



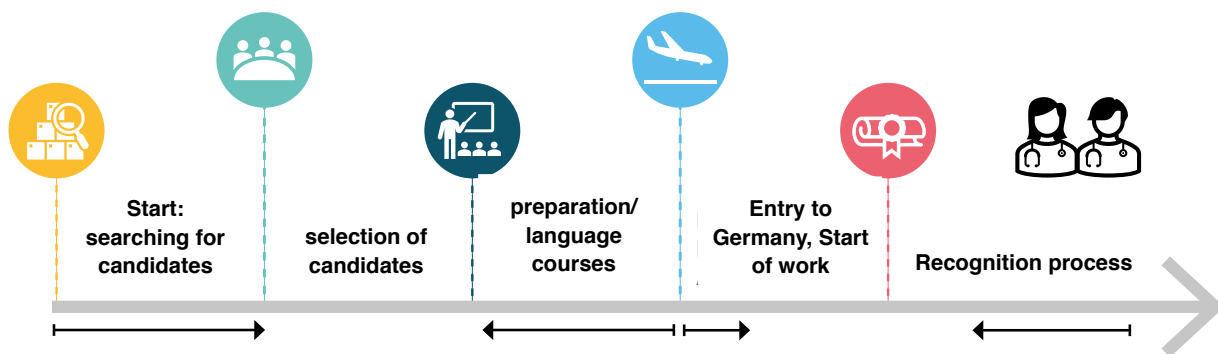
**Faire Anwerbung**  
Pflege Deutschland

**Fair Recruitment**  
Healthcare Germany

Stand: 01.10.2021

# Transparent in the individual placement and recruitment process

## Process



## Data of the candidate

Date

Day

Month

Year

last name  
first name

adress

city

state

postal code

country

Mail

mobile number

## Agency/ self-organised recruiting institution

contact

adress

city

state

postal code

country

Mail

mobile number

accessibility



## Agency/self-organised recruiting institution

The agency is the contact person for the following topics:

during the period:

from	day	month	year
to	day	month	year

## matching criteria

criteria on the part of the agency (Why does the candidate fit for the job offer?)

What wishes regarding the field of activity and the location/type of facility on the part of the candidates can be taken into account?

## complaint management

procedure for complaints:



## Information about the offered workplace

### Employment contract available in the central languages

- contract available in German
- contract available in English
- contract in vehicular language/ Language:

### Place of work

name of institution:

Location:

### site characteristics

population:

next largest city:

communities:

type of facility:

short portrait of the facility:

applications/ stations:

number of employees:

earnings (annual gross):

Recognition opportunities:

Experience with international recruitment  
(examples):

career options:

### Contact persons

- for contractual issues:

- on the team

- before entering Germany:

interview

day

month

year

time

:



## Social and operational integration

**cooperation partner:**

- Integration concept available and is attached to the employment contract
- Integration concept available in translated form
- english integration concept available
- integration concept available in language:
- familiarisation/onboarding available

**What additional benefits does the employer offer for arriving in Germany?**

## Preparation for departure

**The entry to Germany takes place according to:**

- § 16 d AufenthG
- § 81a AufenthG
- § 36 Abs.3 BeschIV
- further:

**specifically, this means:**

**Information on residence status:**

**Informations about the visa:**



## Process steps for departure

<b>Process step:</b>	<b>Timeline: cooperation with:</b>	<b>contact person</b>	<b>costs/ cost covered by:</b>
----------------------	------------------------------------	-----------------------	--------------------------------

**Visa application**

**document management**

**translation of the documents**

**Flight to Germany (after approval of the Visa)**



## Process steps for relocation

<b>process steps:</b>	<b>Timeline:</b>	<b>cooperation with:</b>	<b>contact:</b>	<b>costs/ costs covered by:</b>
<b>Arrival at the airport</b>				
<b>Transfer from the airport/arrival</b>				
<b>Housing: initial accomodation</b>				
<b>Housing: Rental agreement</b>				
<b>Support with visits to the authorities</b>				
<b>Bank account set up</b>				
<b>SIM card for mobile phone</b>				
<b>social security cover (compulsory insurance)</b>				
<b>Insurances</b>				



Faire Anwerbung  
Pflege Deutschland

Fair Recruitment  
Healthcare Germany

## Pathway to GER B2 (German language certificate) and nursing terminology

Language course:	time period:	exam date:	language school:	contact person:	costs/ costs covered by:
A1					
A2					
B1					
B2					
B2					
technical language					

## In Germany: Path to professional recognition

adaptation course

knowledge test

recognition authority (name and address):

contact person:

process step:

Timeline: cooperation with:

contact:

costs/ costs covered by:

Preparatory course/  
recognition course

Exams

language test

practical examination

more details on the course schedule: