

Ten steps to making your job swap happen

There's quite a lot of things to think about so we've made a list for you. Here are the main things that need to be done to make a swap happen.

01 Register!

It only takes a couple of minutes and if you don't give us your details and post a swap, then no-one will find you and you won't be able to contact any interesting sounding swaps either!

02 Ask your boss

We have prepared a pack containing more information on the benefits of swapping, that you can give to your boss to help you convince them. It's best to get them on board as soon as possible, as they need to be involved in the process and you will ultimately need their approval to make the swap happen. You will also find that certain countries require that the swap company do the paperwork for visas and work.

03 Start searching

With new members and registered posts everyday, the sooner you look, the sooner you'll find your dream job or swap destination. It's easy, you can either search by profession or by location, you might even find something totally unexpected but perfect for you.

04 Found it!

When you've seen a swap profile that sounds interesting, simply click on the 'more information' button to view the job description in full.

05 Contact your deskswap.com candidate

Great, you've found a swap post that sounds perfect for you. Now, simply click on the 'speech bubble' button to contact your chosen. They will then be sent an email containing your full profile and email address, letting them know that you are interested in a swap.

06 Get talking

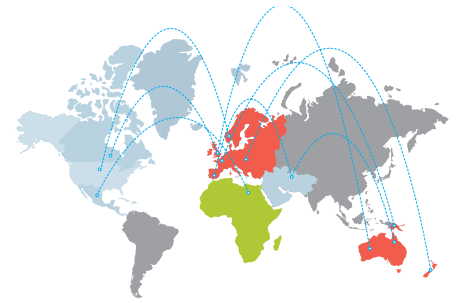
Hopefully the swapper you have chosen is also keen to swap with you. If so, they can drop you an email and you can both start to find out if a swap is feasible.

07 Swap CVs!

Swapping CVs and referees is recommended for security reasons, and to give your prospective boss a better idea about your career, experience and skills. The 'vetting your candidate' section in the Advice part of this site gives useful links and tips on writing the perfect CV and on how to interview too.

08 Get your bosses in touch

Assuming that you already have your boss/company on-board, and you think your companies are compatible and roles suitable to swap. Now is the right time to get your bosses in touch to talk through their hopes and needs for the swap, and the logistics.



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TIP: With regards to logistics: It may be easier if you continue to get paid by your current company, rather than your swap company. It could save you a lot of hassle and give you more visa options. However, any company considering this option should look into the insurance implications in detail.

09 Get your bosses in touch

It is very likely that you will be swapping to a job overseas, in which case a telephone interview may be the only chance you get to make sure that the role and company are right for you and vice-versa. Conducting a good interview is vital to selecting the right candidate for the job swap and eliminating unsuitable swappers. The 'vetting your candidate' section in our 'Advice' section gives useful tips for giving interviews and being interviewed.

10 Plan the swap

So it's agreed. Now you need to start planning the trip and doing all the paperwork. Our advice pages give detailed information and guides on all of the areas and documents that you will need to look at to make the swap happen. Here is a list of things you need to do or consider:

- **Candidate vetting documents:** Educational and vocational qualifications, Proof of employment, Character references, past employment and personal references, Police and criminal records (if you have lived overseas or are applying for a position in a line of work with tight security regulations).
- **Payment:** How are you going to organise salary payment? Will you swap salaries as well as locations and continue to be paid by your current employer? For salary and tax queries see the 'Advice' section for useful links. (www.deskswap.com/advice).
- **Insurance:** Insurance is essential for travel, work and employment purposes. For more detailed information and useful links about insurance, see the 'insurance' part of the 'Advice' section of the site (www.deskswap.com/insurance).
- **Passport:** Check that your passport is accurate and in date (to enter most countries you must have at least six months longer than you intend to stay in that country on your passport).
- **Where to stay?:** Some swappers are lucky enough to be able to stay with friends or family in their swap destination. However, this is not a viable or desirable option for all swappers. For in depth information about all accommodation options, plus useful links and contacts, visit the accommodation part of the 'Advice' section of the site (www.deskswap.com/accommodation).
- **Getting there and back:** There are plenty of travel choices out there. You may even decide to combine your swap with a longer break from work. The travel part of our 'Advice' section gives further information and useful contacts for travel (www.deskswap.com/travel).
- **Visas:** You will need one to enter most countries (www.deskswap.com/visa).
- **Work permit:** You may need one to work in the country (www.deskswap.com/visa).
- **Medical records:** Records will be needed to access certain countries. These will be stipulated in the visa requirements.