

Employer recruitment preparation guide

Prepare a clear brief for feasibility assessment, candidate selection and a defined service proposal.

01 Define the destination and the roles

Identify the employing entity and actual workplace. This provides a basis for matching talent and identifying matters that need further assessment.

- State the company, country, region and worksite. Distinguish the direct employer, any partners and the day-to-day project contact.
- List roles, headcount, key tasks, reasons for hiring and preferred start date. Explain whether phased arrivals are possible and how flexible the timing is.

02 Set out the working conditions in writing

Clear conditions reduce changes after interviews. For outstanding terms, identify who will confirm them and when.

- Prepare gross pay, payment frequency, hours, shifts, rest periods, overtime, contract duration and probation arrangements, alongside applicable employment rules.
- Describe temperature, physical demands, protective equipment, accommodation and transport. Distinguish confirmed conditions and outstanding points.

03 Make selection criteria verifiable

Separate essential abilities from skills that can be developed through training. This makes assessment and hiring decisions more consistent.

- List required experience, equipment skills, qualifications and working language. Specify which documents or practical abilities need verification.
- Agree video interviews, skills assessment, employer interviewers and feedback times. Provide task examples rather than relying solely on job titles.

Next: responsibilities, progress and onboarding

02 / PREPARATION AND COORDINATION

04 Define service scope and responsibilities

Recruitment, employer formalities, professional assessment and arrival support involve different deliverables. Clarify ownership before engaging a service.

- List the work to be commissioned and the work handled internally: role definition, selection, interview coordination, training arrangements and arrival support.
- Identify the contracting service provider, owners of each deliverable and any required advisers. Agree the purpose, recipients and channels for sharing candidate information.

05 Agree the timeline by milestone

Begin with feasibility for the destination and specific role. Distinguish service delivery dates from external application processing times.

- Confirm deliverables, responsibilities and progress updates. Set out the next steps if the project is cancelled or changed.
- Set milestones for the brief, shortlist, interviews, paperwork and arrival. Explain how delays, unsuccessful applications or changing requirements will be handled.

06 Plan onboarding and follow-up

Employer preparation continues after selection. The candidate, supervisor and service provider should share a practical plan for the first days.

- Nominate an arrival contact and organise housing, transport, reporting, induction and safety instructions. Confirm necessary documents and applicable formalities in advance.
- Schedule contact during the first week and beyond. Define language support, contacts for workplace or housing issues, and the response to difficulties settling in.

For an initial enquiry, provide country and city, roles and headcount, key working conditions and preferred start date. Feasibility can then be assessed before scope, timeline and responsibilities are agreed in writing.