

At a Glance: Attracting Professionals from Abroad

Step 1: Approach and find international skilled workers



Make preparations

- Analyse your company situation and plan how much staff you will need in the future
- In which task areas of your company do you need / want to build up competencies in the future? Which know-how will be needed in the future?
- Do you need a skilled worker with special regional knowledge (language / culture / administration)?
- Do you already have business or personal contacts abroad?
- Do you already have a specific country of destination in mind from which you would like to recruit skilled workers? What is the labour market situation there? Can you assess the qualifications of the skilled workers in this country?



Formulate and publish job advertisement

- Formulate your job advertisement in English or in the national language of your country of destination.
- Specify concrete requirements, e.g., German language skills, degrees, etc.
- Highlight what you have to offer, e.g. social benefits, holidays, further training, language courses, company parties, etc.
- Publish your job advertisement on various job boards – also abroad.
- Use career networks and social media to publicise your job advertisement.
- Get local advice on recruiting from abroad from your employer service or the Virtual Welcome Center of the German Federal Employment Agency:
Tel.: +49 228 713 1313
E-Mail: make-it-in-germany@arbeitsagentur.de



Tip:

How to post your job advertisement on the “Make it in Germany” job listings

Register your job with your local employer service of the Federal Employment Agency and indicate that your job advertisement should also be published on www.make-it-in-germany.com.

OR: Register your job offer yourself online via the job listings of the Federal Employment Agency and activate the „Further Listings“ box in the input mask: at „Make-it-in-germany“ - Information portal of the Federal Employment Agency.



Carry out selection process

- Evaluate application documents based on work and life experience.
- Conduct interviews via Skype or the like or organise the journey to the interview.
- Clarify the personal situation of the skilled worker (e.g., taking up residence with family).
- Consider, according to the qualification, whether post-qualifications are necessary and whether your company can cover these costs.
- Communicate a realistic idea and expectations.
- Provide your future skilled worker with a permanent contact person during the application process



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How to evaluate foreign applications correctly

Curricula vitae and covering letters can look different in other countries. Often there are no job references at all abroad. If you cannot directly classify the qualifications based on the curriculum vitae, create a questionnaire yourself and have the applicant fill it out. How to evaluate foreign academic or professional qualifications can be found at www.make-it-in-germany.com/unternehmen

Step 2: Observe legal framework conditions

Entry and start of employment

- Note that the decisive factor here is where the skilled worker comes from and what qualifications he or she brings with him or her. Depending on this, there are different entry and residence regulations.

Recognition of foreign skilled worker qualifications

- Please note that for certain professional groups, a recognized qualification is required in order to practice the profession in Germany. Recognition is always mandatory for the so-called regulated professions, e.g., medical or nursing staff. If the skilled worker comes from a third country, recognition of the qualification is usually a mandatory prerequisite, even in a non-regulated profession, for taking up work and residing in Germany.

Approval of employment

- If you wish to employ a skilled worker from a third country, the Federal Employment Agency must usually approve of the employment. Approval is granted if the examination of the working conditions, in particular remuneration and working hours, is positive and the employment corresponds to the qualification of the skilled worker.

Entry, right of residence and access to the labour market depending on country of origin

	Third Countries		
	Citizens of the EU, Iceland, Liechtenstein, Norway and Switzerland	Citizens of Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand, UK and USA	Other Countries
 Entry	No visa required	Visa free entry possible	A visa is required for entering Germany. This must be applied for by the skilled worker at the German mission abroad in his or her country of residence. The visa must correspond to the actual purpose of the later residence.
 Recognition	Employment in non-regulated professions is possible without further action. Recognition is mandatory to start employment in regulated professions.	To start employment, usually recognition or an equivalence assessment of the qualification is mandatory – for both regulated and non-regulated professions.	To start employment, usually recognition or an equivalence assessment of the qualification is mandatory – for both regulated and non-regulated professions.
 Approval of employment	No approval required	Approval by the Federal Employment Agency is usually required (Exception: Academics with EU Blue Card + annual salary of at least EUR 56,400 (2022)).	Approval by the Federal Employment Agency is usually required (Exception: Academics with EU Blue Card + annual salary of at least EUR 56,400 (2022)).
 Right of residence Start of employment	There is unrestricted access to the labour market and freedom of establishment in Germany.	A residence permit is required to start employment. This must be applied for after entry at the competent Foreigners Authority.	A residence permit is required to start employment. This must be applied for after entry at the competent Foreigners Authority.



