV database and information about new ads matching preferences by email are provided services.

Jobsafari

<http://www.jobsafari.se>

Jobsafari is a website listing almost all jobs published on the Internet in Sweden. Job information from different sources is gathered by a robot search engine. The job database is updated everyday. This website includes a résumé/CV database and a Job Alert.

AltaVista

<http://se.altavista.com/>

The search engine AltaVista offers job searches throughout the Internet and companies' websites. It also offers company profiles and résumé/CV registration. This website contains of approximately 14,000 vacancies.

Resume

<http://www.resume.se>

This newspaper's website offers a few job ads in the media industry. The newspaper has a good reputation in its industry and is widely distributed in Stockholm.

INTERNSHIP PROGRAMS

The following internship websites are general directory-type websites providing internships and jobs in several countries worldwide or specifically in Europe. These websites also present instructions, good tips on résumé/CV and application writing and companies' criteria for applicants. Other information on internship can be found on the companies' websites.

iAgora.com/iWork

<http://iwork.iagora.com/jobs/Sweden/listing/>

iAgora's iWork is a job and internship website for students and recent graduates seeking jobs or internship abroad, mostly in Europe (about 160 jobs/internships in 22 countries at present). This website categorizes jobs by location, industry and function. Candidates are requested to fill in an iWork profile and résumé/CV before applying for a job. Companies' basic selection criteria for job applicants are listed.

GOVERNMENT-SPONSORED EMPLOYMENT OFFICES

AMS – National Labor Market Board

<http://www.ams.se>

AMS was formed in January 1948 to give nationwide impetus to Sweden's labor market policy. Its activities have been developing ever since in rapid response to changes in the labor market and society in general. This is the largest source of job vacancies. AMS has an office in almost every town in Sweden.

Platsbanken

<http://platsbanken.amv.se>

Services for unemployed people include education to facilitate change of occupation; a newspaper, *Platsjournalen*, that has almost every job ad in Sweden; a database with about 20,000 available jobs; computer availability for writing applications and conducting searches for jobs in the Internet (online service, Platsbanken); and valuable tips about writing an application and developing a résumé/CV. Information is available about all occupations, including their employment prospects in Sweden.

JOB FAIRS AND CAREER EVENTS

Job fairs are not common in Sweden. Each university and faculty arranges career and job fairs, mostly for the students to get to know the companies, and to practice interview situations with professionals. Swedish labor organizations sometimes arrange career events as well. The following websites for such organizations may provide a good starting point to finding information about upcoming job fairs or other career-related events.

<http://www.saco.se/templates/saco/main.asp?id=>

http://www.akademssr.se/portal/page?_pageid=75,39082&_dad=portal&_schema=PORTAL

<http://www.jusek.s>

http://www.civilekonomerna.se/portal/page?_pageid=34,1&_dad=portal&_schema=PORTAL

<http://www.cf.se/cfweb/valkommen>

<http://www.naturvetareforbundet.se>

STAFFING AGENCIES AND TEMPORARY HELP FIRMS

Contractual and temporary staffing is one of the fastest-growing segments of the Swedish employment market. A few large firms recruit and hire staff for companies.

Manpower

http://www.manpower.se/MPNet3/startContent.asp?Ref=SWEDEN_NORDIC

Manpower is the world leader in the staffing industry and the largest in Sweden. Its main assignments are: hiring staff, recruitment, outsourcing and human resource management. Manpower covers office and administration, economy and accounting, marketing and sales, computers and IT, industry and logistics, and education programs. Services include résumé/CV registration on Manpower's website and job searches. Manpower has offices in 40 Swedish cities, and the addresses to the local offices can be found on this website.

Proffice

<http://www.proffice.se>

Proffice, one of the larger corporations in the recruiting and staffing business in the Scandinavian countries, arranges career and developing programs for its employees. The corporation has approximately 8,000 employees and is represented in over 60 cities in Denmark, Sweden, Norway and Finland. It offers a variety of jobs, including short-term, part-time and full-time employment in the financial, secretarial and clerical sectors. This website includes a job search tool and résumé/CV registration.

Proffice

Brevlååda 70368

S-107 24 Stockholm

Tel: +46 (8) 7871700

Email: info.sth@proffice.se

Adecco

http://www.adecco.se/channels/adecco_se/loc/index_loc.asp

Adecco is one of the world's largest recruiting companies. It works in the recruitment and outsourcing of professionals in finance, marketing, education, information, sales, human resources, logistics, IT, communication, technology and administration. The website includes job search and Job Alert tools.

Adecco Huvudkontor

Slussplan 7-11

Brevlååda 1240

S-111 82 Stockholm

Tel: +46 (8) 100500

Email: info@adecco.se

JobAgent

<http://www.jobagent.se>

JobAgent was founded in 1999 to revitalize the staffing industry. It offers fixed monthly pay, overtime payment, guaranteed vacation and further education at paid work time for consultants. Services include résumé/CV registration; individualized searches for jobseekers and employers; and special service for students, with information about universities and education and trainee programs.

JobAgent AB

Brevlååda 55 525

S-102 04 Stockholm

Tel: +46 (8) 52801000

Fax: +46 (8) 52801010

Email: info@jobagent.se

EXECUTIVE RECRUITERS AND SEARCH FIRMS

Penna Consulting

<http://www.e-penna.se/>

Penna Consulting offers HR activities such as resourcing, executive coaching and development, change consulting, career consulting, etc. The company's website does not offer any job search function. Penna Consulting is an international company with offices in the United Kingdom, Ireland, Sweden, Norway, France and Italy.

Michaël Berglund Executive Search

<http://www.mberglund.se>

Michaël Berglund Executive Search is part of IIC Partners Executive Search Worldwide. This organization consists of privately owned companies, located in 26 countries and 36 cities throughout the world, working as an integrated network. The company offers headhunting of senior executives, key specialists and board directors. As part of an international network, Michaël Berglund Executive Search covers a wide range of areas such as IT and telecom, financial services/insurance, manufacturing, the services industry and education.

Inhouse

<http://www.inhouse.se/se/startsidea/>

Inhouse is a recruitment company providing permanent and temporary job solutions in advertising, media, IT and finance. Inhouse is based in Stockholm.

Hammer & Hanborg

<http://www.hamhan.se>

Hammer & Hanborg is the premier recruitment company within the communication, marketing and information area. Its website was recently ranked as the fourth best recruitment website in Sweden.

Medrek. Rekrytering AB

<http://www.medrek.se>

Recruitment company with a large range of job categories in the healthcare and nursing sectors, including temporary positions. Medrek provides company presentations and selects "the best employee of the month." This website includes links to companies offering jobs and a Job Alert service. Medrek was recently ranked as the sixth best recruitment website in Sweden.

Medrek. Rekrytering AB

Nybrogatan 75

S-114 40 Stockholm

Tel: +46 (8) 6624015

Tel (Mobile): +46 (70) 7344450

Email: micke@medrek.se

Rent-A-Doctor

<http://www.rentadoctor.se>

This staffing company specializes in “doctors for rent.” The company has over 4,500 doctors in its network. Rent-A-Doctor is a company within the Carema group, a privately-held Nordic company in healthcare and nursing. A criteria for joining Rent-A-Doctor is that the person holds a Swedish registered doctor’s license. The candidates are also be checked by HSN, a national authority who assesses medical negligence.

Rent-A-Nurse

<http://www.rentanurse.se>

Rent-A-nurse is an affiliated company to Rent-A-Doctor, also in the Carema group. The company has nurses, assistant nurses and medical secretaries for hire.

Jobnet

<http://www.jobnet.se>

A headhunting company for management and sales staff in every business area. It also headhunts IT developers and technicians. Jobnet offers research assignments and other human resource services. Jobnet has over 17,000 pre-interviewed persons in a database.

Mercuri Urval

http://www.mercuriurval.com/mercuri/AboutMUPage_1303.aspx

Mercuri Urval is a global consulting company with offices in 21 countries. The company offers various human resource services such as recruitment and selection, executive services and development of organizations. The company’s website has a job board with both national and international job ads.

Contaplus AB

<http://www.contaplus.se/>

Contaplus AB is a part of The Contaplus Group, a European organization, specialized in recruitment of personnel for accountancy and economics. The website includes a job search engine, discussion forum, news from Sweden’s trade journals and good tips on résumé/CV writing. Matching ads are added to an online personal portfolio, which requires registration. A course guide is also provided.

Contaplus AB

Rosenlundsgatan 50

S-118 63 Stockholm

Tel: +46 (8) 6686200

Email: Stockholm@contaplus.se

NEWSPAPERS THAT PUBLISH JOB ADVERTISEMENTS ♦

Almost all of the larger newspapers publish employment ads, with a special edition once or twice a week, including the full week's ads. These ads are also found on their websites.

Dagens Nyheter

<http://www.dn.se>

Dagens Nyheter is one of the largest daily morning papers, focusing on the eastern coast and the area around Stockholm. The website includes all of the classified ads. Classifieds appear everyday and remain on the website for about a week. For information about overseas subscriptions and prices, contact DN subscription department.

Tel: +46 (8) 7381725

Email: prenutland@dn.se

Svenska Dagbladet

http://www.n24.se/jobb_karriar

Svenska Dagbladet is another large morning paper in Sweden. The paper focuses mainly on the Stockholm region. This website is searchable and contains all of its classified ads.

Tel: +46 (8) 6574881

Email: utlandspren@svd.se

Dagens Industri

<http://www.di.se/Nyheter>

Dagens Industri, the leading newspaper for business and finance, has information about the current national and international financial climate and political news of importance for business. It cooperates with Jobline.se for online classifieds. Annual subscription within Sweden costs 2,845 Sweden Kronor (SEK) or 305 United States Dollars (USD). Prices for residents outside Sweden vary from 3,300 SEK to 6,485 SEK (355 USD to 697 USD) depending on location..

Tel: +46 (8) 7288590

Fax: +46 (8) 317408

Email: pren@di.se

Computer Sweden

<http://www.computersweden.idg.se/>

<http://csjobb.idg.se/Ettan.nsf/Ettan?ReadForm> (Job Ads)

Computer Sweden is the country's leading IT magazine, published three times per week, on Monday, Wednesday, and Friday. It has a recruitment website for IT professionals with job ads and career-related articles and tips. *Computer Sweden* also offers comparisons between salaries in the IT area.

Computer Sweden

S-106 78 Stockholm.

Tel: +46 (8) 4536200 / +46 (8) 4536490

Fax: +46 (8) 4536316

Email: cs@idg.se or cspren@idg.se

GP jobb

<http://www.gp.se/gp/jsp/Crosslink.jsp?d=301>

Göteborgsposten (GP) is the largest daily newspaper on the Swedish western coast, and the best source to find classifieds for vacancies in the western and southern parts of the country. The job search function is a cooperation between *Göteborgsposten* and *Sydsvenska Dagbladet* (the main newspaper in the south of Sweden).

Tel: +46 (31) 624165

Email: gpjobb@gp.se

SydsvenskaDagbladet

http://sydsvenskan.embryo.se/media/system.plx?code=sydsvenskan_platsannonser_se2&page=forstasidan&layout=sydsvenskan

SydsvenskaDagbladet is the largest daily newspaper in the south of Sweden. The newspaper cooperates with *Göteborgsposten* for job ads on its website.

Tel: +46 (40) 9341000

Email: lesarservice@sydsvenskan.se

OTHER RESOURCES

American Club Of Sweden

<http://www.amclubsweden.org/about.htm>

The Clubs' objective is to strengthen bonds between the United States and Sweden through networking, and the interchange of knowledge, customs and ideas. It plays an important role as an informal point of contact between various elements of the Swedish-American community, and provides frequent opportunities for interaction through its luncheons and varied social programs (Thanksgiving, Lucia, Wine-tasting, Theatre events, Golf and Tennis tournaments).

Kickad.nu

<http://www.kickad.nu>

This is a popular website for those who have been discharged and/or want to know about companies that are letting people go. This website offers a search function for job ads in the IT area. Kickad.nu also has a list of Swedish labor organizations and recruitment companies.

Shortcut.nu

<http://www.shortcut.nu/default.ns?lngItemID=2> (Swedish)

This is an online network for people with a university degree, who want to benefit from a professional network of people. The network focuses on personal development, career coaching and working life trends. There are many clubs within the network with different interests such as "the job search club," "women and career club," and "1st Skiing," just to name a few. Shortcut is a very popular website for up-and-coming young people.

Universum.se

<http://www.universum.se> (English)

Universum is a leading Swedish research and management consulting company that focuses on students' and young professionals' career expectations. The company monitors resource trends and does surveys regarding which companies are the best employers in Sweden, Europe and the United States.

AstrakaNät

<http://www.astrakan.se/>

AstrakaNät is an online network for women working within the IT industry. The website helps users seeking networking, employment and new information within this sector.

EMPLOYMENT TRENDS AND OPPORTUNITIES ♦

GENERAL TRENDS

Sweden has long produced and attracted top scientists, engineers, designers, writers, IT professionals and other highly educated and skilled workers, thanks to a deeply embedded culture of innovation and a generous social welfare infrastructure. In fact, George Mason University economist Richard Florida called this Scandinavian nation “the most creative country in Europe” in his 2005 book *The Flight of the Creative Class*, and Stockholm recently was named the continent’s leading center for innovation in a study of the key characteristics of 23 major European Union (EU) cities. Consequently, it is no surprise that Sweden is expected to continue as a trend-setter and outpace its peers in per-capita economic growth, according to Robert Huggins Associates, a United Kingdom-based think tank.

Fundamental to Sweden’s past and future is the country’s commitment to cradle-to-grave social mandates and pension security programs funded through high marginal tax rates, taxes on wealth and employer contributions. Fully 85 percent of workers belong to a labor union, and sector-wide wage accords are the norm. Over time, this has resulted in a high standard of living.

In recent years, however, demographic trends have created some challenges to Sweden’s status quo and strained its financial resources. A growing population of older male workers about to reach 60 (the age at which workers begin earning a guaranteed pension) is forcing political and business leaders to address the long-term financial ramifications of the country’s generous entitlements. By 2015, approximately 36 percent of the active labor force (1.5 million people) is expected to retire. Other entitlements also carry a large price tag: In 2004 alone, the Swedish government paid out more than 100 billion Swedish crowns (US\$13.15 billion) to cover disability, unemployment and other entitlement program benefits. This figure is expected to grow dramatically in the years to come and likely will be accompanied by government efforts to reduce the number of people on social assistance and illness leaves.

