



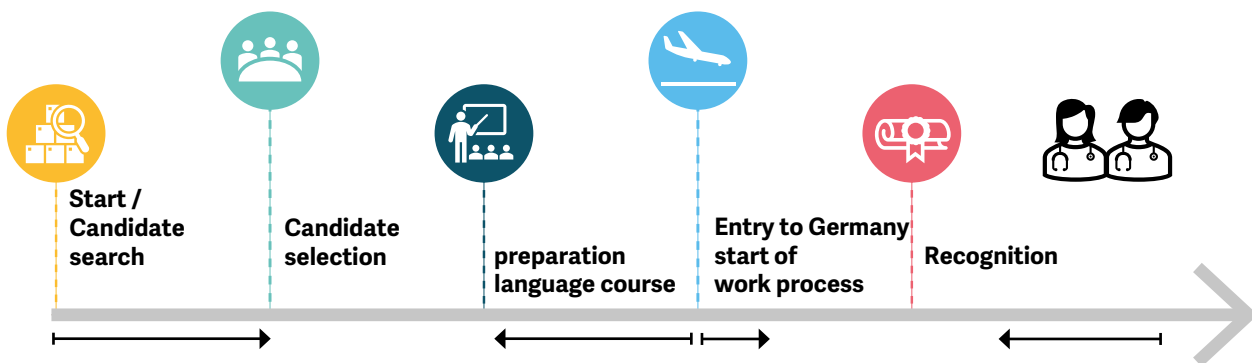
Faire Anwerbung
Pflege Deutschland

Fair Recruitment
Healthcare Germany

Version: 1/10/2021

Bringing transparency into the placement and recruitment process

Placement process



Candidate background data

Date	Day	Month	Year
Surname			
First name			
Address			
City		State	
Post code		Country	
Email			Mobile

Agency / own institution applying on your behalf (OI)

Contact person			
Address			
City		State	
Postcode		Country	
Email			Mobile
Availability			



Agency / own institution applying on your behalf (OI)

The agency / OI is your point of contact on the following issues:

In the period:

from	day	month	year
bis	day	month	year

Matching criteria

Agency criteria / OI (why does the candidate match the job offer?)

What wishes **of the candidates** can be considered regarding the activity area and the location/ type of institution?

Complaint management

Complaints procedure:



Information about the vacancy

Employment contract is available in the main languages (German, English/primary language of communication):

Employment contract is available in German

Employment contract is available in English

Employment contract is available primary language of communication. Language:

Place of work:

Name of institution:

Location:

Location characteristics

Population:

Next bigger city:

Communities:

Type of Institution:

Brief portrait of the institution:

Possible uses/ stations:

Number of employees:

Earnings (annual gross):

Recognition opportunities:

Experiences with international recruitment (give examples if necessary):

Career options:

Contact persons

- for contract questions:

- in the team:

- Before entering Germany:

Interview

day

month

year

time

:



Social and operational integration

If applicable,
cooperation partner:

Integration concept is available
and is attached to the employment contract

The integration concept has been translated:

Integration concept is available in English

Integration concept is available primary language of
communication. Language:

Induction/onboarding, plan is available

What additional services does the employer offer for arriving in Germany?

Preparation for departure

Entry into Germany after:

§ 16 d AufenthG

§ 81a AufenthG

§ 36 Abs.3 BeschIV

plus:

That means specifically:

Residence status information:

Visa information:



Process steps for departure

Process steps for departure	Timeline:	Cooperation with:	Contact person:	Costs & cost allocation, Time of invoicing:
Application for visa				
document management				
Translation of the documents				
Flight to Germany (after visa approval)				



Process steps for relocation

Process step:	Timeline:	Cooperation with:	Contact person:	Costs & cost allocation, time of invoicing:
Arrival at the airport				
Transfer from the airport/arrival				
Residence: Initial accommodation				
Residence: Tenancy agreement				
Assistance with dealing with authorities				
Setting up a bank account				
SIM card for mobile phone				
Social security protection (compulsory insurance)				
Insurance policies				



Path to GER B2 (German language knowledge) and specialist nursing terminology:

Language Course:	Format:	Period:	Exam:	Language school/ place (if nec. with weblink):	Contact person:	Costs & cost allocation, time of invoicing:
A1						
A2						
B1						
B2						
B2 Specialist terminology						

In Germany: Path to professional recognition

Adaptation course

knowledge test

Competent accreditation body (name and address):

Contact person:

Process step:

Timeline:

Cooperation with:

Contact person:

**Costs & cost allocation,
time of invoicing:**

Preparation/
recognition course

Exams

Language test

Practical exam

More details about the course: