



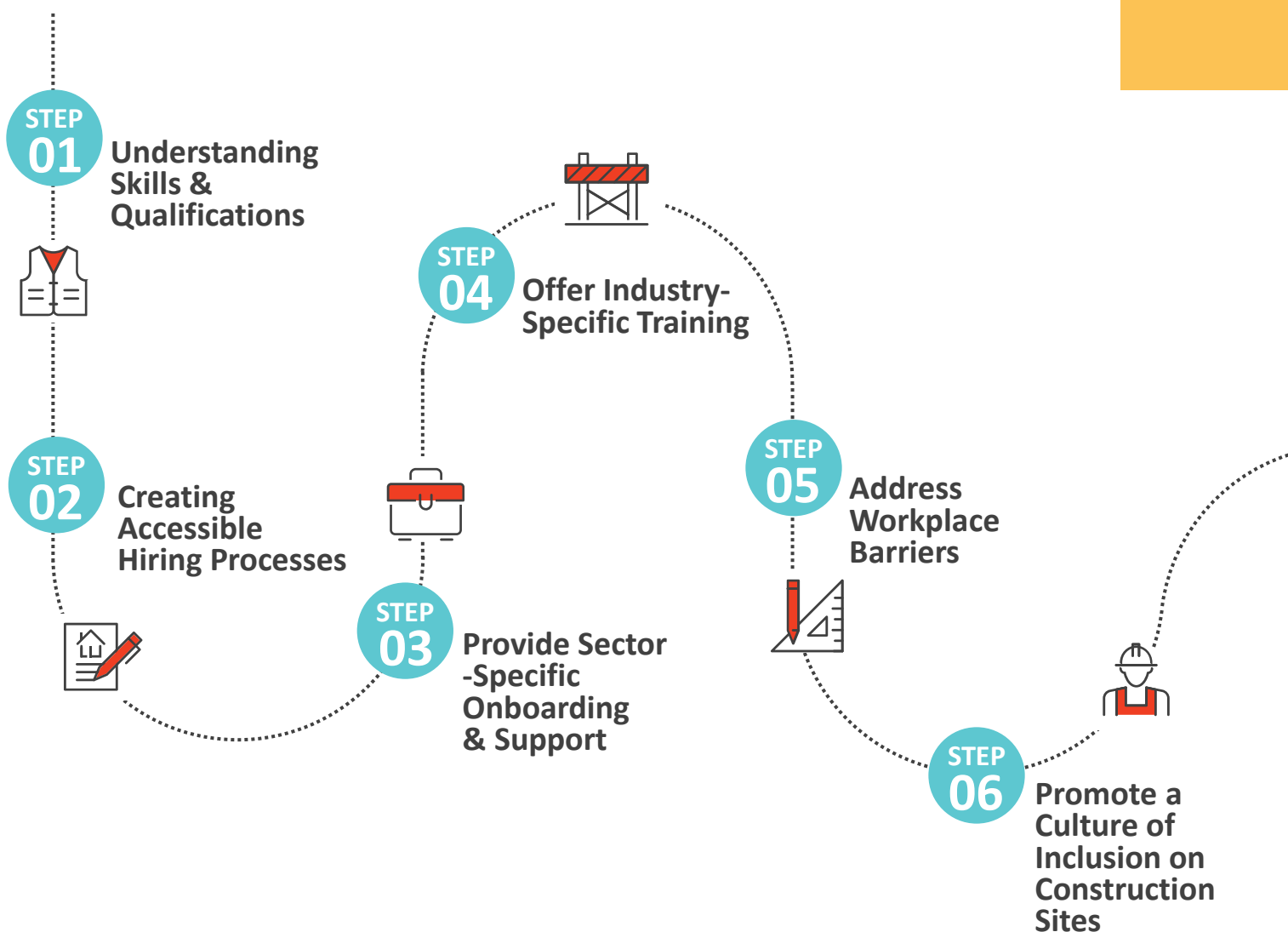
STEP 02:

Creating Accessible Hiring Processes

www.welcomeworkproject.eu

WELCOME TO STEP BY STEP


Welcome to the **Welcome Work: Step by Step** strategies. We will show you through inclusive practices how to build a thriving work environment for refugees.





STEP 02 - Creating Accessible Hiring Processes

In this step we discuss hiring processes that are inclusive and easy to navigate for all employers.



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01

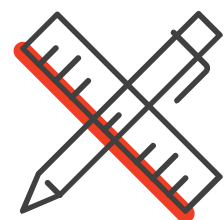
Advertise Roles in Migrant and Refugee Community Channels

Identify and utilize spaces commonly accessed by Ukrainian refugees, such as:

- Migrant and refugee community centres.
- Migrant and 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



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.

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

Provide job descriptions, application forms, and instructions in other languages to ensure inclusivity.

Avoid requesting unnecessary documentation in the early stages of recruitment, such as full CVs or certifications. Focus on essential qualifications first





03

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 language classes.
- Employ bilingual staff or translators who can assist in bridging language barriers during recruitment and onboarding processes

04

Partner with Migrant and Refugee Focused Organizations

Collaborate with non-profits, community groups, and organizations that specialize in support to:

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- 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 migrants and refugees.

05

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 migrant and refugee workers into the construction sector.
- Expand partnerships with additional employers, training centres, and industry bodies to scale the initiative

06

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.





07

Employment Agencies in Partner Countries

Actief Hartmanns offers staffing and recruitment services for the construction industry. They connect skilled workers, both Danish and foreign, with relevant jobs in construction.

Website: <https://actief-hartmanns.dk/en/construction>

Travail is the national employment agency in France. The platform has sector-specific entries, including construction, to identify job vacancies in the sector.

<https://www.francetravail.fr/accueil>

Sherlock Recruitment specialize in the supply of trades and labour for the construction industry and accommodate the supply of temporary, permanent and contract staff in Ireland.

<https://www.sherlockrecruitment.com>

Grupa Progres is a company that specializes in temporary work, permanent recruitment, business consulting and training, as well as in the optimization of HR processes.

<https://grupaprogres.pl>

Sistema Nacional de Empleo a national employment portal in Spain which includes positions in the construction industry.

<https://www.sistemanacionalempleo.es/HomeSne>



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