Globalization also has impacted Sweden’s economic well-being in recent years, as demonstrated by the loss of Swedish-based automobile-makers Volvo (now owned by Ford) and Saab (bought by General Motors) and significant downsizings by both manufacturers. Large companies that continue to maintain their headquarters in Sweden -- including ABB, Ericsson and Electrolux -- also have responded to global economic pressures by reducing their workforces.

Although Sweden has the third-highest employment rate in the EU, according to the country’s National Statistics Office (SBC), unemployment ranged from 7 percent in late 2004 to a low of 5.1 percent in September 2005. The ruling Social Democrats have pledged to cut unemployment to 4 percent prior to the September 2006 elections, which would place Sweden well below countries like Germany and France, whose unemployment rates have been in double-digits. Unemployment in Sweden ranks highest among younger workers, who increasingly have rejected low- to mid-level jobs. This has caused many Swedish companies to look outside the country’s borders to recruit foreign-born workers -- a controversial approach with labor leaders, who see the practice as a threat to the Swedish fair labor model.

To meet its aggressive employment goals, Sweden recently announced it will spend 16 billion crowns (US\$2.11 billion) over two years to create 55,000 jobs, many of them in government agencies, health care and other state-funded organizations. However, critics say programs that increase public sector employment do little to address Sweden's long-term international competitiveness in other sectors.

New public sector job programs will create opportunities for those with significant experience or strong educational credentials. The already-significant shortage of personnel with training in health and social care will become even greater. Over the long term, there also will be shortages of teachers and people with technical skills. Additional teachers are required at comprehensive school levels and at upper-secondary school, where teachers of sciences and technique are in great demand. Following a drastic drop in demand for IT-related workers, demand now seems to be increasing slightly. It varies considerably, however, between different geographical locations, with some larger cities experiencing labor shortages. Computer specialists, engineers and technicians, and personnel for certain manufacturing and construction professions (e.g., CNC/NC operators, water, sanitation and heating engineers and installation electricians) remain in short supply.

The labor pool for service jobs (sales, restaurants and service, transport, customer service and administration) is adequate at present, although there are shortages of workers to fill roles as company salespersons, accountants, cooks and drivers.

Although no significant increase in jobs is expected within manufacturing, some recruiting difficulties are predicted, primarily for CNC/NC operators, licensed welders, toolmakers and various kinds of mechanics. The demand for high-level graduate engineers and technicians also is strong and the future outlook depends on matriculating enough graduates to meet the needs.

The construction industry is experiencing a greater labor shortage than any other occupation. There are still unemployed construction workers in certain regions, while other locations have demand gaps; however, the "buffer" previously available is emptying and an aging workforce will create opportunities for younger workers, particularly in the plumbing, electrical and bricklaying trades.

Despite a largely stagnant employment environment, salaries have continued to rise. Between 1994 and 2004, white collar salaries grew by 52 percent, while blue collar wages rose 44 percent. On an annual basis, white collar salaries grew 3.7 percent between 2003 and 2004, while blue collar salaries increased by 3.2 percent. On average, private sector executives earned 28,300 crowns per month (US\$3,800). Blue collar workers, meanwhile, earned an average of 120 crowns per hour (US\$16). Public sector executives earned an average of 20,200 crowns (US\$2,700). Recently approved tax cuts for low- and middle-income workers may narrow the impact of this salary gap in the future.

INFORMATION TECHNOLOGY ♦

Sweden's Information Technology sector is comprised of some 22,000 companies, 14,000 of which are ICT-focused. Together, these companies generated sales of more than US\$11 billion during 2004. IT services companies led the way with US\$4.4 billion in sales, followed by hardware companies (US\$3.4 billion) and software companies (US\$3.2 billion), according to the Europe Information Technology Observatory.

Innovation has been a hallmark of Sweden's IT sector. For years, homegrown companies like Ericsson (telecommunications) and MySQL AB (database servers) have been instrumental in the establishment of Sweden as a major force in the global IT industry. That reputation was reinforced during the late 1990s, when the *Financial Times*, *Newsweek*, and *Business Week* published articles focused on 'the Swedish IT wonder.' More recently, *Red Herring*, a prominent U.S.-based IT-industry trade publication, listed Swedish companies Operax, MySQL AB, Cypak, Hotsip and Transmode Systems on its list of the 100 most promising companies in Europe and Israel for 2005.

During the past five years, Sweden has developed some of the most advanced e-services functions and effectively embedded Internet and mobile services in nearly every aspect of Swedish life, creating increased demand for devices, wireless networks and content. According to the *The Economist* magazine's Intelligence Unit, Sweden ranked third in e-readiness, outranking Switzerland, the United Kingdom, Hong Kong and Finland. The unit also called Sweden "best in class" in mobile penetration, Internet use and e-government applications. Another study by Eurostat estimates that 75 percent of Swedish companies use broadband, compared with only 53 percent for the EU as a whole. However, only 19 percent of Swedish companies offer products to businesses and consumers via the Internet. This presents Swedish companies of all sizes with a future growth opportunity.

While the sector in recent years has suffered the same general downturn as the rest of the technology world due to the dot.com bust and increased global competition in the hardware and software subsectors, it is showing signs of recovery thanks to aggressive restructuring and downsizing by larger corporate players combating flat sales. These large-company layoffs and plant consolidations have driven talented and experienced workers into smaller and start-up companies – a factor that has helped create an influx of capital to fund emerging technology companies, products and solutions. Much of this capital comes from foreign investors, who contributed US\$3.38 billion in 2004 alone – a 77 percent increase from the prior year, according to the Invest in Sweden Agency. The increase highlights a growing level of investor confidence in the growth potential of Sweden's IT industry over the longer term.

Of some concern is the trend toward foreign acquisition of Swedish companies. In 2005, for example, U.S.-based Lawson Software, Inc. bought enterprise software provider Intenia International AB, and Norwegian telecom leader Telenor ASA acquired Bredbandsbolaget, Sweden's second-largest broadband provider. This trend is balanced, however, by new technology development and manufacturing partnerships forged between Swedish investors and

corporations in technology-hungry Asia-Pacific markets. Continued strong trade ties with this region and the United States have helped create a more positive outlook for the future.

While opportunities for growth exist across the entire sector, the future is particularly bright for companies focused on business process, system integration and security software, IT consulting, and networking/WLAN technology.

Improved performance also is expected in the telecommunications subsector, thanks to the 2005 introduction of Mobile e-ID, a mobile telephone standard that opens the door to new hardware and service options for cell phone users. In fact, Skatteverket, the Swedish revenue service, estimates that a third of Swedes filed their 2004 tax returns over the Internet, text message or mobile phone. The opportunity for service innovations as a result of this new standard bode well for a sector that has been characterized by downsizing in recent years.

Small companies, such as Ogame, a game development company, are expected to continue to experience dramatic growth. The company, which was named Sweden's IT Company of the Year for 2005, grew by 253 percent in a single year.

The supply of labor for ICT professions not requiring higher-level education has increased, and there is a surplus of network technicians, PC coordinators, web designers and computer technicians. There remains a shortage of higher education graduates (e.g., system designers and programmers) and an increased demand for professionals with interdisciplinary education.

Certification and Education Requirements

Due to the collapse within the IT sector, requirements for new recruits have increased drastically. A university degree within the specific area is usually mandatory. Increasingly, recruiters today ask for general rather than specific IT knowledge. Relevant work experience has become more important, since there are many jobseekers to choose from. There is a growing demand for employees with cross-sectional education; however, when no employee can be found with both the high level of education and the relevant work experience desired, employers usually prioritize educational background.

Organizations and Trade Associations

In Sweden, professional and trade associations are not common. Some interest groups exist, but they are mostly small. The labor unions have the most influence on the labor market and work for the interests of their members, trying to influence the policy process by lobbying. They also offer their members insurance, legal advice and help in the search for new employment.

Labor Unions

SACO – Sveriges Akademikers Centralorganisation

<http://www.saco.se/templates/saco/main.asp?id=>

SACO, the Swedish Confederation of Professional Associations (Sveriges Akademikers Centralorganisation), consists of 26 trade unions that represent 500,000 graduate professionals and others with comparable qualifications. Members include economists, doctors, consultants,

lawyers, dentists and other liberal professions. SACO is politically active, lobbying for social issues. SACO also focuses on students; a page for students with information about advantages in membership in SACO is included. SACO also collaborates internationally with other trade unions in the European Union (EU).

Sveriges Akademikers Centralorganisation
Brevlåda 2206
S-103 15 Stockholm
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Fax: +46 (8) 247701
Email: kansli@saco.se

Akademikerförbundet

http://www.akademssr.se/portal/page?_pageid=75,39082&_dad=portal&_schema=PORTAL

Akademikerförbundet, is part of SACO, and specifically represents economists, IT managers, analysts, consultants, etc.

Akademikerförbundet SSR
Mariedalsvägen 4
Brevlåda 12800
S-112 96 Stockholm
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Fax: +46 (8) 6174401
Email: kansli@akademssr.se

TRADE ORGANIZATIONS

Promise – Producers of Interactive Media in Sweden

<http://www.promise.se>

Promise is a trade organization for companies within the IT and interactive sector, and an organization within Sveriges Industriförening (Sinf). Founded in 1994, Promise provides members mainly with legal advice and insurance. The organization also arranges courses and events. A membership list is available for all members on the website, as are wage statistics. Membership automatically gives membership in Sinf. Membership dues for Promise are 0.2 percent of the member's total wages, minimum 1,000 SEK (107 USD) and maximum 9,000 SEK (968 USD). Membership dues for Sinf are 500 SEK (54 USD).

Producers of Interactive Media in Sweden
Fleminggatan 14, 8 tr.
Brevlåda 22307
S-104 22 Stockholm
Tel: +46 (8) 4401170
Fax: +46 (8) 4401171
Email: info@promise.se

Publications

PERIODICALS

Computer Sweden

<http://www.computersweden.idg.se/>

Computer Sweden is the country's leading IT magazine, published three times per week, on Monday, Wednesday, and Friday. It has a recruitment website for IT professionals with job ads and career-related articles and tips. *Computer Sweden* also offers comparisons between salaries in the IT area.

Computer Sweden
S-106 78 Stockholm
Tel: +46 (8) 4536200 / +46 (8) 4536490
Fax: +46 (8) 4536316
Email: cs@idg.se or cspren@idg.se

Ny Teknik

<http://www.nyteknik.se/>

Ny Teknik, the leading Swedish technical magazine for engineers, focuses on the development, possibilities and consequences of technology development and IT. Its website is free of charge and provides the latest business and technology news, in a searchable format. The focus is on news of the technological fields with analysis and articles about science, research and development and industrial products. The website includes a free, searchable job database, and manages a résumé/CV bank: <http://www.nyteknik.se/karriar.asp>. Annual subscription (42 issues) is 995 SEK (107 USD)

Ny Teknik
S-106 12 Stockholm
Tel: +46 (8) 7966600
Fax: +46 (8) 6133028
Email: prenumeration@nyteknik.se

BOOKS

Internetboken

<http://apps5.oingo.com/apps/domainpark/domainpark.cgi?client=netw8744&s=INTERNETBOKEN.COM>

The annual *Internetboken* includes regulations and laws, lists of IT companies, IT consultants, education, production firms, networks, streaming and much more. When ordered on this website, the publication costs 345 SEK (37 USD), otherwise it is 395 SEK (42 USD) (not including VAT or postage).

Internetboken
Arvinus Förlag AB
Brevlåda 6040

S-102 31 Stockholm
Tel: +46 (8) 320015
Fax: +46 (8) 320095
Email: info@arvinus.se

Other Resources

ISA – Invest in Sweden Agency

http://www.isa.se/templates/Startpage_2008.aspx

This website provides access to information on the IT and telecom business sectors in Sweden. ISA is a governmental, non-profit agency providing business and economic data, contacts, solutions and procedural assistance. This website posts news, a news archive and a search service for businesses and products within the Swedish IT sector.

ENGINEERING ♦

Employment opportunities in engineering continue to be negatively affected by globalization and the ongoing restructuring of assets by both Swedish- and foreign-owned manufacturing and industrial companies. Many companies continue to reduce or close operations, and increasing numbers are moving their operations or outsourcing production to countries with cheaper sources of labor or less governmental red tape. Yet evolving from this dim economic picture is a handful of companies that already have rationalized their operations and are beginning to experience a return to profitability. Many of these companies have done so by expanding beyond the confines of traditional European and U.S. markets to the Asia-Pacific and India as sales closer to home have dwindled.

For example, Sandvik AB – a blue chip supplier of metalworking, mining and construction tools – reported a 21 percent increase in first quarter 2005 sales and profits as a result of previous rationalization efforts. Positive earnings results also were announced by the engineering firm Atlas Copco AB, which cited strong demand from the construction and mining sectors.

While industry surveys continue to show a crisis of confidence among large employers, there are indicators that better times are on the horizon for small-to mid-sized industrial/manufacturing companies. In mid-2005, Teknikforetagen (a Swedish engineering trade association) announced a partnership with Poolia AB, a Swedish employment services company, to provide recruitment services to the association's member companies. Teknikforetagen represents some 3,200 companies in telecommunications, metals, electronics, industrial machines, data technology, electricity, instrument technology, optics, automobiles and transportation. Nearly two-thirds of its members employ less than 50 workers.

Some Swedish companies have consolidated foreign operations closer to home. In September 2005, Johnson Pump AB announced plans to double production capacity by expanding its Swedish operations in Orebro and relocating workers in The Netherlands and Belgium to the Swedish facility. The British transport and logistics firm Exel also announced it plans to expand

its Swedish workforce from 350 workers to almost 1,000 after announcing a four-year contract with Sweden's Alfa Laval engineering group.

Automobile, aerospace and paper/packaging concerns are expected to continue trimming their workforces during 2006 and beyond. The aerospace and defense divisions of Saab announced plans in mid-2005 to reduce their workforces from 1,500 to 1,000 workers by the end of 2007 in response to the expected completion of contracts for Gripen fighter aircraft by 2012. Ford-owned automaker Volvo cut its workforce by approximately 400 during 2005, and forest products company Svenska Cellulosa AB slashed its Swedish workforce by about the same number. Printing and packaging firms Iggesund Paperboard, Holmen Paper, Billerud AB and Korsnas AB followed suit by cutting jobs to reduce costs and improve efficiency.

