



## STEP2: CREATING ACCESSIBLE HIRING PROCESSES



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# 1. Advertise Roles in Ukrainian Community Channels

- Identify and utilize spaces commonly accessed by Ukrainian refugees, such as:
  - Ukrainian community centres.
  - Refugee support networks.
  - Social media platforms like Facebook and Telegram.
  - Online job boards used widely in Europe (e.g., OLX or similar platforms).
- Use accessible and straightforward language in advertisements to ensure clarity and understanding.
- Distribute advertisements through cultural organizations and local refugee groups to maximize visibility.
- Highlight the key benefits of the role, such as training opportunities or assistance with legal requirements, to attract more applicants





## 2. Simplify Application Processes

- Eliminate complex or overly bureaucratic application forms. Instead, create simple, focused forms requiring only:
  - Basic personal details.
  - Skills and qualifications relevant to the job.
  - Contact information for follow-up.
- Provide job descriptions, application forms, and instructions in Ukrainian to ensure inclusivity.
- Develop step-by-step application guides for candidates who may be unfamiliar with the process.
- Offer support for filling out applications by:
  - Providing in-person or online assistance.
  - Allowing candidates to submit verbal applications during initial screenings.
- Avoid requesting unnecessary documentation in the early stages of recruitment, such as full CVs or certifications. Focus on essential qualifications first.







### 3. Provide Language Support

- Offer on-the-job language training or courses to improve communication between workers and supervisors.
- Partner with local language schools to facilitate access to affordable or free Polish language classes.
- Employ bilingual staff or translators who can assist in bridging language barriers during recruitment and onboarding processes.

### 4. Partner with Refugee-Focused Organizations

- Collaborate with non-profits, community groups, and organizations that specialize in refugee support to:
  - Identify skilled workers looking for opportunities.
  - Provide cultural integration support to ensure smoother transitions into the workplace.
  - Access resources and advice about the unique challenges refugees face.
- Work with local organizations to host recruitment events specifically targeting Ukrainian refugees.

## 5. Collaborate with Construction Unions

- Partner with unions to gain access to databases of skilled workers with experience in construction.
- Utilize union-sponsored training programs to ensure workers meet industry-specific requirements.
- Seek guidance from unions on best practices for integrating immigrant workers into the construction sector.
- Expand partnerships with additional employers, training centres, and industry bodies to scale the initiative.

## 6. Streamline Recruitment with Employment Agencies

- Work with employment agencies experienced in recruiting foreign workers to:
  - Manage legal requirements such as work permits and visas.
  - Handle documentation and compliance with labour laws.
- Use these agencies to quickly fill vacancies with pre-screened candidates thus reducing recruitment timelines.

