

Your specialist for skilled workers from all over the world



# HIRE Candidate Information

Successful as a care worker in Germany

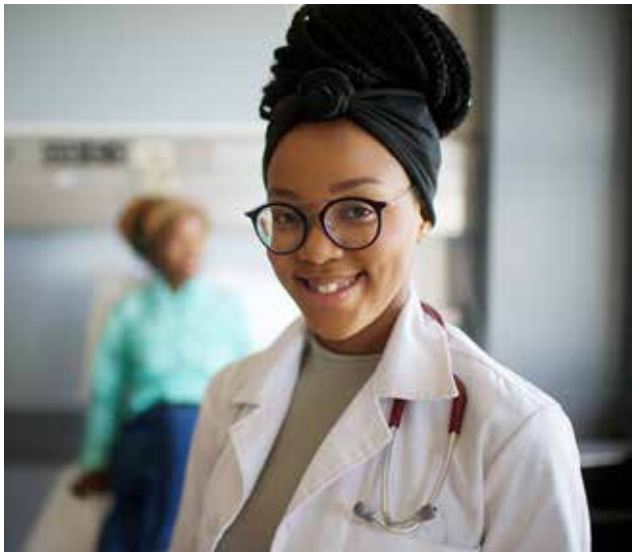


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# Your successful path

to Germany with HIRE as a caregiver



**The German health system** and the numerous and often free further training opportunities for medical professionals are recognised worldwide. The step of wanting to settle in Germany is a drastic event for you, which needs to be well planned and organised. HIRE has produced this information brochure, among other things, to provide you with the most important basics for this important step.

**However,** we also recommend that you do your own research in various media so that you are even better prepared for the path to Germany as a care professional. We at HIRE will actively support you in this process. From our first meeting to full professional recognition and, if applicable, family reunification after you have successfully completed your probationary period in Germany.

**You have a training as a nursing specialist that is recognised in Germany and would like to move to Germany to work as a care professional? Then Hoffmann International Recruitment GmbH, HIRE for short, is the right place for you.**

**Hoffmann** has been successfully placing trained workers in Germany since 1991. In addition to our extensive experience in placement, integration and professional recognition, we also have a broad, nationwide client base in the field of clinics and hospitals.

**And very importantly,** no applicant has ever paid Hoffmann any money for this. This is an important criterion by which you can distinguish between serious and dubious placement agencies. In Germany, international labour migration is promising for many years to come, especially in view of the increasing demand for skilled nursing staff in the health and care professions. HIRE supports and organises all the necessary procedures, such as dealing with the authorities or employment contracts, together with you. You are never alone in this process. In Germany as in your home country.



# 1. Hoffmann Personnel Services Group

Here we briefly and concisely present the Hoffmann Personnel Services Group with the essential facts. It is important for us that you know that all relevant positions at HIRE are filled exclusively with professionals and experienced colleagues. For example, our HIRE Assessment Centre for nursing professionals is managed and conducted by experienced nursing professionals with many years of experience, who have also gained their experience in management positions. But now for a brief overview:

## 1.1 History

**1991**

**Foundation of the** first Hoffmann personnel service company.

**2009**

**Foundation of the** Hoffmann Medical Service GmbH

**1993**

**2000**

**2002**

**2003**

**Founding of** further companies specialising in specific areas.

**2020**

**Foundation and spin-off of the** entire international recruiting into Hoffmann International Recruiting GmbH, HIRE for short. The focus is in medicine and care.

## 1.2 Facts

- 6 companies with different industry focus
- Certification DIN EN ISO 9001:2015 & SCP:2011
- IGZ member
- Awarded the „Best-Ager Prize for Companies with Vision“ 3 times  
Hoffmann Medical Service GmbH and Hoffmann International Recruitment GmbH are certified members at Fair recruitment Care Germany
- Active clients throughout Germany: Vivantes, Helios, Sana, Asklepios, Deutsches Herzzentrum München, Dr. Ebel Clinics, Bochum University Hospital, HSK, etc.

## 1.3 Numbers

- Turnover: 14,200,000 euros
- 7 locations in Germany
- approx. 35 internal employees
- Recruiting in over 25 countries

## 2. Information

### to the nursing profession in Germany

**The nursing profession is not practised in the same way all over the world. So there are also some peculiarities and differences in Germany compared to your home country. This brochure will tell you what this means for you. You will also learn the basics about the occupation of a nursing professional in Germany.**

In Germany, there are various organised institutions with different sponsors in which you can find work:

- Privately organised facilities, e.g. Helios, Sana, Asklepios, etc.
- State facilities, e.g. university hospitals, municipal hospitals, etc.
- Church-run facilities, e.g. Caritas and Diakonie
- Facilities of non-church welfare associations, e.g. AWO and Red Cross

### 2.1 Nursing professions are regulated professions

Regulated professions are professions whose training is prescribed by the state. In the federal state of Germany, regulated professions are thus organised either by the federal government or by the respective federal state. Regulations at federal level therefore affect all 16 federal states. Regulations at the state level, on the other hand, only apply to the respective federal state and are located in about 50 subordinate intermediate authorities. For many, this may seem quite complicated at first. After more than 30 years of experience at Hoffmann in all federal states and with all middle authorities, we can help you to successfully find your way here.

If you want to work in a regulated profession in Germany, you must apply for a professional licence. This is how you prove your training and thus your qualification for the respective profession. Only when you have applied for and received recognition of your professional training in Germany will you be allowed to work as a care professional in Germany. Until your professional licence is granted in Germany, you are

officially only allowed to work as a care assistant and mostly as an escort. In return, you will receive a correspondingly lower wage. However, since life in Germany is also expensive, we try to bring you to Germany only when your waiting period for professional recognition is as short as possible and you therefore receive your full professional recognition as soon as possible and thus a wage appropriate to your training. HIRE will only place you in clinics that pay according to the collective wage agreement and offer you an open-ended employment contract. Of course, we will inform you in good time about your potential employer and the region and wait for your approval before we even propose you for an interview with the client.

It is important to us in which region of Germany and in which ward you want to work. Because it is very important to us that you and your future employer also feel comfortable with our work and your decision and want to stay together for as long as possible.

**Here you can find more detailed information:**

[www.pflegeausbildung.net](http://www.pflegeausbildung.net)

[www.kompetenzen-gesundheitsberufe.de](http://www.kompetenzen-gesundheitsberufe.de)

## 2.2 Training, further and advanced training opportunities

Gainful immigration to Germany in the care sector opens up various career opportunities for you. There are a variety of offers for your further education and training in the professional field of care. Nursing professions in Germany are basically vocational training programmes. Since 2020, the professional title of „nursing specialist“ has existed. This professional qualification is intended to impart comprehensive nursing competences. The competences acquired here are intended to enable the care of people of different age groups in different areas of care. The title thus replaces „Pflegefachmann“ or „Pflegefachfrau“ are the following former job titles which have already replaced the state-certified nurse:

- Geriatric nurse
- Health and paediatric nurses Health
- and paediatric nurses

As a professional in nursing, you can choose from a wide range of new task with even more responsibility in Germany. You can choose from a wide range of further training courses and thus achieve new career goals. You can find an overview of your options here, for example:

[www.pflegestudium.de](http://www.pflegestudium.de)

[www.der-weiterbildungsratgeber.de](http://www.der-weiterbildungsratgeber.de)

[www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de)

## 2.3 Current labour market situation for nursing professions in Germany

When choosing your employer and your future place of work, various factors play an important role. In addition to your personal preferences, of course, the regional labour market situation and the foreseeable opportunities for your occupational group. It is well known that there has been a shortage of skilled workers in Germany for many years. This is also the case in the areas of health and care. For many years to come, there will be about 50,000 vacancies to be filled annually. The shortage of skilled workers is increasingly prompting more and more employers to recruit nursing staff from abroad, especially from so-called third countries, in order to be able to ensure their supply of skilled personnel.

Many of our clinic clients have already gained basic experience with international workers and are prepared accordingly. In all HIRE projects, however, you will always find an integration officer at your employer's as well as tutors on the wards who will help you in word and deed if you have any questions. Of course, you will also receive full support from HIRE during your adjustment and integration phase. We provide a permanent contact person for the entire duration of the project.

**Here you can find more detailed information:**

[www.statistik.arbeitsagentur.de](http://www.statistik.arbeitsagentur.de)



## 2.4 Tasks and fields of work of care workers

In Germany, the nursing profession is very much focused on nursing and only to a very limited extent on medical activities. These are mostly reserved for doctors. This often contrasts with your experience in your home country. However, your expertise and assessment are definitely in demand when working with doctors.

**There are many different areas of work for nursing professionals. For example, these:**

- General nursing
- Paediatrics or paediatric nursing
- Geriatrics or geriatric care
- Intensive care
- Care in the operating theatre

**The above-mentioned areas are in turn subdivided into different nursing care areas. These are:**

- Inpatient acute care in a hospital
- Long-term inpatient care in a rehabilitation clinic
- Outpatient care in the emergency room

**So you see, as a nurse you care for and care for people in every phase of life. Your tasks will cover a wide range of exciting activities. These include:**

- Independent observation, counselling, care and nursing of patients
- Documentation and evaluation of the nursing measures
- Carrying out medical orders
- Assistance with medical procedures

**Basic nursing activities enjoy a high status in German hospitals. Therefore, the following activities also belong to your area of responsibility:**

- Support with activities of daily living (ATL) such as personal hygiene, nutrition Mobility
- Preventive measures (prophylaxis)
- Promoting independence
- Promoting and maintaining communication

**Further information can be found here, for example:**

[www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de)  
[www.kompetenzen-gesundheitsberufe.de](http://www.kompetenzen-gesundheitsberufe.de)



## 2.5 Professional and trade associations

A professional association is a free and independent representation of the interests of a large number of workers from the same or related professions. By bundling interests, it is easier to assert demands against employers or the public. The representation of members' interests can be of an economic, legal, social or societal nature.

You can find some selected professional and specialist associations for nursing professions here:

[www.deutscher-pflegerat.de](http://www.deutscher-pflegerat.de) | [www.dbk.de](http://www.dbk.de)  
[www.dgf-online.de](http://www.dgf-online.de) | [www.rotkreuzschwestern.de](http://www.rotkreuzschwestern.de)



# 3. Information on Gainful employment

In Germany, labour law is fragmented and extensive in many areas. Due to the lack of codification in a code, it is often difficult for legal laypersons to get an overview. Therefore, we would like to give all HIRE candidates a brief overview here. In German labour law, working hours, holiday and holiday entitlements, termination rights and many other areas of employment contracts are often comprehensively and in detail regulated in a wide variety of law books.

## 3.1. Rights and duties of workers in Germany

The employment contract is the legal basis for an employment relationship in Germany. It defines the rights and obligations of employees and employers. The following information should be taken into account when concluding a contract:

- Names of the contracting parties
- Commencement and duration of the contract
- Details of the probationary period
- Place of work
- Job description
- Salary details
- Details of working time in hours per week
- Details of holiday entitlement in days per year
- Information on notice periods on both sides

As a rule, you will be employed under a collective agreement via HIRE. In this case, this information is not in the individual employment contract, but in the collective agreement or rule.

CONTRACT. All guidelines, as well as applicable collective agreements in general, are in principle available for employees to consult.

### Notice periods:

Notice periods tell you how long in advance you have to tell the employer that the employment relationship is to be terminated. The same applies to the company towards you. In principle, a legally binding notice period of at least four weeks applies after the probationary period in Germany if you are in a permanent employment relationship. This period is extended over the duration of your employment with the company. But beware, different periods apply during the probationary period in the first 6 months.

All information about your notice periods, including during the probationary period, can be found in your employment contract or collective agreement.

### 3.2 Information on Gainful employment

Commitment and/or repayment clauses: Pay special attention to so-called commitment and/or repayment clauses. You can find these in your employment contract or in supplementary documents. They describe certain obligations that you as an employee have towards the company. Specifically, these clauses state that you may not change jobs for a certain period of time. If you change jobs despite these regulations, you will have to pay back money to your employer. It is therefore essential that you check the financial details in your contract for appropriateness, which are also clearly and unambiguously regulated in German labour law. If you are unsure, independent lawyers in German labour law and we at HIRE can help you.

At [www.faire-integration.de](http://www.faire-integration.de) you can also take advantage of the IQ Network's „Fair Integration“ offer. It offers you advice on topics such as commitment and/or repayment clauses. In this brochure you will find additional information on this in chapter 8 „Neutral counselling and other support“.

#### Co-determination and co-design in the company:

As an employee, you are entitled to co-determination and participation in certain decision-making processes of your employer. There you can turn to the works council or staff council or the employee representation. These are elected, institutionalised employee representatives in companies and corporations who represent the interests and perspectives of all employees.

#### You can find more detailed information here:

[www.karrierebibel.de](http://www.karrierebibel.de)

[www.make-it-in-germany.com](http://www.make-it-in-germany.com)

[www.faire-integration.de](http://www.faire-integration.de)

[www.bundesgesundheitsministerium.de](http://www.bundesgesundheitsministerium.de)



### 3.3 The German social security law

During your employment as a career in Germany, you are generally subject to social insurance contributions. This means that you are automatically a member of various insurance schemes. Accordingly, a fixed percentage of your salary is deducted directly from your salary by your employer as social security contributions. These contributions are paid into the social insurance fund. In return, thanks to the insurances, you will be financially supported if you fall ill or lose your job. Social security contributions cover all compulsory insurances. This includes pension insurance, health insurance, long-term care insurance and unemployment insurance.

Health and long-term care insurance are organised on a solidarity basis. This means that the contributions you pay are not paid out directly and in equal amounts to recipients. Instead, these support benefits flow to the contributing members of the insurance scheme according to need and thus also in varying amounts.

Pension insurance, on the other hand, is a contribution-based cash benefit. The amount of insurance payments is made up of the amount of contributions you have paid. In a nutshell, this means that you receive what you have previously paid into your pension insurance. Unemployment insurance is also paid directly to you if you become unemployed. However, the amount of the cash benefit is calculated on the basis of your salary over the past 12 months.

You pay into the pension insurance scheme in order to receive a secure retirement income, your pension, when you reach the age limit of your employment. This period is called retirement. The amount of the pension is determined on the basis of your income at the time of your employment and the duration of your employment in Germany subject to contributions. In principle, pensions from the statutory pension insurance are also paid abroad. This is the case if you emigrate again after your gainful employment in Germany. However, there may be restrictions in certain individual cases. It is therefore important that you inform yourself in good time about your individual circumstances with the German Pension Insurance.

As an employee, you are always covered by health insurance from day one. You are either a member of the statutory health insurance or a private health insurance. If you fall ill, your health insurance will cover the costs of most medical treatments. When you take out health insurance, you are automatically covered for long-term care. Long-term care insurance comes into effect if you can no longer care for yourself due to serious illness or old age. For example, you can use long-term care insurance to finance the help of a carer. Unemployment insurance pays unemployed people a regular income for a certain period of time. In principle, you usually have to have been insured for one year within the last two years while you were working and also have to be looking for work again. In every HIRE project, you are fully insured for health insurance from the day you enter the country and also for pension and unemployment insurance when you start working.

**For more information on social insurance, see for example:  
[www.make-it-in-germany.com](http://www.make-it-in-germany.com)**



## 4. Immigration process and Integration promotion

If you want to enter Germany from a third country, you need a residence title. This title is currently granted to you based on the purpose of your stay.