The combination of new opportunities and continued downsizing means that engineers will need to come equipped with an up-to-date education and in-depth knowledge of new technology.

Engineers within the machine technology or electrical engineering sectors have been hit harder than others. Engineers with a degree in production, data development or technical programming remain in demand. Expected future investments in Sweden's energy infrastructure provide opportunities for engineers with skills in that sector.

Architects and construction engineers will continue to be in demand. Office construction has slowed, but home-building has retained its momentum. This will become even more evident for the Stockholm area during the next few years as large numbers of people relocate from rural to urban areas.

Certification and Education Requirements

Engineering requires a bachelor's degree in any of these areas of engineering: construction, machine technology, electrical engineering, or chemical or physical engineering. Mathematics and physics are required studies. The Swedish engineering educational programs at universities include a period of practical work/internship at some industry, where students conduct research work for their final papers. There is no system for licensing or certification from the state or any central organization. However, keeping education up-to-date with technological developments is critical to being attractive on the job market.

Organizations and Trade Associations

In Sweden, professional and trade associations are not common. Some interest groups exist, but they are mostly small. The labor unions have the most influence on the labor market and work for the interests of their members, trying to influence the policy process by lobbying. They also offer their members insurance, legal advice and help in the search for new employment.

Labor Unions

TCO – Swedish Confederation of Professional Employees

<http://www.tco.se/>

TCO has 19 affiliated trade unions and represents about 1.3 million Swedish white-collar workers including engineers, teachers, bank clerks, police officers and nurses. TCO members can be found in both the public and the private sectors. TCO also works at the international and national levels on issues concerning jobs for all, job satisfaction, job development and opportunities and other labor-related issues.

TCO

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SACO – Sveriges Akademikers Centralorganisation

<http://www.saco.se/templates/saco/main.asp?id=>

SACO, the Swedish Confederation of Professional Associations (Sveriges Akademikers Centralorganisation), consists of 26 trade unions that represent 500,000 graduate professionals and others with comparable qualifications. Members include economists, doctors, consultants, lawyers, dentists and other liberal professions. SACO is politically active, lobbying for social issues. SACO also collaborates internationally with other trade unions in the European Union.

Sveriges Akademikers Centralorganisation

Brevlååda 2206

S-103 15 Stockholm

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Fax: +46 (8) 247701

Email: kansli@saco.se

Ingenjörsförbundet

<http://www.ing.se/Resource.phx/community/mainpage/mainpage.htm>

Ingenjörsförbundet is a part of the central organization SACO (Sveriges Akademikers Central Organization). Members are mainly engineers with bachelor's degrees, but also engineers who have completed an upper secondary engineering course. Membership is also offered to technicians who have completed a upper secondary engineering course and have a few years of working experience.

Ingenjörsförbundet

Brevlååda 30225

S-104 28 Stockholm

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CF – Svenska Civilingenjörersförbundet

<http://www.cf.se/cfweb/valkommen>

CF (Svenska Civilingenjörsförbundet) members are engineers with at least a bachelor's degree. This is an independent organization, which protects members' interests through non-partisan goals. CF is the largest organization within SACO, consisting of approximately 90,000 members.

Svenska Civilingenjörsförbundet
Brevlåda 1419
S-111 84 Stockholm
Tel: +46 (8) 6138000
Fax: +46 (8) 7967102
Email: info@cf.se

Naturvetareförbundet – Swedish Association of Scientists

<http://www.naturvetareforbundet.se/>

Naturvetareförbundet represents a wide number of professions within the area of science, including computer science and environmental engineering. Other professions represented within the Swedish Association of Scientists include biologists, chemists, geologists, mathematicians, meteorologists, physicists and statisticians. More than 20 percent of members hold a Ph.D.

Naturvetareförbundet
Brevlåda 760
S-131 24 Nacka
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Fax: +46 (8) 4662479
Email: info@naturvetareforbundet.se

Publications

Ny Teknik

<http://www.nyteknik.se/>

Ny Teknik, the leading Swedish technical magazine for engineers, focuses on the development, possibilities and consequences of technology development and IT. Its website is free of charge and provides the latest business and technology news, in a searchable format. The focus is on news of the technological fields with analysis and articles about science, research and development and industrial products. This website includes a free, searchable job database, and manages a résumé/CV bank: <http://www.nyteknik.se/karriar.asp>. Annual subscription (42 issues) is 995 SEK (107 USD)

Ny Teknik
S-106 12 Stockholm
Tel: +46 (8) 7966600
Fax: +46 (8) 6133028
Email: prenumeration@nyteknik.se

Verkstäderna

<http://www.verkstaderna.se/>

Verstäderna is a periodical for engineers and industrial executives focusing mainly on industrial news, innovation, production lines and up-and-coming firms.

Verkstädernas Förlag AB
Brevlåda 5510
S-114 85 Stockholm
Tel: +46 (8) 7820800
Fax: +46 (8) 7820994

Dagens Industri

<http://www.di.se/Nyheter/>

Dagens Industri is the premier Swedish daily business and finance paper. It reports news and provides commentary about the national and international financial climate, and political news of importance for business. It also offers an online paper six times per week, posted at 6:00 a.m., and updated regularly until the New York Stock Exchange closes. The hardcopy version is available electronically at 8:00 p.m.. An annual subscription within Sweden costs 2,845 SEK (306 USD). Prices for residents outside Sweden vary from 3,300 SEK to 6,485 SEK (355 USD to 697 USD) depending on location.

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Email: pren@di.se

ACCOUNTING AND FINANCE ♦

After suffering declines for several years due to a slow economy, employment in the accounting and finance field is growing as Stockholm assumes greater importance as a regional financial center and as the economy improves due to strong stock market performance, a recovery in corporate lending and increased mortgage lending activity.

Indeed, the development of a Nordic-Baltic Stock Exchange has caused growing numbers of large regional banks and private equity firms to show interest in Sweden, and in Stockholm more specifically. Foreign financial services giants like Belgian-Dutch Fortis Financial and Denmark's largest lender, Danske Bank, are expanding their presence in Stockholm. Additionally, the Norwegian life insurance and asset management company Storebrand Livsforsikring has entered the Swedish market, targeting high-wealth customers.

The entry of these large players may provide some challenges for Swedish banks facing the potential loss of local market share. However, expansion by Swedish banks outside the country's borders – particularly in the fast-growing Baltic region – is expected to continue to drive profitability. The Baltic region recently was called “the world's second fastest-growing market after China” by one expert. In 2004 alone, the Baltic life insurance market grew by 20 percent. Between 2005 and 2008, market growth for life insurance is expected to grow by 50 percent in Estonia and Lithuania, and by even more than that in Latvia. This tremendous growth

opportunity is expected to drive mergers by key industry players like Hansabank and Swedbank, which recently combined to become the dominant force in the Baltics.

The movement of brokerage transactions to the Internet has boosted financial results for Scandinavia's stock brokerages, led by Swedish stock brokerage Nordnet, which saw its average number of transactions per month climb to more than 300,000 during 2005. Begun as a subsidiary of the Swedish Internet brokerage Gamla Nordnet, the brokerage recently expanded into Norway, Denmark and Germany.

The Financial Analyst working in Sweden now earns an average salary of 411,816 SEK (\$37,996 USD). The Accountant working in Sweden now earns an average salary of 319,014 SEK (\$29,433 USD).

Certification and Education Requirements

Most occupations within accounting and finance require a university or college degree in accounting or finance. A financial degree from upper secondary school will allow one to work in banks or insurance companies, but for the higher positions a higher degree is required.

No license is required to work as an auditor or accountant; however, most companies using an accounting firm will look for a special form of license from *Revisorsnämnden*, stating that someone is a "*godkänd revisor*" or an "*auktoriserad revisor*."

The "*godkänd*" classification requires a bachelor's degree in accounting, 3 years' relevant working knowledge and a satisfactory score on an exam given by the *Revisorsnämnden*.

The "*auktoriserad*" classification requires a Master's degree, 5 years' work experience and a satisfactory score on the *Revisorsnämnden* entry exam for the Swedish Accountant Association.

The title "*revisor*" requires a university or college degree in accounting, and 5 years' practical experience as an assistant to an accounting professional.

Other occupations in the field of finance and accounting do not require a specific certification of skills; a degree and work experience is enough. Registration in some sort of central professional registry is not required.

A voluntary license has been introduced in order to change, in many aspects, negative public attitudes towards financial advice given by banks and other financial institutes. SwedSec AB, a wholly owned subsidiary of the Swedish Securities Dealers Association, is responsible for the licensing of personnel on the securities market whose work primarily involves customer contacts. The licensing program was launched over a year ago and currently covers just over 6,000 license holders.

Generally, demand for higher education increased during the 1990s. Employees with language skills, especially languages other than Swedish or English, will have an edge. Computer knowledge has also been in high demand, but is more and more taken for granted.

Organizations and Trade Associations

In Sweden professional and trade associations are not common. Some interest groups exist, but they are mostly small. The labor unions have the most influence on the labor market, and work in the interests of their members trying to influence the policy process by lobbying. They also offer their members insurance, legal advice and help in the search for new employment.

Labor Unions

SACO – Sveriges Akademikers Centralorganisation

<http://www.saco.se/templates/saco/main.asp?id=>

SACO, the Swedish Confederation of Professional Associations (Sveriges Akademikers Centralorganisation), is a confederation of 26 trade unions representing nearly half a million professionals. Members include self-employed doctors, consultants, architects, lawyers, dentists, etc. SACO is not affiliated with any political party.

Sveriges Akademikers Centralorganisation

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Email: kansli@saco.se

Civilekonomerna

http://www.civilekonomerna.se/portal/page?_pageid=34,1&_dad=portal&_schema=PORTAL

Civilekonomerna is a professional organization and labor union for economists and accountants who have graduated from a (Scandinavian) School of Economics, having a degree comparable to MBA. There are about 26,000 members including executives, researchers and students.

Civilekonomerna

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Email: kontakt@civilekonomerna.se

TCO – Swedish Confederation of Professional Employees

<http://www.tco.se/>

TCO unites 1.3 million Swedish white-collar workers from all areas of society. TCO members work as engineers, teachers, police officers, secretaries, bank clerks and nurses, and can be found in both the public and the private sector.

TCO

S-114 94 Stockholm

Tel: +46 (8) 7829100
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Email: ordforande@tco.se

SIF – Svenska industritjänstemannaförbundet

<https://www.sif.se/default.aspx?id=1212&redirect=true>

SIF (Svenska industritjänstemannaförbundet) represents employees in the industrial sector. Members include engineers, accountants and personnel managers. This is one of the largest labor unions with around 363,626 members.

Svenska industritjänstemannaförbundet
S-105 32 Stockholm
Tel: +46 (8) 7897000
Fax: +46 (8) 7917790
Email: postservice@sif.se

Finansförbundets – Financial Sector Union

<http://www.finansforbundet.se/Resource.phx/community/mainpage/mainpage.htx>

Finansförbundets is the major union for banking and finance. The organization has approximately 35,000 members, which represent the majority of bank and financial sector employees. Membership is offered to all working within the financial sector, regardless of education or position held. Finansförbundets is not affiliated with any political organization, but takes a stand in various social issues affecting members' terms of employment. It provides services in many different areas: wage statistics, legal advice, newsletters, seminars and education as well as management programs.

Finansförbundet
Brevlåda 38 151
S-100 64 Stockholm
Tel: +46 (8) 6140300
Fax: +46 (8) 6113898
Email: info@finansforbundet.se

FAR – Föreningen Autkoriserade Revisorer

<http://www.far.se>

FAR (Föreningen Autkoriserade Revisorer) is an organization for chartered accountants and other people working in accounting. Most of the 2,300 chartered accountants in Sweden are members. It establishes auditing and reporting standards; conducts research, continuing education programs and surveillance of auditing practices; and publishes books, newsletters, journals and other information material.

Föreningen Autkoriserade Revisorer
Norrtullsgatan 6, 6 tr
Brevlåda 6417
S-113 82 Stockholm
Tel: +46 (8) 50611200

Fax: +46 (8) 341461

Email: sekr@far.se

OTHER ORGANIZATIONS

Bankföreningen – Swedish Bankers' Association

<http://www.bankforeningen.se>

Bankföreningen is the trade organization for banks, financial companies and mortgage credit institutions. Branches of foreign banks operating in Sweden are also members of the Association. There are 35 members in the Association. The organization's aim the sound development of the Swedish banking system—mainly to act as an organization to which matters are referred to for consideration and to be a negotiating party in matters of importance to the member companies. It also acts as a cooperation organization for the member companies in matters of common interest, informs the member companies about matters affecting their operations/business, informs external organizations and individuals about conditions on the credit market, and represents the banks internationally, mainly in the Banking Federation of the European Union.

Bankföreningen

Brevlåda 7603

S-103 94 Stockholm

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Fax: +46 (8) 7969395

Email: info@bankforeningen.se

Publications

PERIODICALS

Dagens Industri

<http://www.di.se/Nyheter/>

Dagens Industri is the premier Swedish daily business and finance paper. It reports news and provides commentary about the national and international financial climate, and political news of importance for business. It also offers an online paper six times per week, posted at 6:00 a.m., and updated regularly until the New York Stock Exchange closes. The hardcopy version is available electronically at 8:00 p.m.. An annual subscription within Sweden costs 2,845 SEK (306 USD). Prices for residents outside Sweden vary from 3,300 SEK to 6,485 SEK (355 USD to 697 USD) depending on location.

Dagens Industri

Torsgatan 21

S-113 90 Stockholm

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Fax: +46 (8) 317408

Email: pren@di.se

Finansvärlden

<http://www.finansforbundet.se/Resource.phx/plaza/content/finansvarlden/index.htx>

Finansvärlden is a monthly magazine published by the labor organization, Finansförbundet. Articles are available for free on the website.

