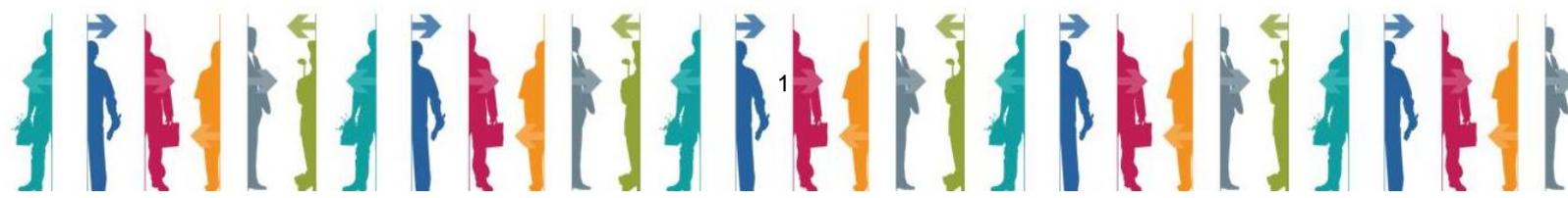




**Please consider the following**  
**AFTER**  
**recruiting workers from abroad**

Think of...	Actions	
<b>Integration of workers</b>	<b>Welcome pack</b>	A welcome pack is a useful addition to your formal induction procedure. You could include information on the local area such as transport links, directions to the workplace, a map and details of nearby facilities.
	<b>Legal &amp; administrative formalities</b>	Workers who need to register with the authorities may require time-out from their job. Make allowances for the time it will take to apply for a social security number, registration document or other formality required by the authorities.
	<b>Family and installation issues</b>	You cannot be responsible for every aspect of your new employees' integration, but do consider their circumstances and the time they may need to look for housing, visit schools or support their family.
	<b>Preparing resident workers</b>	Involve your existing workers as much as possible in the recruitment process. Explain to them what you are doing and why. A social event will help your workers to get to know each other. You don't want them to feel threatened by your new employees.
	<b>Mentoring</b>	Assigning a mentor to guide the employee with the working culture, routines and social aspects of their new job is a positive step to support their integration in the workplace. This person could be someone who has been through a similar experience him/herself.



Think of...	Actions	
<b>Conditions at work place</b>	<b>Working conditions</b>	Foreign workers are entitled to the same working conditions under EU and national law. Make sure that the contractual arrangements for your new employees are fair and non-discriminatory.
	<b>Health &amp; Safety</b>	Extra care should be taken to familiarise new employees from abroad with your health, safety and security arrangements. You may need to give extra support and test their understanding of what to do in a fire drill or other emergency situation.
	<b>Training</b>	Access to learning and development opportunities is important for all employees but you may need to adapt your training for workers from abroad if they are unfamiliar with the technical language or equipment that they will be using.
	<b>Retention issues</b>	If you need a long-term commitment from your new employee try to anticipate any issues that could affect retention. Do they need to return home at Christmas? Are they happy with their living and working conditions?

<b>Share your experience!</b>	<p>If your experience of recruiting abroad has an interest for others, <u>please tell us about it!</u></p> <p>Your company's story could feature on our website and offer encouragement to other employers who have hesitated from recruiting elsewhere in Europe. What went well? Did you face any barriers? How have your employees fitted-in?</p>
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