Vianova Personal, Inhaber Anett Repp

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Fair recruitment care for Germany

## FB 4 Performance overview

## The services in detail:

Individual services of the contractor are (taking into account individual necessary cooperation services of the client):

- Acquisition of interested applicants abroad
- Preparation of standardized application documents
- Pre-selection of suitable applicants for the client (Annex 2 Requirements profile)
- Sending selected CVs to the client
- Organizing and conducting applicant interviews (on-site or digital) with the client
- Obtaining and forwarding of an offer of employment contract by the client to the applicant
- Integration support for the applicants: preparation for life and work in Germany, in particular also on the topics of
  - Social ethics
  - Working environment
  - Technical language requirements (possibility of contacting the candidates during regular business hours)
- Organization and implementation of the recognition procedure with the relevant state authorities, including receipt of a recognition/deficiency notice
- Organization and implementation of the visa procedure until the visa is issued (§16d Residence Act measure for recognition up to 24 months)

## **Recommended service:**

- granting of power of attorney and assumption of additional costs by the client for the accelerated skilled worker procedure (411 Euro/candidate)
- Declaration of employment relationship to the employment agency

## **Recommended service:**

- at least two seminars with the client's executives on the special challenges of sustainable integration of foreign specialists into the workforce (integration concept)
- Transfer of the applicant to the place of employment
- Organization of the adaptation measure/preparatory course with final interview or knowledge test at a certified educational institution
- Organization of the language qualification B2 according to the European Framework of Reference (ideally at the educational institution conducting the adaptation qualification)
- Processing of applications for funding of the above-mentioned training measure by the employment agency
- Submission of the passed knowledge test or final interview (proof of educational institution) to the KSV to receive the professional certificate as a nursing specialist.

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The German employer pays all costs of the recruitment and placement process. The cost overview and the payment of the costs in installments are regulated in the framework agreement. The actual costs incurred during the recruitment process are continuously proven to the customer in chronological order.