Fax: +46 (8) 6786713

Email: finansvarlden@finansforbundet.se

Affärsvärlden24

<http://www.affarsvarlden.se/>

Affärsvärlden24 is a weekly magazine providing news within the finance and accounting sectors. Information on the stock exchange and market/industry analyses are also provided. This website includes links to other Swedish magazines and a newsletter service. A search engine and article archive are available.

DN Ekonomi – Dagens Nyheter

<http://www.dn.se>

Dagens Nyheter is Sweden's largest daily newspaper. Its "DN Ekonomi" section includes financial news and news of the bourse, interest rates and currency markets.

Dagens Nyheter

Gjörwellsgaten 30

S-105 15 Stockholm

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BOOKS

Smart Business Solutions for Financial Management

This book provides detailed information on financial management to help small businesses grow using the power of technology.

ISBN: 073560682X

Author: R. Tadjer

Publisher: Microsoft, USA (1999)

Price: 22.50 USD

Other Resources

The Riksbank Riksbanken

<http://www.riksbank.com/>

As Sweden's central bank, the Riksbank, which is answerable to the Riksdag (Sweden's parliament), is responsible for safeguarding the value of money. It publishes full text reports and news within the financial sector.

Riksbanken

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GENERAL BUSINESS – SALES AND MARKETING ♦

The strongest increase in business employment has generally occurred in the private service sector. The recent economic downturn, nevertheless, has led to major changes for the consulting sector in particular. After a period of exceptional growth, especially among management consultants, demand for consultants has decreased drastically as larger Swedish companies have restructured and/or downsized. More recently, however, consulting firms have become somewhat more optimistic, as measured by recent improvements in business confidence, as measured by the National Institute of Economic Research.

In the longer view, the need for consultants and qualified managers -- particularly those with specialized knowledge -- is expected to increase. Large, international Swedish companies are more or less dependent on consultants, and most analysts believe demand is returning with an increased optimism among Swedish businesses. Management Consultants working in Sweden now earn an average annual salary of 427,980 SEK (\$39,441 USD).

A fall in advertising during 2003 and 2004 that caused many advertising and marketing agencies to reduce staff has moderated somewhat and led to fewer job eliminations and some job growth during late 2005 and beyond. Traditionally, official education has not been as important for people looking for work in this sector. This is about to change. Today, however, there is growing demand for well-educated and experienced people. A technology-oriented education, IT knowledge, background in finance and ability to speak a second or third language are assets in demand. Prospects are bright for this sector, according to AMS.

Industry analysts predict a good future for sales within industrial and service companies. Key account managers are likely to have a more important role within larger firms in the future, but the demand for well-educated and experienced staff will also be high. The economic development of this field varies with the state of the market in general.

Overall strong consumer confidence has kept retail sales from tumbling. The exception is in the retail grocery business, which continues to experience consolidations and facility rationalization because of strong competition. .

The Marketing Manager working in Sweden now earns an average salary of 445,136 SEK (\$41,063 USD). The Sales Area Manager working in Sweden now earns an average salary of 395,166 SEK (\$36,453 USD).

Certification and Education Requirements

Consultants need to be qualified (with appropriate degrees) and experienced within their specific fields. Most commonly these are within the fields of finance and management. Engineering

degrees are often needed for consultant work for within the manufacturing industry. Employment in the management branch also usually requires at least a bachelor's degree. A management degree is offered at most universities, commonly within a financial education program or within personnel sciences programs. Nevertheless, many years of practical experience can still also lead to a management job in a few companies, even without a degree. There is no type of license or certification from State or central organizations.

Those working within the marketing field often have a college or university degree combined with studies in subjects such as accounting, social sciences, political science or technology. Practical experience from sales or journalism is important. Employers often require employees to have additional knowledge in a subject, depending on the area of products they will work with. Engineering knowledge of some kind and/or financial knowledge is often in high demand.

Some universities in Sweden have special education programs for marketing (e.g., the Graphical Institute in Stockholm). Other universities offer courses in marketing within their economic studies programs. Normally these programs last for 3 to 5 years, depending on which degree is chosen. For working with sales in trade, a higher education is not required. A completed A-level is often enough to be hired, followed by time as an internal trainee. There is no type of license or certification from State or central organizations.

For those interested in working for the larger advertising agencies, there are a few preferred institutions that will give the right educational merits (e.g., Berghs School of Communication at <http://www.berghs-soc.com>, or IHM Business School at <http://www.ihm.se>).

Organizations and Trade Associations

In Sweden, professional and trade associations are not common. Some interest groups exist, but they are mostly small. The labor unions have the most influence on the labor market, and work in the interests of their members, trying to influence the policy process by lobbying. They also offer their members insurance, legal advice and help in the search for new work.

Labor Unions

SACO – Sveriges Akademikers Centralorganisation

<http://www.saco.se/templates/saco/main.asp?id=>

SACO, the Swedish Confederation of Professional Associations (Sveriges Akademikers Centralorganisation), is a confederation of 26 trade unions representing nearly half a million professionals. Some of their members include self-employed doctors, consultants, architects, lawyers and dentists. SACO is not bound by any party political ties.

Sveriges Akademikers Centralorganisation
Brevlååda 2206
S-103 15 Stockholm
Tel: +46 (8) 6134800
Fax: +46 (8) 247701
Email: kansli@saco.se

Akademikerförbundet

http://www.akademssr.se/portal/page?_pageid=75,39082&_dad=portal&_schema=PORTAL

Akademikerförbundet, part of SACO, represents economic professionals, IT professionals, analysts, consultants and many other occupations requiring a university degree.

Akademikerförbundet SSR

Mariedalsvägen 4

Brevlåda 12800

S-112 96 Stockholm

Tel: +46 (8) 6174400

Fax: +46 (8) 6174401

Email: kansli@akademssr.se

HTF – Salaried Employees’ Union

<http://www.htf.se/>

HTF is a union for salaried individuals working in the private sector. HTF has over 155,000 members. Its primary role is to ensure the security and well-being of its members in the workplace. The organization represents its members in negotiating collective agreements on pay and other conditions of employment, and monitors adherence to agreements and employment legislation. Membership is open to all salaried staff, regardless of salary level, position or degree of qualifications. Members are drawn from a very broad range of professions, working in a variety of sectors throughout the country. HTF has members at approximately 31,000 workplaces.

HTF

Brevlåda 30102

S-104 25 Stockholm

Tel: +46 (8) 7378000

Email: htf@htf.se

Handels – Handelsanställdas förbund

<http://www.handels.se>

Handels (Handelsanställdas förbund) is a trade union of many professional groups, representing employees in the retail trade, shops, stores, supermarkets and newsstands. Also included are employees in the wholesale business (warehouse staff and lorry drivers), in the labor press, popular movements, photographic laboratories, shipping and grain companies, as well as hairdressers, opticians, many clerical workers, etc.

Handelsanställdas förbund

Brevlåda 1146

S-111 81 Stockholm

Tel: +46 (8) 4126800

Fax: +46 (8) 100062

Email: handels@handels.se

Publications

PERIODICALS

Dagens Industri

<http://www.di.se/Nyheter/>

Dagens Industri is the premier Swedish daily business and finance paper. It reports news and provides commentary about the national and international financial climate, and political news of importance for business. It also offers an online paper six times per week, posted at 6:00 a.m., and updated regularly until the New York Stock Exchange closes. The hardcopy version is available electronically at 8:00 p.m.. An annual subscription within Sweden costs 2,845 SEK (306 USD). Prices for residents outside Sweden vary from 3,300 SEK to 6,485 SEK (355 USD to 697 USD) depending on location.

Dagens Industri
Torsgatan 21
S-113 90 Stockholm
Tel: +46 (8) 7288590
Fax: +46 (8) 317408
Email: pren@di.se

Konsultguiden.se

<http://www.affarsvarlden.se/konsultguiden/>

This website is provided by *Affäresvarlden24* magazine. It provides information about consulting companies worldwide and in Sweden. Konsultguiden.se offers ranking of worldwide consulting companies and market analysis. 1400 Swedish consulting companies are listed.

Newsmotion2.0

<http://fti.se/>

Newsmotion2.0 is one of the leading business magazines in Sweden. It focuses on stock market and business analysis, banking, politics, news, technology and investing. A subscription is required for online magazine login.

Newsmotion2.0
Brevlåda 70347
Kungsgatan 18
S-107 23 Stockholm
Tel: +46 (8) 56208600
Fax: +46 (8) 149930
Email: dist@fti.se

Résumé Forlag

<http://www.resume.se>

Résumé Forlag is a Swedish-language publication which is directed to Scandinavian marketing managers and executives. Coverage focuses on advertising, media, and marketing, and it is

published weekly on Thursday. News is published daily on this website. An annual subscription within Sweden costs 1,990 SEK (214 USD), overseas 2,272 SEK (244 USD), including airmail.

Résumé Forlag
Gamla Brogatan 26
S-113 90 Stockholm
Tel: +46 (8) 7363000
Email: prenhantering@pressdata.se

Dagens Media

<http://www.dagensmedia.se>

Dagens Media is a biweekly publication directed to management within marketing and sales, as well as those working within the media sector or at advertising agencies. It focuses on branding, media strategy, and marketing and publishes daily news on its website. Annual subscriptions cost 1,095 SEK (118 USD).

Dagens Media Sverige AB
Västmannagatan 15
S-111 24 Stockholm
Tel: +46 (8) 54522200
Fax: +46 (8) 54522215
Email: red@dagensmedia.se

BOOKS

Six Dimensions of Leadership

Successful leaders must be power brokers, convincing heroes, self-confident leaders, effective ambassadors and willing victims. Most leaders play only a few of these roles effectively, and fail to realize their true potential. This work offers a guide to self-examination and improvement.

ISBN: 0712684700

Author: Andrew D. Brown

Publisher: Random House (2000)

Getting the power

This book discusses twelve winning career strategies for businesswomen, based on interviews with 200 successful businesswomen.

ISBN: 0071369961

Author: Janice Reals Elling

Publisher: McGraw-Hill Education, UK (2001)

Price: 16 GBP

Smart Business Solutions for Financial Management

This book provides detailed information on financial management to help small businesses grow using the power of technology.

ISBN: 073560682X

Author: Rivka O. Tadjer
Publisher: Microsoft, USA (1999)
Price: 22.49 USD

Strategic Brand Management – New Approaches to Creating and Evaluating Brand Equity

Kevin Lane Keller is an expert in the area of consumer marketing and brand strategies. He is acknowledged as an international leader in the study of integrated marketing communications and strategic brand management.

ISBN: 0029170451

Author: Jean-Noel Kappferer
Publisher: Free Press (1994)
Price: 27.85 USD

Equity

This book is an in-depth account of aspects of brand management, dealing with the concept and practice of the subject in its totality. There are examples and case studies of world brands throughout, with particular attention to the development of global brands.

ISBN: 0029170451

Author: Jean Noel Kappferer and Kogan Page
Publisher: Free Press (March 1994)
Price: 29.95 USD

Varumärkesstrategi: Om konsten att utveckla starka varumärken

This book presents strategies of brand management and describes how to create a strong brand.

ISBN: 9147060158

Author: Frans Melin
Publisher: Liber AB
Price: 318 SEK (34 USD)

Absolut: Historien om Flaskan

This book describes the history of the marketing success of the Absolut Vodka.

ISBN: 911952451X

Author: Carl Hamilton
Publisher: Norstedts Förlag (January 1996)
Price: 50 SEK (5.50 USD)

Other Resources

Doing Business in Sweden

<http://www.worldbiz.com/sweden.html>

This website provides practical tips on business customs, protocol, business culture and business practices in Sweden, as well as advice on how to make a deal, reach an agreement, arrange business meetings and more.

DagensHandel.net

<http://www.dagenshandel.se>

DagensHandel.net is an electronic publication that is updated Monday through Friday. News, interviews and reports about trade issues in general and e-trade in particular.

Email: bjorn.englund@dagenshandel.net

Marketing Virtual Library

<http://www.knowthis.com/>

Knowthis.com provides a resource for marketing basics, market research, Internet marketing, marketing plans, advertising and much more.

Industrilitteratur

<http://www.industrilitteratur.se/first.asp>

Industrilitteratur publishes, markets and distributes books, reports and e-learning courses on business, law, the environment and technology.

Tel: +46 (150) 13330

Email: kundtjanst@industrilitteratur.se

SMALL BUSINESS / ENTREPRENEURSHIP / START-UPS ♦

Small- and medium-sized companies have long been considered the base of the economy in Sweden. In the past few years there has been a lot of focus on small business creation and start-ups in Sweden, especially with the downsizing and redundancies experienced in major companies. There has been a constant flow of guides, seminars, projects and support organizations offering advice and help for people in setting up their own businesses.

The Swedish government has also launched many actions to stimulate entrepreneurship and innovation in Sweden, both on a national and regional basis. In its 2004 budget bill, the Swedish government recognized the need for specific actions to stimulate growth, such as tax relief for small companies and increased investment on research in the IT and telecom sectors. The growth of business parks and business creation close to university areas are other signs of the major focus on entrepreneurship in Sweden. Universities are also now concentrating on how to act more commercially as institutions, and how to train students in the tactics of entrepreneurship.

Certification and Educational Requirements

The concepts of entrepreneurship and innovation are present in many recurrent educational programs at the universities. Students may combine their university degrees with shorter courses in entrepreneurship and business development. University programs entirely focused on entrepreneurship have also been established at some universities. There are educational institutes specialized on entrepreneurship and business creation; one example being the Stockholm School of Entrepreneurship. For professionals there are a number of seminars and courses available on themes related to business creation and entrepreneurship.

Organizations and Trade Associations

The following are organizations acting in the interest of small business:

FR – Företagarna

<http://www.foretagarna.se/>

FR (Företagarna) is a major trade organization for around 80,000 Swedish companies. The organization is not bound by any party political interest, but cooperates with politicians on business-related matters.

Företagarna
Sergelgatan 1
S-106 67 Stockholm
Tel: +46 (8) 4061700
Fax: +46 (8) 245526
Email: info@fr.se

Svensk Handel

<http://www.svenskhandel.se/>

Svensk Handel is a member-based organization for Swedish companies in the trade and service sectors.

Svensk Handel
S-103 29 Stockholm
Tel: +46 (8) 7627700
Fax: +46 (8) 7627777

Svenskt Näringsliv – Confederation for Enterprises in Sweden

<http://www.svensktnaringsliv.se>

Svenskt Näringsliv represents approximately 57,000 small- and medium-sized member companies. Its website includes a lot of information on the current status of business in Sweden, as well as forecasts.