### 4.1 Possibilities of immigration

Germany offers a wide range of migration and integration counselling services. The Skilled Worker Immigration Act (Fachkräfteeinwanderungsgesetz, FEG) gives you the opportunity to accelerate your entry procedure. This is regulated in § 81a of the Residence Act (AufenthG). If you have a concrete job offer, your employer can apply for a so-called „accelerated procedure for skilled workers“ for you against payment of a fee that is free of charge for you. If necessary, HIRE will automatically arrange this for you with your employer.

#### Skilled worker procedure:

The foreigners authority plays a key role in the accelerated procedure for skilled workers. It is responsible for advising employers on the entry requirements. In addition, the Foreigners' Authority is responsible for checking all applicable requirements and initiating the recognition procedure. The authorities involved are bound by relatively short deadlines throughout the procedure. As a rule, the accelerated procedure for skilled workers does not take longer than four months. In some cases, however, this procedure has proven to be more protracted, as in the various Länder some Ausländer authorities have been forced to delay the procedure due to the strong migration flows to Germany are hopelessly overburdened.

#### Regular entry procedure:

Alternatively, you can still use the so-called „regular entry procedure“ and, if applicable, the „procedure for obtaining the prior approval of the Federal Employment Agency“. This is legally regulated in Section 36 (3) of the Employment Ordinance (BeschV). If the accelerated procedure for skilled workers described above is not an option, please discuss with us which procedure you would like to choose instead; we will be happy to advise you.

The procedure can also be applied to the family reunification of spouses and children. It is important here that the applications are submitted at the same time. This means that the entry of the family members must take place within six months.

Despite all efforts, this can lead to additional delays, even contrary to a legal claim. HIRE will always work with you and your employer to find the quickest alternative for you and will accompany you closely along the way.

#### In terms of time, the deadlines can generally be broken down as follows:

- About six weeks for issuing the visa
- About eight weeks for the recognition procedure
- About one week for the approval procedure

Take place from the time you enter the country as a care professional. HIRE recommends that you, as a responsible applicant, bring your family members to Germany when you pass the probationary period.

If you do not pass the probationary period or, contrary to all expectations, do not feel comfortable in Germany and resign yourself without being able to prove a new employment contract, your right of residence usually lapses and thus also for all family members who entered the country on your title. In this case, we will of course place you with another employer if the reason was not personal. However, in some cases this may involve moving again.

Further information on family reunification can be found at: [www.bamf.de](http://www.bamf.de) | [www.netzwerk-iq.de](http://www.netzwerk-iq.de)



Here you can find  
in-depth information:

[www.netzwerk-iq.de](http://www.netzwerk-iq.de)  
[www.bmi.bund.de](http://www.bmi.bund.de)

## 4.2 Infrastructure of migration and integration counselling

There is a wide range of migration and integration counselling services in Germany. You can find some of the most important contact points in the following list:

- Since 2005, the federal government has been offering migration counselling for adult immigrants at [www.bmi.bund.de](http://www.bmi.bund.de). This is a service specifically designed for newly arrived migrants.
- At [www.mbeon.de](http://www.mbeon.de), mbeon Migrationsberatung offers a digital service for you. It offers advice seekers the opportunity to take advantage of chat counselling via the mbeon app. Here, questions about arriving in Germany, work and career, learning German, health and housing can be answered. The use of chat counselling is free of charge, anonymous and data secure. At the same time, the app and this BAMF website provide extensive information on migration as an initial guide. In addition, there is the possibility of receiving personal counselling at an MBE counselling centre.
- Fair Integration is a nationwide counselling service for refugees and other migrants from so-called third countries. The offer includes social and labour law issues. Through a practical selection of topics, you can learn a lot about aspects such as wages, working hours, holidays, dismissal and health insurance. You can find this information at [www.faire-integration.de](http://www.faire-integration.de)

In the counselling centres you can find advice on specific questions about working conditions at work. It doesn't matter whether you are already working or just want to find out about the respective conditions in advance. The counselling centres also offer workshops such as integration or language courses. If you have further questions on topics such as job search or residence status, you will be referred to specialised counselling centres and advisory institutions. Of course, every applicant in a HIRE project is offered all these services. Nevertheless, there is no harm in obtaining information from a third party.

## 4.3 Political, social, religious and cultural participation opportunities

In Germany you can become politically, socially, religiously and culturally active in many ways. The website of the Federal Government Commissioner for Migration, Refugees and Integration provides an initial introduction to finding opportunities for participation and support:

**You can find these at: [www.integrationsbeauftragte.de](http://www.integrationsbeauftragte.de)**

Social and cultural participation is also possible through migrant self-organisations, such as the Association of Internationally Recruited Nurses in Germany. Another option is to contact your local municipality, church community or clubs in your place of residence. In Germany, sports clubs in particular are often deeply rooted in the communities where they live and thus in society.

**You can find more detailed information here: [www.netzwerk-iq.de](http://www.netzwerk-iq.de)**



## 5. Rights and duties

### for a successful path to and in Germany

You have already learned a lot about rights and obligations under the law in Germany. Here is a summary of the essential rights and obligations, broken down by intermediary, client and candidate, in dealing with each other for a successful path to and in Germany.