For detailed information on residency and visas, see the guide „How can I recruit a qualified professional from abroad – What employers need to know“ and www.make-it-in-germany.com.



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Draw up an employment contract (subject to reservation) for the skilled worker from a third country, which the skilled worker signs. The employment contract is often a prerequisite for issuing a visa for the purpose of taking-up employment and must usually be presented to the competent German embassy or Foreigners Authority.

For a fee, you as an employer have the option to initiate a fast-track procedure for skilled workers. This helps your skilled worker abroad to complete the visa, recognition and entry process more quickly.

Step 3:

Planning arrival and induction



Observe formalities

- Draw up the employment contract in advance, if necessary, also in a foreign language.
- Clarify which support options are needed and can be offered, e.g., language or technical qualifications.
- After entry: As an employer, keep a copy of your skilled worker's current residence permit.
- In case of early termination of employment: You must inform the Foreigners Authority within four weeks as of the date you become aware of the termination.



Support on arrival in Germany

- Plan the journey and arrival of the skilled worker.
- Assist with finding them housing or provide accommodation initially.
- Help with administrative procedures and formalities, e.g., registering with the Foreigners Authority, registering their residence, opening a bank account, choosing health insurance, energy provider, telephone, broadcasting fees, registering with daycare centers, schools, etc.
- Explain the German social security system to the skilled worker.
- If necessary, offer your skilled worker off-days for visits to the authorities.



Organise the induction phase

- If necessary, translate or revise work instructions into the language of your new skilled worker.
- Provide a welcome folder; in addition to important information about the company, this can also include information about orientation in the new place of residence.
- Draw up a plan for the first few days and the induction phase and, if necessary, appoint a mentor who can also answer day-to-day questions.
- Discuss the new tasks and go over the induction plan together.
- Prepare your workforce as needed, e.g., through intercultural training.



Long-term integration

- Promote integration into everyday life by providing information about events, leisure activities and clubs.
- Organise a German language course or inform the skilled worker about local or digital offers.
- Create further training opportunities and career prospects to retain your skilled worker in your company.

Key contact persons

Support in attracting and recruiting skilled workers from abroad

Employer service of the Federal Employment Agency

Website: www.arbeitsagentur.de/unternehmen/arbeitgeber-service

Tel.: +49 800 455 552 0

Virtual Welcome Center of the Federal Employment Agency

Website: www.arbeitsagentur.de/vor-ort/zav/content/1533717675170

Tel.: +49 228 713 131 3

E-Mail: make-it-in-germany@arbeitsagentur.de

EURES: The European Job Mobility Portal

Website: ec.europa.eu/info/index_en

Welcome Center with services for companies

Website: www.make-it-in-germany.com/en/living-in-germany/advisory/welcome-services

Questions on professional recognition, visas and residence issues

Hotline “Living and working in Germany”

Website: www.make-it-in-germany.com/en/about-the-portal/contact/hotline

Tel.: +49 30 181 511 11

Contact form: www.make-it-in-germany.com/en/about-the-portal/contact/email

Contact persons for the fast-track procedure for skilled workers in the German states

Website: www.make-it-in-germany.com/en/looking-for-foreign-professionals/finding-support/downloads-links/expedited-procedure

Recognition of foreign skilled worker qualifications

Recognition Finder

Website: www.anererkennung-in-deutschland.de/tools/berater/en/

Central Office for Foreign Education (ZAB):

Certificate assessment of foreign university qualifications

Website: www.kmk.org/zab/central-office-for-foreign-education.html

BQ-Portal: The information portal for foreign professional qualifications

Website: www.bq-portal.de/en

Recognition, diversity management and intercultural personnel development

IQ – Integration through Qualification:

Website: www.netzwerk-iq.de/en/offers/service-for-companies

KOFA - Competence Center for Securing Skilled Workers: Diversity management in companies

Website: www.kofa.de/mitarbeiter-finden-und-binden/als-arbeitgeber-positionieren/diversity-management

German courses

BMAS – Language search

Website: www.bmas.de/DE/Themen/Arbeitsmarkt/Auslaender-beschaeftigung/Sprachfoerderung/sprachfoerderung-deutsch.html

All information can be found in detail at: www.make-it-in-germany.com/en/looking-for-foreign-professionals/