Svenskt Näringsliv
S-114 82 Stockholm
Tel: +46 (8) 55343000
Fax: +46 (8) 55343099
Email: info@svensktnaringsliv.se

Labor Unions

Many labor unions have sections for people with their own businesses.

SACO – Sveriges Akademikers Centralorganisation

<http://www.saco.se/templates/saco/main.asp?id=>

SACO, the Swedish Confederation of Professional Associations (Sveriges Akademikers Centralorganisation), is a confederation of 26 trade unions representing nearly half a million professionals. Some of their members include self-employed doctors, consultants, architects, lawyers and dentists. SACO is not bound by any party political interests.

Sveriges Akademikers Centralorganisation
Brevlåda 2206
S-103 15 Stockholm
Tel: +46 (8) 6134800
Fax: +46 (8) 247701
Email: kansli@saco.se

TCO – Swedish Confederation of Professional Employees

<http://www.tco.se/>

TCO has 19 affiliated trade unions and represents about 1.3 million Swedish white-collar workers including engineers, teachers, bank clerks, police officers and nurses. TCO members can be found in both the public and the private sectors. TCO also works at the international and national levels on issues concerning jobs for all, job satisfaction, job development and opportunities and other labor-related issues.

TCO
S-114 94 Stockholm
Tel: +46 (8) 7829100
Fax: +46 (8) 6637520
Email: ordforande@tco.se

SIF – Svenska industritjänstemannaförbundet

<https://www.sif.se/default.aspx?id=1212&redirect=true>

SIF (Svenska industritjänstemannaförbundet) represents employees in the industrial sector. Members include engineers, accountants and personnel managers. This is one of the largest labor unions with around 363,626 members.

Svenska industritjänstemannaförbundet
S-105 32 Stockholm
Tel: +46 (8) 7897000
Fax: +46 (8) 7917790
Email: postservice@sif.se

Publications

PERIODICALS

Dagens Industri

<http://www.di.se/Nyheter/>

Dagens Industri is the premier Swedish daily business and finance paper. It reports news and provides commentary about the national and international financial climate, and political news of

importance for business. It also offers an online paper six times per week, posted at 6:00 a.m., and updated regularly until the New York Stock Exchange closes. The hardcopy version is available electronically at 8:00 p.m.. An annual subscription within Sweden costs 2,845 SEK (306 USD). Prices for residents outside Sweden vary from 3,300 SEK to 6,485 SEK (355 USD to 697 USD) depending on location.

Dagens Industri
Torsgatan 21
S-113 90 Stockholm
Tel: +46 (8) 7288590
Fax: +46 (8) 317408
Email: pren@di.se

BOOKS

Towards an Entrepreneurship Policy: A Nordic Perspective

This book is about policies regarding entrepreneurship in the Nordic countries and may be ordered from the “Forum för småföretagsforskning – FSF” website (<http://www.fsf.se/>).

ISBN: 91-89301-15-3

Editor: Anders Lundström

Publisher: Forum för småföretagsforskning, Sweden (2003)

Other Resources

NUTEK – Swedish Business Development Agency

<http://www.nutek.se>

NUTEK is Sweden’s central public authority for industrial policy issues. This website includes information on financing, entrepreneurship, industrial development and regional business development. NUTEK is allied with ALMI Företagspartner, which runs regional support centers for business start-ups.

ESBRI – Entrepreneurship and Small Business Research Institute

<http://www.esbri.se>

ESBRI is an independent research institute conducting research on entrepreneurship and small- and medium-sized enterprises. This website includes information on research projects, courses, publications and an electronic newsletter.

VINNOVA

<http://www.vinnova.se>

VINNOVA’s mission is to promote sustainable growth by financing RTD and developing effective innovation systems. This website includes information on VINNOVA development programs, financing of projects, publications, seminars and other events.

FSF – Forum för Småföretagsforskning

<http://www.fsf.se/>

FSF, the Swedish Foundation for Small Business Research (Forum för Småföretagsforskning), is a network organization with the objective to serve as a bridge between Swedish small business research community and all parties active in development of new and small enterprises. This website includes information on research, publications and events.

PROFESSIONAL ORGANIZATIONS AND RESOURCES

BUSINESS ORGANIZATIONS AND TRADE COUNCILS

The Swedish trade union movement has a history of collaboration with political parties, resulting in labor agreements known internationally as “the Swedish model.” There are two major trade union organizations in Sweden, the LO and the TCO, representing over three million workers (82 percent of all workers). The movement has great influence in politics and over Swedish society as a whole. Through secretariats the national trade union organizations (LO and TCO) collaborate internationally with trade unions throughout the world.

LO – Swedish Confederation of Trade Unions

<http://www.lo.se/>

The LO consists of sixteen affiliates representing about two million members from both the public and private sectors. LO is the central organization for coordination, research and public opinion. LO is associated with the Social Democratic Party and proposes and supports legislation concerning labor. LO is also active at the international level. Within the labor movement, there are also a number of organizations and enterprises that are close to LO, such as the educational organizations ABF (Workers’ Educational Association) and Brevskolan (Correspondence School), as well as the insurance company, Folksam.

LO

Barnhusgatan 18

S-105 53 Stockholm

Tel: +46 (8) 7962500

Email: mailbox@lo.se or info@lo.se

SACO – Swedish Confederation of Professional Associations

<http://www.saco.se/templates/saco/main.asp?id=>

SACO consists of 26 trade unions that represent 500,000 graduate professionals and others with comparable qualifications. Members include economists, doctors, consultants, lawyers, dentists and other liberal professions. SACO is politically active, lobbying for social issues. SACO also focuses on students; a page for students with information about advantages in membership in SACO is included. SACO also collaborates internationally with other trade unions in the European Union.

SACO

Brevlååda 2206

S-103 15 Stockholm

Tel: +46 (8) 6134800

Fax: +46 (8) 247701

Email: kansli@saco.se

TCO – Swedish Confederation of Professional Employees

http://www.tco.se/TCO_english-index.asp

TCO has 19 affiliated trade unions and represents about 1.3 million Swedish white-collar workers including engineers, teachers, bank clerks, police officers and nurses. TCO members can be found in both the public and the private sectors. TCO also works at the international and national levels on issues concerning jobs for all, job satisfaction, job development and opportunities and other labor-related issues.

TCO

Linneg 14

S-114 94 Stockholm

Tel: +46 (8) 7829100

Fax: +46 (8) 6637520

Email: ordforande@tco.se

ETUC – European Trade Union Confederation

<http://www.etuc.org>

The ETUC has 74 national trade union confederations and 11 European industry federations as its members, making a total of 60 million members. The LO and TCO are affiliated with the ETUC. The ETUC represents about 95 percent of union members in EU member states. The ETUC is recognized by the European Union, by the Council of Europe and by EFTA as the only representative cross-sectoral trade union organization at European level.

European Trade Union Confederation

5, Boulevard Roi Albert II

B-1210 Bruxelles

Belgium

Tel: +32 (2) 224-04-11

Fax: +32 (2) 224-04-54

Email: etuc@etuc.org

NFS – Nordic Council of Trade Unions

<http://www.nfs.net/>

The NFS was created in 1972. The LO and TCO are affiliated with the NFS.

NFS

Drottninggatan 75

S-111 60 Stockholm

Tel: +46 (8) 209880

Fax: +46 (8) 7898868

OTHER ORGANIZATIONS

Invest in Sweden

http://www.isa.se/templates/Startpage_2008.aspx

Invest in Sweden (ISA) is a government agency established to assist foreign companies considering business operations in Sweden and to promote investment into Sweden. The organization provides information about a number of key industrial and service sectors in Sweden; information about business conditions in Sweden (e.g., tax levels, office rates, labor costs, and regional financial assistance).

Invest in Sweden
Gamla Brogatan 36-38
Brevlååda 90
S-101 21 Stockholm
Tel: +46 (8) 4027800
Fax: +46 (8) 4027878
Email: isa@isa.se

Konjunkturinstitutet – National Institute of Economic Research

<http://www.konj.se>

The Konjunkturinstitutet is a government institute responsible for economic forecasting and business trend surveys covering manufacturing, the building sector, and portions of the private services sector. The institute is also responsible for research focusing primarily on the areas of Macroeconomics and Environmental Economics. Many full-text publications are available from this website.

Konjunkturinstitutet
Brevlååda 3116
Kungsgatan 12-14, 6 tr.
S-103 62 Stockholm
Tel: +46 (8) 4535900
Fax: +46 (8) 4535980
Email: ki@konj.se

SCB – Statistics Sweden

http://www.scb.se/default_2154.asp

SCB is one of the oldest as well as one of the most modern national statistical offices in the world. It works in the front line of planning, producing and disseminating Sweden's official statistics particularly for the labor market, the economy, trade and industry, population and welfare, and housing and construction. Many full-text documents are available from this website.

SCB
Brevlååda 24300
S-104 51 Stockholm

Street/Office Address:

Karlavägen 100

S-104 51 Stockholm

Tel: +46 (8) 50694000

Fax: +46 (8) 6615261

Email: swestat@scb.se

Swedish Trade Council

<http://www.swedishtrade.com/>

The Swedish Trade Council is a partnership between the Swedish government and the Swedish industry to promote, support and create opportunities for Swedish exports. Consulting support is offered in 35 countries.

CHAMBERS OF COMMERCE

American Chamber of Commerce in Sweden

<http://www.amchamswe.se/>

The American Chamber of Commerce in Sweden, established in 1992, is a non-profit organization for U.S. companies in Sweden. The Chamber has more than 230 member companies working to further the development of trade and commerce between Sweden and the United States and to encourage and facilitate American-Swedish business transactions. The organization plays a role as a contact between American and Swedish business executives and promotes the mutual interests of its members in matters of trade and investment.

This website contains a section “Doing Business in Sweden” for private individuals and representatives of commercial entities needing practical information about Sweden. The information is not comprehensive on any subject but rather addresses, in practical terms, real-life issues.

American Chamber of Commerce in Sweden

Brevlåda 160 50

S-103 21 Stockholm

Tel: +46 (8) 50612610

Fax: +46 (8) 50612910

Email: amcham@chamber.se

Swedish Chambers of Commerce

<http://www.cci.se/en/start/> (English)

The Swedish Chambers of Commerce play a significant role in building contacts and networking on regional as well as national and international levels. There are 12 Swedish Chambers of Commerce representing all regions in Sweden. They are private organizations and represent over 10,000 businesses of all sizes in all sectors of the economy. Financed by membership and service fees, all Chambers provide services to their members and to interested companies abroad. The Swedish Chambers of Commerce cooperate with chambers of commerce all over the world in order to develop trade.

Swedish Chambers of Commerce
Brevlåda 160 50
S-103 21 Stockholm
Tel: +46 (8) 55510000
Fax: +46 (8) 56631635

TELEPHONE DIRECTORIES

Bizbook

<http://www.bizbook.se/>

This online Swedish-language directory lists over 600,000 Swedish firm with contact data. It is searchable by company or person's name, telephone number, etc.

Sveriges Gula Sidorna

<http://www.gulasidorna.se/main/frameset.asp> (Swedish, English)

The Sveriges Gula Sidorna (Swedish Yellow/Pink Pages) is an online telephone directory that provides contact information on over 400,000 Swedish businesses. The directory can be searched geographically by region or city, by a visual map, by keyword, address or company. There is also a link to other international yellow pages.

White pages

<http://www.gulasidorna.se/>

This website includes the official white pages of Sweden.

MAJOR TRADE PUBLICATIONS

PERIODICALS

Affärsvärlden

<http://www.affarsvarlden.se/>

Affärsvärlden is a weekly online magazine that features financial and business news and company reports. Information from stock exchanges and market/industry analyses are also provided. This website includes links to other Swedish magazines and a newsletter is offered. An annual subscription costs 1,950 SEK (210 USD).

Affärsvärlden
Mäster Samuelsgatan 56
S-106 12 Stockholm
Tel: +46 (8) 7966500
Email: info@affarsvarlden.se

Résumé Forlag

<http://www.resume.se>

Résumé Forlag is a Swedish-language publication that is directed to Scandinavian marketing managers and executives. Coverage focuses on advertising, media, and marketing, and it is

published weekly on Thursday. News is published daily on this website. An annual subscription within Sweden costs 1,990 SEK (214 USD), overseas 2,272 SEK (244 USD), including airmail.

Résumé Forlag AV
Gamla Brogatan 26
S-113 90 Stockholm
Tel: +46 (8) 7363000
Email: red@resume.se

Svensk Handel (Dagens Handel)

<http://www.svenskhandel.se/Default.asp>

Svensk Handel (Dagens Handel) is a Swedish-language publication of the Swedish Federation of Trade and is directed to members of the federation and the business community. It covers general information on trade, the import/export sector, retail industry, tourism and other business news. The Federation has over 20,000 member companies, in a large number of trade associations and local business associations.

Svensk Handel
Blasieholmsgatan 4B
S-103 29 Stockholm
Tel: +46 (8) 7627700
Fax: +46 (8) 7627777
Email: info@swefedtrade.com

Dagens Industri

<http://www.di.se/Nyheter/>

Dagens Industri is the premier Swedish daily business and finance paper. It reports news and provides commentary about the national and international financial climate, and political news of importance for business. It also offers an online paper six times per week, posted at 6:00 a.m., and updated regularly until the New York Stock Exchange closes. The hardcopy version is available electronically at 8:00 p.m.. An annual subscription within Sweden costs 2,845 SEK (306 USD). Prices for residents outside Sweden vary from 3,300 SEK to 6,485 SEK (355 USD to 697 USD) depending on location.

Dagens Industri
Torsgatan 21
S-113 90 Stockholm
Tel: +46 (8) 7288590
Fax: +46 (8) 317408
Email: pren@di.se

Veckans Affärer

<http://www.va.se/>

Veckans Affärer is a Swedish-language publication which is aimed at business executives and owners. It provides general business news, economics and feature articles on specific business sectors. It is owned by Bonnier Tidskrifter. An annual subscription costs 1,595 SEK (170 USD).

