MODEL FOR THE RECRUITMENT PROCESS OF A SKILLED-MOBILE-EUROPEAN WORKER

www.sme-mobile.eu

APPLICANT

INFORMATION GATHERING
- JOB MARKET INFORMATION
- EFKA DATABASE LABOUR OFFICE SERVICES
- LANGUAGE NEEDS
- REGION PROFILES
- MOBILITY GUIDES

DECISION TO APPLY
- MORE INFORMATION OF THE COUNTRY/ MOBILITY GUIDES
- APPLICATION/ EUROPASS CV
- REFERENCES
- CERTIFICATIONS

HOW TO PREPARE FOR THE INTERVIEW
- MORE INFORMATION ON THE JOB AND COMPANY
- COMPETENCE PROFILE
- SALARIES /RIGHTS AND DUTIES
- TRAINING TOOLS
- PERSONAL COUNSELING OF THE SITUATION
- MOTIVATION

PRACTICAL THINGS TO PREPARE TO MOVE
ALL KIND OF PAPERS:
- MOBILITY GUIDES
- TIME PLAN OF MOVING
- FAMILY SITUATION
- RENTING AN APARTMENT
- LANGUAGE CERTIFICATION
- COMPULSORY JOB CERTIFICATIONS
- KNOW ABOUT YOUR RIGHTS

DECISION TO MOVE

PREPARATION FOR THE INTERVIEW

PREPARATIONS FOR MOVING

FIRST STEPS → ASSESSMENT PROCESS → RECRUITMENT PHASE

SEARCH FOR A FOREIGN WORKER

INTERVIEW

TESTING

FORMAL RECRUITMENT

COMPANY

COMPANY READY TO HOST INTERNATIONAL WORKFORCE
- JOB PROFILE
- COMPETENCE PROFILE
- ADVERTISEMENT
- EFKA DATABSE
- HELP OF JOBSEEKERS

INTERVIEW
- INTERPRETING, IF NEEDED
- PROFILE OF THE APPLICANT
- ASSESSING OF THE MOTIVATION
- ATTITUDES
- CHECKING THE BACKGROUND

TESTING OF THE PRIOR LEARNING AND SKILLS
- TESTING THE LANGUAGE SKILLS: READING, WRITING AND SPEAKING
- WORKING GLOSSARY
- TECHNICAL, MATHEMATICAL AND PSYCHOLOGICAL TESTS
- PRACTICAL TESTS
- PROBLEM SOLVING
- TESTING OF THE MOTIVATION, ATTITUDE ETC.
- ASSESSMENT OF NON-FORMAL COMPETENCES

START OF THE WORKING EXPERIENCE
- SIGNING THE CONTRACT
- SUPPORT IN LANGUAGE, IF NEEDED
- WELCOME PROGRAMME FOR THE WORKER