Veckans Affärer
Bonnier Business Press
Torsgatan 21
S-113 90 Stockholm
Tel: +46 (8) 7365200
Fax: +46 (8) 7285022
Email: info@bonnier.se or red@va.se

BOOKS

Kompass Sverige

<http://www.baf.bonnier.se/companies/39.html>

This is an annual, Swedish-language directory which contains information about 1.6 million companies from all over the world. It provides contact information, business line, product and services, trademarks and other business-related data. An annual subscription on European CD-ROM costs 26,800 SEK (2880 USD); Scandinavian CD-ROM costs 19,600 SEK (2,107 USD) for the first country and 6,200 SEK (667 USD) for each additional country.

Kompass Sverige AB
Division of Bonniers Foretagsinformation AB
Brevlåda 3223
Torsgatan 21
S-113 90 Stockholm
Tel: +46 (8) 7363010
Fax: +46 (8) 7363022
Email: info@kompass.se

Sveriges Handelskalender

<http://www.handelskalender.com/>

This annual, multi-lingual publication is the trade directory for businesses in Sweden. Searching online is free of charge; the hardcopy version costs 295 SEK (32 USD).

StorTele – MediaFörlaget AB
Brevlåda 2072
S-169 02 Solna
Tel: +46 (8) 50594000
Fax: +46 (8) 50594120
Email: synpunkter@stortele.com

Sveriges Storsta Foretag

<http://www.ekolitt.se/>

Sveriges Storsta Foretag (Sweden's 10,000 Largest Companies) is an annual, Swedish-language publication that provides the latest 2 years' basic financial data on the top 10,000 companies in the country. Issue 2002–2003 costs 1,280 SEK (138 USD).

Svergies Storsta Foretag
Ekonomisk Litteratur AB
Brevlååda 56
Gustavslundsvagen 12
S-161 14 Bromma
Tel: +46 (8) 56622900
Fax: +46 (8) 56622910
Email: info@ekolitt.se

Konsultguiden

<http://www.affarsvarlden.se/konsultguiden/>

Konsultguiden is a guide of consulting companies distributed annually. The book contains information about 1,400 consulting companies in Sweden, a short analysis of specific markets and rankings of the companies. Some information is also available on the website, such as ranking and contact information for the companies.

Issue 2002 costs 319 SEK (34 USD).

OTHER ONLINE PUBLICATIONS

Swedish Corporate Information

http://www.corporateinformation.com/ctryind.asp?ctry_cod=752

This website profiles 274 Swedish companies from Wright Investor's Service. The top ten companies are ranked by market capitalization. This website also provides links to other business sources.

Hugin Online Sverige

<http://www.huginonline.se/>

This user-friendly, Swedish-language, online directory provides information on over 60 companies including full annual reports and other financial information. When registered, a financial information email service is offered.

Peter Galva, Business Manager
Hugin Corporate
Kungsgatan 33 6 tr
S-111 56 Stockholm
Tel: +46 (8) 53480850
Fax: +46 (8) 53480860
Email: peter@huginonline.se

Foretagsfakta

<http://www.foretagsfakta.se/ff/foretag/index.jsp>

This Swedish-language, online directory provides contact data on over 100,000 companies. Links to Swedish Chambers of Commerce are provided. *Foretagsfakta* cooperates with 208 Swedish regional authorities and offers links to their websites.

Foretagsfakta

Hallonbergsplan 5

S-174 52 Sundbyberg

Tel (Toll Free): +46 (20) 331600

Fax: +46 (8) 50594421

Email: katarina.nilsson@foretagsfakta.se

Swedish Export Directory

<http://sed.swedishtrade.se/>

This online directory provides direct access to Swedish export companies. Searches can be made in a number of ways including by key products, trade names, company name, representation, turnover and all types of combinations of these criteria. There is also a full free-text search.

Exportrådet

Storgatan 19

Brevlåda 5513

S-114 85 Stockholm

Tel: +46 (8) 7838500

Fax: +46 (8) 6629093

Email: sed@swedishtrade.se or infocenter@swedishtrade.se

Statistics Sweden

http://www.scb.se/default_2154.asp

Statistics Sweden (SCB) is the official source for Swedish statistics. The website has a large number of complete statistical publications in Swedish. The English version is not as comprehensive. This is where information on the consumer price index, national economic indicators and other social, cultural and business statistics can be found.

Statistics Sweden

Karlavagen

Brevlåda 24300

S-104 51 Stockholm

Email: scb@scb.se

OTHER RESOURCES

American Women's Club of Gothenburg

<http://www.awcgothenburg.com>

The American Women's Club of Gothenburg is a group of American women who meet for social and networking reasons. Most of the members are American citizens or are married to Americans, and other members have lived or studied in the United States.

American Women's Club of Gothenburg

Brevlååda 2018

S-429 11 Särö

Email: webwoman@awcgothenburg.com

American Women's Club of Kristianstad

<http://www.fawco.org/fawcoweb/clubs/kristianstad.html>

The American Women's Club of Kristianstad, founded in 1991, has 28 members of whom the majority are American citizens or married to Americans. This group has monthly meetings and conducts activities of a social, educational and/or philanthropic nature.

American Women's Club Malmö

<http://www.awcmalmo.com>

The American Women's Club of Malmö, founded in 1997, currently has 71 members, approximately 70 percent of who are U.S. citizens. The remainder come from Canada, Europe, Australia, New Zealand, South Africa and Japan. The purpose of the organization is to bring together American women residing in Sweden, for companionship, support and friendship among the members.

American Women's Club Malmö

Brevlååda 17005

S-200 10 Malmö

Tel: +46 (40) 451602

Fax: +46 (40) 451602

Email: awcmalmo@awcmalmo.com

American Women's Club in Sweden

<http://www.awc.nu>

The American Women's Club of Sweden, founded in 1911, has approximately 300 members. It is the second-oldest American Women's Club outside of the United States. The AWC sponsors activity groups, lunches, dances, Fourth of July picnics and other holiday activities, trips, museum tours, evening circles and volunteer activities. The club offers support groups and a variety of fun activities for its members, and provides a sense of community for naturalized citizens and Americans living abroad.

Lion's Club International of Sweden

<http://www.lions.se/> (Danish, English)

In Sweden there are 574 Lion's Clubs organized into 11 districts.

Lion's Club International of Sweden
Sjöbjörnsvägen 5
S-117 67 Stockholm
Tel: +46 (8) 7445900
Fax: +46 (8) 7269200
Email: kansli@lions.se

Sweden Rotary Clubs and Districts

<http://www.brantfordrotary.com/sweden.htm>

This website contains links to the Rotary Clubs and districts in Sweden. Rotary is an international organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. In 166 countries worldwide, approximately 1.2 million individuals belong to more than 30,000 Rotary Clubs.

EMBASSY LISTINGS

Embassy of Australia

<http://www.sweden.embassy.gov.au/>

Sergels Torg 12

Brevlååda 7003

S-103 86 Stockholm

Tel: +46 (8) 6132900

Fax: +46 (8) 247414

Email: webmaster@austemb.se

Embassy of Austria

<http://www.algonet.se/~austria/>

Kommendörsgatan 35

S-114 58 Stockholm

Tel: +46 (8) 6651770

Fax: +46 (8) 6626928

Email: stockholm-ob@bmaa.gv.at

Embassy of Belgium

Villagatan, 13a

Brevlååda 26114

S-100 41 Stockholm

Tel: +46 (8) 4118958

Fax: +46 (8) 4106443

Email: Stockholm@diplobel.org

Embassy of Canada

<http://www.canadaemb.se/>

Tegelbacken 4, 7 tr.

Brevlååda 16129

S-103 23 Stockholm

Tel (General): +46 (8) 4533000

Fax: +46 (8) 4533016

Email: stkhm@dfait-maeci.gc.ca

Embassy of Denmark

<http://www.ambstockholm.um.dk/da>

Jakobs Torg 1

Brevlååda 1638

S-111 86 Stockholm

Tel: +46 (8) 4067500

Fax: +46 (8) 7917220

Email: stoamb@um.dk

Embassy of Finland

<http://formin.finland.fi/suomi/>

Gärdesgatan 11

S-115 27 Stockholm

Tel: +46 (8) 6766700

Fax: +46 (8) 207497

Email: sanomat.tuk@formin.fi

Embassy of France

<http://www.ambafrance-se.org/>

Brevlååda 5335

S-102 47 Stockholm

Tel: +46 (8) 4595320

Fax: +46 (8) 4595321

Email: consulat@ambafrance.se

Embassy of Germany

<http://www.stockholm.diplo.de/sv/Startseite.html>

Föbundsrepubliken Tysklands Ambassad

Skarpögatan 9

S-115 27 Stockholm

Tel: +46 (8) 6701500

Fax: +46 (8) 6701572

Email: info@german-embassy.se

Embassy of Italy

<http://www.itemb.se/>

Oakhill Djurgarden

S-115 21 Stockholm

Tel: +46 (8) 54567100

Fax: +46 (8) 6671034

Email: consulate@itemb.se

Embassy of Japan

<http://www.japansamb.se/>

Gärdesgatan 10

S-115 27 Stockholm

Tel: +46 (8) 6630440

Fax: +46 (8) 6618820

Embassy of the Netherlands

<http://www.netherlands-embassy.se/index.php?nl>

Götgatan 16 A

Brevlåda 15048

S-104 65 Stockholm

Tel: +46 (8) 247180

Fax: +46 (8) 7029683

Email: nlgovsto@swipnet.se

Embassy of Norway

<http://www.norge.se/>

Brevlåda 27829

S-115 93 Stockholm

Tel: +46 (8) 6656340

Fax: +46 (8) 7829899

Email: info@norgesambassad.se

Embassy of South Africa

<http://www.southafricanemb.se/>

Linnégatan 76

S-115 23 Stockholm

Tel: +46 (8) 243950

Fax: +46 (8) 6607136

Email: saemb.swe@telia.com

Embassy of Spain

Djurgårdsvägen 21

S-115 21 Stockholm

Tel: +46 (8) 6637965 / +46 (8) 6679430

Fax: +46 (8) 6626745

Embassy of the United Kingdom

<http://www.britishembassy.se/>

Skarpogatan 6-8

Brevlåda 27819

S-115 93 Stockholm

Tel: +46 (8) 6719000

Embassy of the United States of America

<http://stockholm.usembassy.gov/>

Dag Hammarskjölds Väg 31

S-115 89 Stockholm

Tel: +46 (8) 7835300

Fax: +46 (8) 6611964

Email: webmaster@usemb.se

FINANCIAL CONSIDERATIONS ♦

Salaries and Cost of Living

Sweden, along with other Scandinavian countries, has one of the highest standards and costs of living in the European Union. Salaries are well above the EU average, but taxation is also very high. Almost all goods and services are considerably more expensive than in other EU countries.

In a 2003 survey of seventy cities around the world, Stockholm ranked sixteenth for gross wage levels and eighteenth for net wages. The average gross hourly wage was 154.50 SEK (16.60 USD), compared to an average net hourly wage of 101.50 SEK (10.90 USD).

Stockholm ranked twelfth overall in terms of prices, and twenty-fourth for domestic purchasing power. This indicates that individuals in other European cities in Switzerland, Benelux and even other Scandinavian countries, can afford to buy more.

Food is quite expensive, with Stockholm ranking seventeenth for food prices. This places it as less expensive than neighboring Oslo and Copenhagen (as well as Paris, Vienna and the surveyed cities in Switzerland), but as more expensive than Helsinki or other northern cities such as Brussels, London, Berlin or Frankfurt.

Clothing, as well, is expensive for Europe. In Western Europe, only Berlin, Copenhagen, Frankfurt, Oslo, Paris, Vienna and Zurich averaged higher prices for expensive items. On the other hand, there is a wide range of prices in Stockholm, from very expensive to rather cheap, so every budget can find something.

Housing

There is a severe housing shortage in Stockholm, both for buying real estate and for renting. This has driven up prices recently. Most properties are on the market for a very short time. The best time to view properties is 2 to 4 weeks prior to moving. Houses are not available in the main cities. While properties outside the cities may cost less, the expense of the commute must be added, greatly reducing any overall price difference compared to renting in the city.

Apartments rented for a year or less are usually furnished. These can sometimes be converted to unfurnished apartments by asking the landlord to store the furnishings, and agreeing to pay for the storage costs. A house is usually rented for a longer time period and is often unfurnished.

Leases for less than 9 months cannot be broken. Longer leases can be terminated by the tenant but must be honored by the landlord throughout the entire rental period.

♦ Due to the recent and significant fluctuations of the United States Dollar (USD) with the European Union Euros (EUR), currencies in this document have not been converted from EUR to USD. The jobseeker can get a rough idea of value by assuming parity (1 USD = 1 EUR). Should more specific conversions be needed, conversion rates can be found on the Internet or in newspapers.

Swedish property taxes are determined by, among other things, the number of bathrooms. Therefore, most houses have one bathroom shared by the entire family and a separate toilet for guests. Larger and newer houses may have two full baths. Bedrooms are usually small to help keep the house or apartment warm. It is rare to find a larger apartment. Heat, water and garbage collection are usually included in the rent. Electricity, telephone, television license and cable television are usually extra.

In 2003, monthly rental for a four-bedroom, furnished apartment in Stockholm ranged from 21,200 SEK (2,280 USD) for an expensive property, to 14,322 SEK (1,540 USD) for a mid-range property, to 10,602 SEK (1,140 USD) for a cheap property. An unfurnished, three-bedroom apartment ranged from 11,811 SEK (1,270 USD) to 7,998 SEK (860 USD), to 5,673 SEK (610 USD) for an inexpensive, mid-range and cheap apartment, respectively.

Medical Care and Health Insurance

All residents of Sweden are included in the medical care system. Outpatient care is organized into primary care districts. District physicians at health centers provide medical treatment, advisory services and preventive care. Each person has an assigned General Practitioner (GP) who is the doctor seen first for all non-emergencies. For specialists a referral from a GP is needed. Patients pay a small fee for each visit. The fee will vary from county to county.

For a consultation, the patient pays 100 SEK (10.75 USD) to 260 SEK (28 USD) per visit (an additional 30 SEK (3.25 USD) to 80 SEK (8.60 USD) for a home visit). For hospitalization in a ward (including a maternity ward) of a public hospital, patients pay maximum of 80 SEK (8.60 USD) a day (reduced for low-income earners). Patients pay the full cost of medicines, up to 900 SEK (97 USD) in a 12-month period; after that they pay a partial cost of no more than 1,800 SEK (195 USD) per year. The maximum patient outlay is 900 SEK (97 USD) per year for other kinds of medical services. Rehabilitation assistance is also available.

The National Dental Service provides free dental care for those up to age 19. From ages 20 to 29, the Insurance Office pays for part of the examination. Patients age 30 and over pay the full amount for dental services.

Hours of Work

The standard workweek is 40 hours or less. Both the law and collective bargaining agreements regulate overtime and rest periods. For workers not covered by a labor agreement, the law stipulates an overtime limit of 200 hours per year, although exceptions may be granted for key employees with union approval. Some collective bargaining agreements put the limit at 150 hours. The law requires a rest period after 5 hours of work but does not stipulate a minimum duration; in practice it is usually 30 minutes.

Office work hours in Sweden are Monday through Friday, from 9:00 a.m. to 6:00 p.m. Banks are open Monday through Friday, from 9:30 a.m. to 4:00 p.m. Government Offices are available

Monday through Friday, from 9:00 a.m. to 4:00 p.m. Retail store hours are Monday through Friday, from 9:00 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m.

Vacation and Leave

The law provides all employees with a minimum of 5 weeks of paid annual leave. Labor contracts often provide more, particularly for higher-ranking private sector employees and older public service workers.

Sweden has twelve public holidays. They are New Year's Day, Epiphany (January 6), Good Friday, Easter Monday, May Day (May 1), Ascension Day, Whit Monday, Sweden's National day (June 6), Midsummer Day (June), All Saints Day (October or November), Christmas Day, and Boxing Day (December 26). The eve of a holiday is as important or more so than the holiday itself. Most Swedes have the day off, including civil servants, bank employees, public transport workers, hospital workers, shop employees and media workers. Others have at least a half-day. This applies especially to Midsummer's Eve, All Saints Day Eve and Christmas Eve. The eve of May Day is sometimes called Valborg Eve.

Educational leave is available to all employees for up to 1 year. There are also various special leaves that are offered, such as for carrying out trade union work, to nurse a sick relative, to participate in Swedish language training for immigrants, to carry out duties in schools and to apply for a new job.

Taxes

The following is taxable as earned income:

- Cash payments (e.g., wages, fees, sickness allowance and severance pay)
- Benefits in kind, (e.g., paid meals, company car, interest-free loans, travel benefits)
- Expense allowances, (e.g., subsistence allowances, travel compensation)

In order to obtain a tax certificate and Swedish personal identity number, the worker must apply personally to the local tax office as soon as he/she has received a residence permit. If the professional intends to work in Sweden for more than 6 months, he/she is liable to pay taxes in Sweden. The employer will deduct preliminary tax in accordance with the tax scales. A tax deduction is made for municipal income tax (which varies between different municipalities). The following tax rates on income earned applied in 2003:

Local Government Income Tax	27.50–33.30%
State Income Tax:	
< Fixed Amount for All	200 SEK (21.50 USD)
< Lower Bracket ¹	20%
< Upper Bracket ²	25%

¹ The lower threshold indicates the income level at which wage earners begin to pay state income tax. In 2003, this threshold was 25,100 SEK (2,700 USD) per month.

National Pension Contribution³

7%

A person who works in Sweden for a shorter period than 6 months pays a special income tax on non-residents (SINK) of 25 percent and does not need to make a tax return in Sweden. Expatriates whose stay in Sweden does not exceed 5 years may benefit from a special income tax concession, whereby only 75 percent of their income is taxed during a 3-year period.

Social security contributions are compulsory for all employees in Sweden and total 6.95 percent of gross monthly salary. Almost all benefits received from social security are taxable.

There are three different VAT rates: 25 percent, 12 percent and 6 percent. Most goods and services are taxed at 25 percent. Hotels and campsites are examples of items taxed at 12 percent. Food, transportation, newspaper and cultural events, including library and museum activities, are taxed at 6 percent.

Sweden also has special taxes on fuel, electric power, motor vehicles, toll roads, real estate, alcohol and tobacco.

Social Security

Individuals with a residency permit of less than 6 months will not be listed in the Swedish civil registry, meaning they are ineligible for social welfare benefits. In this case, an insurance policy is important. A person resident for more than 6 months in Sweden is covered by the national social insurance. This includes sickness and parental insurance, occupational injury insurance and also disability benefits. The application to join and obtain a personal identity number should be made as soon as possible at the local Social Insurance Office. There are no eligibility requirements to be covered, but there are certain criteria for receiving some benefits.

Sickness benefits can be full, three-quarters, one-half or one-quarter, depending upon the amount of work the individual can do. The employer is responsible for sick pay for the first 14 days of an illness if a worker has been employed for at least 1 month or 14 consecutive days. The first day of illness is called the waiting day, and is not paid. For illnesses longer than 14 days, a sickness benefit is available from the Social Insurance Office. Both sick pay and sickness benefits are generally 80 percent of normal pay and are subject to income tax. A physician's certificate is required after 7 days.

Parental benefits cover 480 days, divided equally between the parents. They pay 80 percent of income lost for 390 days and an additional 90 days at 60 SEK (6.45 USD) per day. Sole custodians are entitled to all the days themselves. Parental benefit may begin 60 days before the due date and must be taken before the child is 8 years old or completes the first class of school. The parent can choose to draw full, three-quarter, one-half or one-quarter benefit.

² The higher threshold indicates the income level at which wage earners begin to pay the higher level of state income tax. In 2003, this threshold was 37,300 SEK (4,000 USD) per month.

³ Contributions are not levied on income exceeding 8.07 price base amounts (329,256 SEK) (35,405 USD).

If an expectant mother has a physically demanding job, she can be transferred to a less stressful position. If this is not possible, she may draw a pregnancy benefit for 50 days, beginning not earlier than 60 days nor later than 11 days before the expected date of birth. Sweden offers a child benefit of 950 SEK (102 USD) per month per child until the child reaches age 16 or finishes compulsory school. There is a supplementary benefit for those with three or more children. There might be an additional housing allowance based upon the family circumstances.

Technically, unemployment insurance is not part of the Social Insurance system. Unemployment is financed by national tax revenue, but it comes under private law. Unemployment insurance comprises two parts: a basic insurance and a voluntary, income-related insurance. The basic insurance exists for those who are not members of any unemployment benefit society (*a-kassor*) or who have not been a member long enough. In order to become a member of an *a-kassor*, employment for at least 17 hours per week for at least 4 weeks during a consecutive period of 5 weeks is required. The basic unemployment benefit is 270 SEK (29 USD) per day and is payable up to 300 days of unemployment, 5 days per week. All unemployment benefit societies except one (ALFA) are linked to trade unions, but it is not necessary to be a member of a trade union in order to get unemployment insurance. It is sufficient to work “within the benefit society’s operational sector.” About 80 percent of all employees belong to unemployment insurance funds.

Disability allowances are available for those between the ages of 16 and 65. Occupational injury includes certain infectious diseases or skin conditions caught at work as well as the usual work-related injuries. Permanently disabled persons will receive an annuity. There is an excellent brochure available from the Social Insurance Office called “Good to know about Social Insurance.”

Pension

The pension plan was reformed in 1999. The new system is mandatory for those born 1937 or later. This section explains the new system.

The pension size is calculated by the recipient’s income from the age of 16. The new national pension is made up of three components: income pension, premium pension and guarantee pension. 18.5 percent of an individual’s pay goes towards income pension. Sixteen percent of this goes for payments to current retirees. The other 2.5 percent is set aside for the premium pension. The employee may invest this amount in any of the various funds registered with the Premium Pension Authority. If the employee does not invest it, the money will be placed in the Premium Savings Fund. A guarantee pension is for those who have never worked or whose income was very small. Married pensioners are guaranteed at least 5,795 SEK (623 USD) monthly per person. Unmarried pensioners get 6,496 SEK (698 USD). There may be a housing allowance on top of this.

The retirement age is 65, with a lower benefit for early retirement and a higher one for later retirement (up to the age of 70).

WORK PERMITS AND VISAS

Sweden is a member of the Schengen Agreement, which provides for the cross border movement of business visitors among member countries without inspection once initial entry has been made. The member countries of the Schengen Agreement are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain and Sweden. Visitors to these countries who are not exempt from the requirement to obtain a visa should obtain a Schengen Visa when traveling for business purposes. It is important to note that the maximum allowable stay in Schengen countries is 90 days cumulatively for all member countries within any 6-month period. (For example, if a business visitor stays in Sweden for 30 days within 6 months, he/she may only spend up to 60 days total in all other Schengen countries as a business visitor.) A visa may be obtained for three out of six months, with the time period beginning upon immediate arrival in Sweden. A new visa will not be available until three months after the departure date. Schengen Visas may be obtained from the consulate of the member country in which the visitor will spend the majority of time during the visit. If the stay exceeds 90 days, the individual must obtain a residence permit. The Swedish Embassy is located in Washington, D.C., and many other major cities in the country have consulates.

Citizens of EU/EEA countries are subject to the free movement of persons and do not need to have a work permit to work in Sweden. While they may work in Sweden for up to 3 months without a residence permit (UT), this is not recommended, since it is almost impossible to get by without a Swedish personal identity number, needed for virtually all financial transactions and in a multitude of other contexts. EU nationals must apply for a residence permit after 3 months in Sweden.

Business Visitors

As a matter of immigration principle, all persons who are not citizens of Sweden are required to obtain a visa prior to entering the country; citizens of the Scandinavian countries (Finland, Norway, Denmark and Iceland) do not need a visa to enter Sweden, and citizens of the European Union and EEA are visa-exempt as well. Employees who must travel to Sweden on business for up to 90 days must obtain a Business Visitor Visa, unless there is a treaty or agreement in effect between Sweden and their country of nationality.

Employees who have Work Permit applications pending may not travel to Sweden on business, unless (depending on their citizenship) they hold a Business Visitor Entry Visa.

The following requirements for business visitors are subject to change or modification:

- Must have a residence and an employer outside of Sweden and must be traveling to Sweden for a limited pre-determined period of time.
- May not receive compensation from sources within Sweden.
- Must have proof of adequate funds to defray expenses while on the business visit.
- Must have specific, pre-determined plans for the stay in Sweden.
- The period of stay must be consistent with the intended purpose of the trip.

- Individual travel medical insurance.

As a general matter, all business visitors whose stay in Sweden exceeds 90 days are required to obtain a residence permit. Under normal circumstances, no extension will be granted beyond the 90-day maximum stay.

The following are some of the most commonly requested documents:

- Completed application form;
- Two recent passport-size pictures in color showing the full face, without headgear, against a plain, evenly lit background;
- Passport or other travel document valid for at least 2 months beyond the applicant's stay in Sweden;
- Proof of legal residence in the country where the application is being submitted;
- A written invitation from the business contact in Sweden if the purpose of the visit to Sweden is business, stating the reason for the visit as well as the arrival and departure dates;
- Valid visa for the country of the next destination after Sweden;
- Employer's support letter stating the purpose and length of trip, and the financial responsibility while in Sweden;
- Application fee

The Swedish Consulate and/or authorities reserve the right to request additional information and/or documents. Additionally, the Swedish missions abroad, the embassies and consulates-general, may require a notary public signature to certify a document's authenticity. It is wise to call ahead and see if this is required.

Visas

Non-EU nationals require a visa to enter Sweden if they intend to remain longer than 90 days or plan to work or study there. Visas should be applied for and obtained well in advance from a Swedish Embassy or Consulate in the home or resident country. Both a work permit and a residence permit will be needed for non-citizens of one of the EU/EEA countries. A residence card entitles the holder to free healthcare and education.

The Swedish government charges a fee to process all residence visas and permits and all work visas and permits. The fees are required for the initial application, renewal and for updates and changes. When applying for a residence permit, the candidate must apply for a work visa at the same time to avoid paying additional fees at a later date. There is no refund if a visa is not approved. Decisions on visas generally take two weeks, during which checks are made with the other Schengen states. If the embassy or consulate-general is unable to reach a decision, it is passed to the Swedish Migration Board. This may take longer as it is sent via regular mail. However, once the migration board makes its decision, the result is sent to the embassy or consulate-general that same day. It is suggested that applications are sent two months in advance of the departure date. During June, July and August, an even longer waiting period may be expected.

Work Permits

Non-EU/EEA nationals must have a work permit and it must be applied for before entry. A work permit in Sweden requires that certain conditions are fulfilled. The Swedish employer must certify to Swedish immigration authorities that a suitable Swedish or EU/EEA candidate cannot be found for the position. The potential employee must also be able to prove job qualifications for the offered position. The employer, not the employee, must complete this certification. Swedish labor market authorities cannot assist in a job search. Individuals must do their own searches. The employer must guarantee a wage of at least 13,000 SEK (1,398 USD) per month before tax, or a payment that is in accordance with a Swedish collective wage agreement. Accommodation must have been arranged for before arrival. The employee must be fully prepared to leave the country when the term of employment is over.

Obtaining a work permit in Sweden requires many bureaucratic steps. In addition, Swedes, foreigners already living in Sweden and EU/EEA citizens have preference over others in obtaining work. Once a job offer has been made, the candidate must contact the Swedish Embassy in the home/residence country and apply for work and residence permits there. A work permit must be in the passport before arriving in Sweden. Requests for a work permit will be reviewed by a Swedish labor-market authority, with regard to the relevant supply of, and demand for, manpower. Applications should be submitted six to eight weeks prior to leaving for Sweden.

Requirements:

An integral part of the Work Permit application is a written Offer of Employment from the Swedish employer, which must be made on *Arbetserbjudande* (Form AMS PF 101074), obtained from the Migration Board in Sweden or the embassy website at <http://www.sweden.gov.se/sb/d/4189> . The offer must demonstrate that wages and employment benefits are comparable to current collective agreements, and that secure housing arrangements have been made. In certain instances, the employment of a foreign national also must be approved by the corresponding labor organization; this endorsement will appear on Form AMS PF 101074. Other pertinent information that must appear on Form AMS PF 101074 includes the nature and duration of the assignment, and details of any local recruitment efforts that may have been undertaken. There is also an application fee regardless of applying at the mission board in Sweden, at Swedish missions abroad, or online. If applying for both a residence and work permit at the same time, only one fee is required.

Some of the most commonly requested documents are:

- The “Application by employees/self-employed persons and their families.” One form is required for each person included in the application;
- Supplementary information sheet;
- Offer of Employment from the Swedish Employer (Form AMS PF 101074);

- Letter of support from the applicant's employer;
- Two recent passport-size pictures of each person included in the application in color showing the full face, without headgear, against a plain, evenly lit background;
- Original passport for each, valid for at least 2 months beyond the date of departure from Sweden;
- Photocopy of marriage certificate (if applicable);
- Photocopy of birth certificates for accompanying children (if applicable).

Please note that these are subject to change by the labor and immigration authorities of Sweden.

Work Permits are position-specific and any change in employer and/or position will require further assessment. The normal length of validity is a year or longer, and applications for renewals, which are generally automatic for the remaining term of the assignment, are filed at the Swedish Migration Board.

If a work offer is for more than 3 months, a residence permit is required.

A work permit for longer than 6 months entitles the spouse to a work permit, as well. Work permits must be entered in the passport before arrival in Sweden. It is not possible to travel to Sweden and wait for the decision. The process can take 6 to 8 weeks.

If the Migration Board does not issue the requested work permit, appeals may be made through the Aliens' Appeals Board (*Utlänningsnämnden*). This must be done in writing within 3 weeks of the date on which the refusal was received.

Swedish Migration Board

<http://www.migrationsverket.se/>

Migration Board – Migrationsverket

S-601 70 Norrköping

Tel: +46 (11) 156000

Fax: +46 (11) 108155

Email: migrationsverket@migrationsverket.se

Swedish Foreign Ministry

<http://www.sweden.gov.se/sb/d/4189>

This website provides the addresses of embassies/consulates.

Family and Dependents

Applications for accompanying dependents of a foreign national must be submitted together with the principal's application.

If the principal applicant obtains a work permit for more than 6 months, the accompanying spouse is eligible to obtain a work permit without the need to obtain a labor market test. The spouse's work permit is valid for the same period as the principal's. The application must be submitted at the nearest Swedish Consulate with jurisdiction over the spouse's place of legal

residence.

Unmarried partners may apply together with the principal; however, documentation establishing the relationship and financial support statement on behalf of the accompanying partner must be presented.

JOB APPLICATION GUIDELINES

RÉSUMÉ / CV GUIDELINES AND SAMPLE

The résumé/CV (*curriculum vitae*) should be interesting and informative but not too long. It should allow the reader to get a quick picture of the applicant's skills and experience.

Information should be well organized and, in one to two pages only longer if the candidate is very experienced), provide a clear picture of the candidate's education, career and personality. The most important achievements and qualities should be emphasized; and the document tailored to the requirements of the specific position. The major sections of the résumé/CV are, in order: Personal Information, Skills/Competencies/Characteristics, Work Experience, Education, and a concluding list of Personal Interests. It is customary to use reverse-chronological order when describing education and employment history.

The first section, "Personal Information," should begin with the applicant's name, title, business address, telephone and fax numbers, home address and telephone number, date and place of birth, and email address.

The next major section of the résumé/CV is "Work Experience." The names and locations of previous and current employers, their fields and particular focuses should be listed in reverse-chronological order. The jobseeker's title, the dates of employment and major responsibilities should all be included. Any changes of positions or promotions while with a particular employer should be mentioned, along with new duties. Awards or special recognition should be highlighted, and information that is relevant to the desired position should be emphasized. If there are gaps in the career, reasons should be provided, as should reasons for wishing to leave the present employer. Applicants engaged in part-time or contractual work, should clarify the arrangements. Students or recent graduates may include summer or part-time jobs here.

The "Education" section should start with the most recent academic achievements and work backwards. Each entry must include the name and location of the institution, and the applicant's areas of concentration, dates of attendance and degrees. Extracurricular activities, awards and honors, and additional or specialized training should follow. The extracurricular activities included should be those in which the candidate is or was deeply involved, and which illustrate desirable qualities, such as organizing projects, serving in student government, editing the newspaper or captaining a sports team.

Academic or other honors or awards should be listed, followed by additional college/university courses, specialized training in workshops or seminars, certifications, internships, part-time work, and study or travel in other countries. Established professionals may want to give their highest degrees and/or advanced studies.

In the last section of the résumé/CV, "Personal Interests," the following items may be added, if they are applicable:

- Special Skills – Levels of proficiency in speaking, writing and reading in foreign languages. Knowledge of computer hardware, software and programs. These two skills are very important, and are in great demand.
- Professional Affiliations – Those relevant to the candidate's work, and describing his/her involvement.
- Military Service – if a candidate has this, it is good to include as this service is looked upon favorably by most employers in Sweden. Dates, locations, rank and relevant experience should be listed.
- Volunteer Experience or "Commissions of Trust" – Activities in which the jobseeker is very involved or holds a position of leadership.
- Personal Interests – The candidate's most important outside activities, such as team sports, studying history or writing mystery novels.

If letters of reference, transcripts of grades, or diplomas are specifically requested, copies should be sent rather than originals, since they may not be returned.

A résumé/CV for a Swedish company may be written in English. If a candidate speaks Swedish, this should of course be shown in the résumé/CV, but in many large and/or international companies the language used internally is often English. Because Sweden is such a small country, it relies heavily on international cooperation. Very often Swedish applicants are required to submit applications in English. Therefore, there is no need to give an example of how a Swedish résumé/CV looks in Swedish. The following example of a résumé/CV following the Swedish model, but written in English.

RÉSUMÉ / CV SAMPLE

Curriculum Vitae

September 2002

Maria Johansson 1974-11-30
StorgatanZZ
SE-111 00 Stockholm
Tel: ZZZZZZZZ
Email: mariaZZZl@ZZZ

Education

1998–2000 MBA at Handelshögskolan, Stockholm
Major in Psychology
Final paper: Human Resource Management at Ericsson

1993–1996 Financial Studies, Handelshögskolan, Stockholm

1990–1993 Scholar at Upper Secondary High School, Smalltown

Work Experience

1996–1998 Restaurant “The Good Food,” Stockholm, Manager
Assignment includes supervision of the staff, different administrative assignments and purchases and statement of account.

1994–1995 Dress Nicely, Stockholm Purchasing assistant
Participated in and responsible for purchase of apparel lines.

Languages

English	Mother tongue
Swedish	Fluent
Spanish	Knowledge
French	Beginners level

Extra Curricular Activities

- Elected as Master of Ceremonies at the Student Union, responsible for the yearly student Spring Ball.
- Member of AISEC, worked as student recruiter during my final year at Handelshögskolan, 1996.
- Orientation team worker for new students at Handelshögskolan 1995.
- Traveled extensively within Europe and visited twelve countries.
- Spent a year as an exchange student at Humboldt University, Berlin, Germany.

- Coach for teenage girls swimming team, Smalltown.

Interests

Travel, tennis, skiing, family and friends.

References

Available upon request.

INTERVIEWING ADVICE

Learning as much about a prospective company as possible is the best way to prepare for an interview. It is acceptable to contact the person listed in a job advertisement to introduce oneself and to obtain additional information. It is best, however, to know what questions need to be asked in advance. One should not make persistent calls for information or inquire about the status of the recruitment process. It is helpful to know the Swedish language for an interview.

Dress for an interview is very formal and conservative. Men to wear dark suits and ties, women generally wear suits or dresses. Initial greetings are made by shaking hands with each person present. Mr., Mrs., or Miss plus the person's last name is the appropriate way to address someone. Professional titles are respected and should be used if known. Only use first names when invited to do so. During the interview, it is best to maintain eye contact and a quiet tone. Questions should be answered directly and without fanfare. Swedes appreciate a reserved demeanor.

One should remain business-like and not overly friendly for credibility. In addition to general questions regarding one's background, one can also expect to be asked questions regarding opinions about the environment. It is not appropriate to begin discussing salary and compensation early in the interview process. Should one be asked, however, it is best to be ready to give an answer.

Swedes practice a horizontal hierarchy in business. Managers use less hands-on supervision, allowing more independence for the worker. Generally, labor relations between labor and management are very good in Sweden. Managers are paid more than other workers, but usually not by much. Salary increases are minimal in Sweden, but the people are compensated with many state-sponsored benefits. Sweden's trade unions are strong, and the employee's rights are carefully regulated. Salaries and cost of living are among the highest in Europe. Even those earning the lowest wages in Sweden are able to maintain a good standard of living. Taxation and the cost of goods are also very high in Sweden.

Because of the strong presence of trade unions, it is not uncommon for a union representative to be present at an interview. This presence is to ensure that the particular organization is following the rules.

The average national workweek in Sweden is 37.6 hours, one of the shortest in the industrialized worlds. Overtime is regulated, as is vacation time. Employees are entitled to 5 weeks of vacation per year, with four of them to be taken over the summer months. Sweden does not practice the thirteenth month benefit at Christmas or vacation time as many other European countries do.

Most Swedish employers recruit due to expansion of an activity within their company. Applicants should know enough about a particular company to recognize whether or not their skills and education match the position. Swedish employers will focus on these strengths, as well as one's personality for making a decision to hire a person. Social competence is a plus. Age is also a factor; some employers will not hire candidates over age 45. Personal contacts are helpful when looking for a job in Sweden. Most Swedish employers consider the interview the most

important step, next to personal contacts, in obtaining information about a potential employee. One can expect the recruitment process to take approximately a month.

CULTURAL ADVICE

Gift-Giving

In general, gift giving is not common in business; it is best not to send a gift at any time, including the holidays, unless first receiving one first from the business associate; however, holiday cards are very appropriate, particularly as a thank you for business in the previous year, and should be mailed in time to be received the week before Christmas; however, gifts are expected for social events, especially as thank yous for private dinner parties. A gift of flowers is appropriate in these situations. Chrysanthemums or white lilies (used primarily as funeral flowers), red roses or orchids (too romantic) should be avoided, and bouquets should contain an odd numbers of flowers (an old European tradition). Other good gifts are fine chocolates or wine; unlike other European countries, alcohol in Sweden is very expensive, so a fine bottle of wine is very much appreciated as a gift at a dinner party.

Daily Office Protocols

Doors are usually closed and sometimes locked. It is appropriate to knock before entering and close the door after leaving. Women and men are generally treated as equals in Sweden: decision-makers may be of either gender. Staying late at the office is not necessarily a good sign: it may interpreted as indicating that the individual is incapable of organizing him or herself well enough to accomplish the job in the time permitted. People do not easily work over weekends, holidays or vacations, although Swedes will take work home with them into the evening.

While Swedish culture emphasizes the common good, the culture differs from some other group-oriented societies (e.g., Japanese culture) in that Swedish culture emphasizes egalitarianism. All people are regarded as being equal in terms of having a voice, and hierarchies are quite flat in nature. This extends to gender roles, Swedish society being one of the world's most egalitarian when it comes to providing both women and men with opportunities and responsibilities; women quite often achieve high professional positions.

Management Styles

Privacy and individual accomplishment of tasks is critical; however, there can be much involvement between seniors, staff and team members. Following procedures quietly, thoughtfully and diligently is key, and is believed to be the most effective way of accomplishing a task. Anything out of the ordinary or unusual is usually not appreciated, and must be explained. Being a team player is important, and sincerity and seriousness, not necessarily friendliness, are the important ingredients. Compliments and public rewards are rare. Swedes usually get straight down to business with little or no small talk.

Boss/Subordinate Relations

Bosses are expected to provide guidance and information, and make decisions; subordinates are expected to provide detailed information and follow the decisions made by superiors. All are expected to work together as equals. The hierarchy is usually extremely flat and an air of

informal respect between workers, staff and superiors is preferred. Generally once a year there is a meeting between boss and subordinate to review performance and work-related topics: *utvecklingssamtal* (development talk) or *planeringssamtal* (planning talk). Generally co-workers, of any rank, do not socialize together after work.

Superiors rarely directly instruct subordinates, but rather “invite” subordinates to do certain things; direct, challenging and overtly negative speech is not admired or valued, even if it means things will take longer.

Conducting a Meeting or Giving a Presentation

At meetings of peers, there can be open communication and sharing of ideas: meetings can, in fact, be information-sharing and decision-making forums where all individuals are expected to contribute. In more formal, conservative organizations, meetings are often gatherings of non-peers, where decision-makers share in mutual problem solving, and superiors and subordinates act and speak more or less as equals with each other. Facts and figures are essential, and should be clearly outlined and detailed. Presentations should include handouts and colorful overheads.

Negotiation Styles

Swedes respect someone who comes to them with established knowledge and experience. No details are too unimportant, and a carefully proposed, logically organized proposal is key to getting Swedes to accept a new idea from the outside. The first meeting may be very matter-of-fact and low-key, primarily for both parties to size each other up. It will be conducted in the office. Because time needs to be carefully managed, meetings should be managed carefully and well in advance, and a detailed agenda should be circulated prior to the meeting. Several meetings may be necessary before all details are clear and all questions answered. Casually changing time or place of a meeting is not appreciated. The best times for meetings are between 9:00 a.m. and 10:00 a.m. and between 2:00 p.m. and 4:00 p.m. Tardiness is not acceptable. Once decisions are made, they can be confirmed in writing, but should be considered already active. Open disagreement, confrontation and conflict should be avoided at all costs.

Because of the need to maintain cooperation among all equally, it may be difficult for Swedes to say “No” and so they have developed many polite ways of indicating negativity. Swedes may say things like, “This may be difficult,” or say, “*NJA*,” combining the Swedish words for yes (*ja*) and no (*nej*), when they really mean they will not, cannot, or do not want to do what is being asked. Sometimes one may hear “*TJA*,” which is also a way of expressing negativity softly, meaning (approximately) “It doesn’t look like I’ll be able to do that.”

Hyperbole should be avoided (i.e., it is more appropriate to say “okay” rather than “great,” or say “like” rather than “love”).

It is not a good idea to make negative comments about taxes (they are very high), the value of social welfare, and the problems of life in a “utopian” planned economy to Swedes, although they may share their thoughts once a relationship has been established.

Written Correspondence

Written correspondence is very businesslike, with little non-business-related information. Dates are written day.month.year (with periods in between, not slashes), and using honorific plus title is as common as honorific plus last name.