#### 5.1 Duties of your intermediary

Germany offers a wide range of migration and integration counselling services. The Skilled Workers Immigration Act (Fachkräfteeinmigrationsgesetz, FEG) gives you the opportunity to accelerate your entry procedure. This is regulated in § 81a of the Residence Act (AufenthG). If you have a concrete job offer, your employer can apply for a so-called „accelerated skilled worker procedure“ for you against payment of a fee. If necessary, HIRE will automatically arrange this for you with your employer.

#### HIRE

- never takes money or any other monetary benefit from an applicant for the agreed activity of recruitment, placement and professional recognition in Germany.
- always handles the documents and records provided with the utmost caution and care and is fully aware of the difficulties of potentially recovering individual documents.
- chooses demonstrably secure and proven channels exclusively for the exchange of original documents that may be required in some cases. In most cases, this is done either personally by HIRE staff or via diplomatic mail, thanks to close and good embassy contacts. In any case, we will inform you of the planned channels.
- supports and accompanies all applicants through permanent contact persons.
- organises and monitors the entire process using, among other things, its own IT solution HIRE HR Portal and, if necessary, reminds the partners involved of their tasks.
- plans German lessons according to the latest linguistic aspects by its own specialists: from language aptitude tests to learning level checks and teacher evaluations. Also at our partner schools.
- has its own licensed language examiners so that the B2 exam can be taken at any time required.
- sees suitable and successful placement and integration as its main task.

## 5.2 Obligations of all HIRE customers

Our customers commit to fair treatment and successful integration of applicants through HIRE's contractual requirements. You can find these in the download area on our website.

### HIRE clinic clients

- provide suitable accommodation upon arrival in Germany.
- offer fair wages and employment contracts in accordance with collective agreements, also for the period before professional recognition.
- You are not obliged to work as a geriatric nurse in homes for the elderly in breach of contract if you have applied as a nurse for the clinical area.
- all have an integration officer and tutors in the workplace, as well as an integration plan tailored to you. The integration officer is available to the applicants for all necessary questions. HIRE supports and accompanies this task as needed.
- grant the best possible support to achieve full professional recognition and thus also the preparation of a meaningful curriculum in accordance with the deficiency notice, if still required for professional recognition.
- conclude an open-ended employment contract with you in accordance with German collective bargaining law and deployment in the area of work agreed with you.

## 5.3 Duties of our HIRE applicants

Our applicants are committed to reliability, punctuality and timely response to all our requests. Because we hold it the same with our partners, authorities and customers.

### HIRE applicant

- have a professional qualification as a medical specialist that is recognised in Germany.
- are highly motivated to learn German language level B2 and to integrate in Germany.
- take part in the agreed language courses, video conferences and meetings on time. If this is not possible for important reasons, inform the responsible HIRE employee in good time via the agreed communication channels.
- provide all necessary documents, records and information in a timely manner through the channels designated by HIRE.
- demonstrate punctuality and reliability, because this is self-evident and essential in order to get to Germany as quickly as possible and to successfully gain a foothold there.
- In the event of non-fulfilment of these tasks and obligations, HIRE reserves the right to terminate the Recruiting Agreement without notice.



## 5.4 The common tasks and duties and why they are so important!

- **Punctuality and reliability are considered one of the highest commandments in Germany.** A breach of these rules is usually regarded as gross discourtesy and causes corresponding counter-reactions. In the case of public authorities, for example, this ranges from slower processing to termination without notice by your employer. German labour law makes this explicitly possible!
- **HIRE does everything in its power to help you achieve professional recognition as quickly as possible and thus a full salary as a skilled worker.** Through over 30 years of cooperation with partners, organisations, authorities, embassies and government representatives, Hoffmann has a well-rehearsed approach and enjoys a correspondingly high level of trust. This usually speeds up the path to rapid professional recognition. Delays and disruptions to the process by the applicant or one of the other two partners often have a lasting negative impact on the process. This is always to the disadvantage of the applicant, who receives his full salary later due to any delay in recognition.
- **Living in Germany offers many advantages, but also costs a lot of money.** It is therefore extremely important to HIRE that all applicants receive the full salary required for a dignified life in Germany as quickly as possible. For this good reason, we only bring candidates to Germany when it can be ensured that their profession can be recognised quickly. Because the waiting period in Germany, without the full salary, is no bed of roses.
- **In Germany, there are clear legal requirements for work in the clinical area.** For example, it is usually expressly forbidden to carry out activities on patients other than purely basic care and cleaning patients' beds without a B2 certificate and professional recognition. An exception applies, with at least two years of verifiable professional experience, for the corresponding successfully completed further training with final examination concerning the activities of treatment care LG 1 + 2. In the case of violations, all responsible parties up to the nursing director and the management are liable. In extreme cases, prison sentences are also provided for, in addition to high fines. Therefore, do not trust any promises to the contrary.

### Treatment level LG 1

- Blood pressure measurement Blood
- Inhalation
- Injection s.c.
- Injections (also insulin administration)
- Application of cold carriers
- Preparation of medically prescribed medicines
- Administration of medicines
- Eye drops
- Taking off compression stockings

### Treatment level LG 2

- Care of up to two grade 2 decubiti
- Administration of enemas/clysms
- Fluid balancing
- Subpubic catheter (SPK) supply
- Medical liniment
- Dermatological baths
- Percutaneous endoscopic gastrostomy (PEG) care

### General nursing knowledge

- Communication with and counselling of relatives
- Basic knowledge of the legal framework
- Hygiene
- emergencies

- **In Germany, hospital operations and care for the elderly are usually strictly separated. Nursing homes tend to employ** low-skilled geriatric nurses, whereas the clinic sector employs almost only well-trained specialists. Of course, this is also reflected in the pay. According to the current state table at [www.oeffentlichen-dienst.de](http://www.oeffentlichen-dienst.de), a worker in a private senior citizens' facility receives between 1,650 and a maximum of 2,700 euros gross salary. Promises to the contrary are mostly untrue and only serve to get cheap but well-trained workers into these facilities. The long-term care positions in old people's homes of our clinic operators, which are offered through HIRE, are regulated and fair employment relationships for well-trained care professionals.
- **The German government has now also recognised this problem and has therefore introduced the Fair Recruitment Care Germany certificate for reputable recruitment companies from 2022.** A key feature for the certification is that there are heavy fines for violations of the strict requirement that applicants must not be charged for recruitment. Therefore, do not trust anyone who demands money from you for recruitment-related services. These are almost always dubious companies. The major German employers in the clinical sector have almost completely committed themselves to the new seal. Therefore, they can and may only work with companies that have this seal.
- After Hoffmann Medical Service GmbH, Hoffmann International Recruitment GmbH - HIRE - is the next company in the Hoffmann Group to receive the **Fair Recruitment Nursing Germany Seal in 2022.**





## 5.5 The Federal Republic of Germany's new certificate for recruitment of international nursing professionals



This was triggered by the extreme increase in fraudulent placements of care workers from third countries to Germany, which often led to precarious working conditions and the impoverishment of skilled workers.

For this reason, the German government has decided to draw up an audit catalogue for this purpose, which must be strictly followed by all certified companies. By recruiting companies as well as employers.

### The key points here are:

- All parties involved are committed to dealing with applicants fairly and in accordance with German law.
- There is a strict ban on accepting monetary benefits of any kind from foreign applicants for recruitment, professional recognition and integration. This explicitly includes language course fees, CV preparation, placement fees or required translation services.
- Exploitative, i.e. precarious working conditions, which are unfortunately more common in German old people's homes, are strictly prohibited. The few placements that HIRE makes here are exclusively with reputable old people's homes that have been checked by Hoffmann and can guarantee fair and transparent wages and working conditions.
- A transparent and smooth process flow must be ensured. HIRE therefore commissioned the development of a suitable IT system as early as 2021. The result is the HIRE HR Portal with which every authorised person can work transparently on the placement and recognition process via digital end devices without downloading software. Each applicant receives his or her own QR code for this purpose. Of course, the protection of European and German data protection laws is always guaranteed. After extensive test runs, the HIRE HR portal will be introduced in all recruitment and sales countries in the course of 2023.

## 6. Recognition process

**In order to be able to work in Germany, your foreign qualification must be recognised. This requires a so-called recognition procedure. In order to receive recognition, very specific competences must be proven in Germany.**

In order to be able to work in Germany, your foreign qualification must be recognised. This requires a so-called recognition procedure. In order to receive recognition, very specific competences must be proven in Germany. The nursing profession differs from country to country. It is therefore possible that you may still lack certain competences that are particularly important in Germany.

However, if you meet all the requirements, your professional qualification will be recognised. It is even possible that your professional qualification will be recognised before you enter Germany. This will give you a licence to practise as a care

worker in Germany. Often, however, you still lack skills that you can catch up on at the beginning of your stay in Germany. These are recorded in writing in a so-called notice of deficiency and communicated to you. The thorough completion of the questions for your CV play a decisive role.

If you have gained and documented relevant professional experience in the course of your professional practice in your home country or at other stations, your deficiency decision will be considerably shortened. Our staff will be happy to help and support you.

### 6.1 Positive decision and Deficit decision

There are currently two ways to compensate for your deficits if you do not receive a positive decision. You will receive a positive decision if your training was carried out in accordance with the German curriculum or if you can show several years of professional experience in the relevant areas and these are recognised as compensation. For this, a more detailed breakdown of your work on the ward is essential. This is another reason why HIRE attaches great importance to a meaningful curriculum vitae from you. Not only will this provide your future employer with better information about your performance, it can also significantly shorten your deficiency decision or even lead to a positive decision and thus significantly accelerate your recognition.

#### Two ways to compensate for your deficits

##### Through a knowledge test

The knowledge test examines the extent to which your professional qualification acquired abroad corresponds to the German equivalent. For this purpose, you will take an oral and a written examination. Based on your results, a decision is then made as to whether the content you learned abroad is equivalent to the content of the German training. But don't worry, special courses for nursing professionals will prepare you optimally for successfully passing this knowledge test.

##### Through an adaptation qualification

Adaptation qualification is a course that compensates for an existing need for post-qualification. Most of the time, these courses are modular. If an adaptation qualification is part of the requirement of your recognition notice, these measures follow: Training courses in theory as well as corresponding internships in hospitals after the deficit notice. Often, these can be carried out at your future employer's premises. A final examination is usually not foreseen.

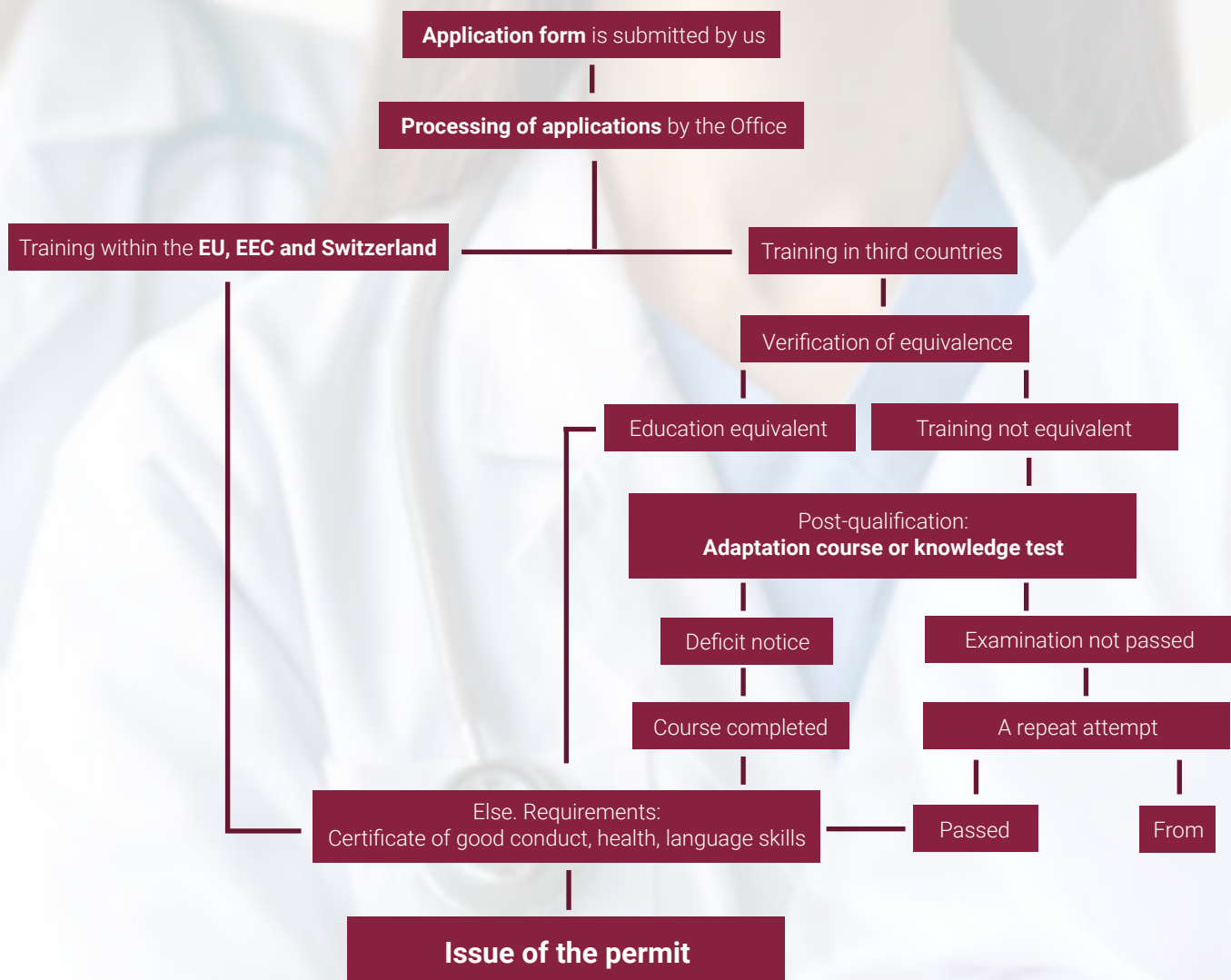


Fig. HIRE „Schematic summary of the recognition process“.

### For more information, see:

The IQ Network has published a topic dossier on nursing. It provides you with general **information on the professional recognition of nurses**. Federal Office for Migration and Refugees: **Hotline for the recognition of foreign professional qualifications „Working and Living in Germany“**. Recognition in Germany: **the Federal Government’s information portal on the recognition of foreign professional qualifications**. You can find out how to have your vocational qualification recognised and who is responsible for it using the Recognition Finder.

### You can find free advice centres here:

**Make it in Germany:** the Federal Government’s portal for skilled workers from abroad

**BQ-Portal:** Information on foreign professional qualifications as well as country and professional profiles

**Federal Institute for Vocational Education and Training (BIBB):**

Information on the recognition of foreign professional qualifications in Germany

**Central Service Point for Professional Recognition (ZSBA):** Free counselling and support in the recognition procedure.

The funding programme „Integration through Qualification (IQ)“ supports you in finding a suitable measure in your vicinity. You will receive advice on the following topics, for example: application, qualification opportunities, labour market prospects and entry into Germany. You will benefit from the programme’s regional IQ networks.



## 6.2 The HIRE Way for our applicants

With Hoffmann, you have a profound specialist for professional recognition and successful integration at your side. It goes without saying that we respect the law not only in Germany, but also in all recruiting countries. Due to our well-known high level of seriousness and integrity, we can offer you the best possible cooperation with almost all of our partners. We agree to all authorities and agencies in your country as well as in Germany.

### Essential process steps with HIRE:



**Clarification Part 1:** HIRE explains all the necessary steps in the process as well as the rights and obligations.

**Clarification Part 2:** HIRE explains the essential differences in professional practice between the home country and Germany. In addition, basic legal norms are explained, especially in labour law, but also in daily life (waste separation, ...). This takes place during the language lessons and in video conferences with the contact persons in Germany.

**Clarification Part 3:** You will be informed in detail about your potential employer and the region and only with your consent will you be introduced to the respective employer. HIRE supervises and accompanies all applicants through a permanent contact person. Important: do not quit your old job until you have a new employment contract or a legally binding job promise in Germany.



**Applicant interviews:** HIRE organises and accompanies you through all the necessary interviews and prepares you accordingly.

**Language tuition:** is organised by HIRE and costs are covered.

**Deficit notifications, visa applications and required translations** are organised by HIRE and the costs are covered.



**Travel costs** will be reimbursed after arrival in Germany.

**Onboarding**, such as pick-up from the airport, transfer to the destination, accommodation, citizenship office, bank account opening, health insurance (from the start of the trip) etc. is organised and accompanied by HIRE

**At the start you** will receive a rechargeable SIM card from us, with which you can be reached immediately in Germany.

**The essential steps** for the professional recognition and, if applicable, the German B2 certificate are organised and accompanied by HIRE, at no cost to you..

**With regard to family integration**, HIRE closely accompanies and supports you in moving in, finding accommodation, attending school, etc. Please let us know what you are planning right from the start. Because family reunification is much easier and quicker if it is submitted together with your visa application.

You can find out exactly what the complete path to your professional recognition in Germany looks like in our information brochure „HIRE Guide to the Recruitment Process“ in our download area at [www.hire-germany.de](http://www.hire-germany.de).

## 7. Information on Language acquisition

In order to obtain a professional licence in Germany, a certain level of language proficiency must be demonstrated. At present, a language certificate of level B2 according to the Common European Framework of Reference for Languages (CEFR) is required for professional admission.

**B1 (CEFR) is currently required for entry into Germany;** the qualification for B2 can be obtained in Germany, but is much more cost-intensive here. The vast majority of qualified clinics insist on a qualification in order to secure their qualifications. The HIRE candidates are required to have a B2 language level and a B2 German certificate upon entry. HIRE candidates therefore only travel to Germany with a B2 level and preferably with a B2 certificate. Without a B2 certificate, you usually do not receive professional recognition and forego a relatively large amount of money for this time. Money that you need in Germany, because life in Germany is not exactly cheap. In future, proof of language proficiency will be based on a B2 specialist language test, i.e. for the specialist language of nursing. Some federal states are already preparing for the changeover in mid-2023, and this regulation will apply throughout Germany from the beginning of 2024.

**The „Verordnung über die berufsbezogene Deutschsprachförderung“ - DeuFöV** for short - is the legal basis on which vocational German language courses are conducted. The Federal Office for Migration and Refugees (BAMF) is responsible for implementing the DeuFöV courses. The BAMF approves public and private providers for this purpose. For persons in the recognition phase of their foreign vocational qualification, authorisations can be granted by the BAMF.

**If you are on a language course through HIRE from the beginning,** we start with a language aptitude test to assess your strengths and weaknesses for learning German. This helps you and the teachers to give you the best education



**Throughout your language training,** we monitor and check your language progress and the quality of your teachers through HIRE's own specially trained linguists. In this way, we want to ensure a consistently high level of training quality. After all, your actual German language skills are a decisive factor in your success at work and in your integration.

**Here you can find more detailed information:**

[www.ein-tag-deutsch.de](http://www.ein-tag-deutsch.de)

[www.deutsch-am-arbeitsplatz.de](http://www.deutsch-am-arbeitsplatz.de)

[www.make-it-in-germany.com](http://www.make-it-in-germany.com)

[www.europaeischer-referenzrahmen.de](http://www.europaeischer-referenzrahmen.de)



## 8. Neutral advice

and other support

**There is a large and wide-ranging counselling and support landscape in Germany, most of which also provide free help and offer neutral counselling services.**

Regardless of the information you receive through HIRE or your employer, you should know about neutral counselling services. There are many services available, some of which are listed here. Do not be afraid to take advantage of these offers - they can be very helpful in various situations.

**Here you can find more detailed information:**

[www.faire-integration.de](http://www.faire-integration.de)

[www.arbeitundleben.de](http://www.arbeitundleben.de)

### **Handbook Germany**

provides answers from A-Z about life in Germany in the form of videos and texts. You can choose between these seven languages: German, Arabic, English, Persian, Turkish, French, Pashto and Russian. In the Handbook Germany you will find important tips on topics such as asylum, housing, health, work and training, daycare and studying. On the local pages you can also find suitable contact partners in your region.

**Download at:**

[www.handbookgermany.de](http://www.handbookgermany.de)

## 9. To end

With all our experience from over 30 years, our good contacts and great enthusiasm, we work together with you on your success: a quick but secure integration with full professional recognition in Germany. As in your training, this is achieved above all through diligence, reliability and constant work. You can rarely be successful if you skip relevant steps.





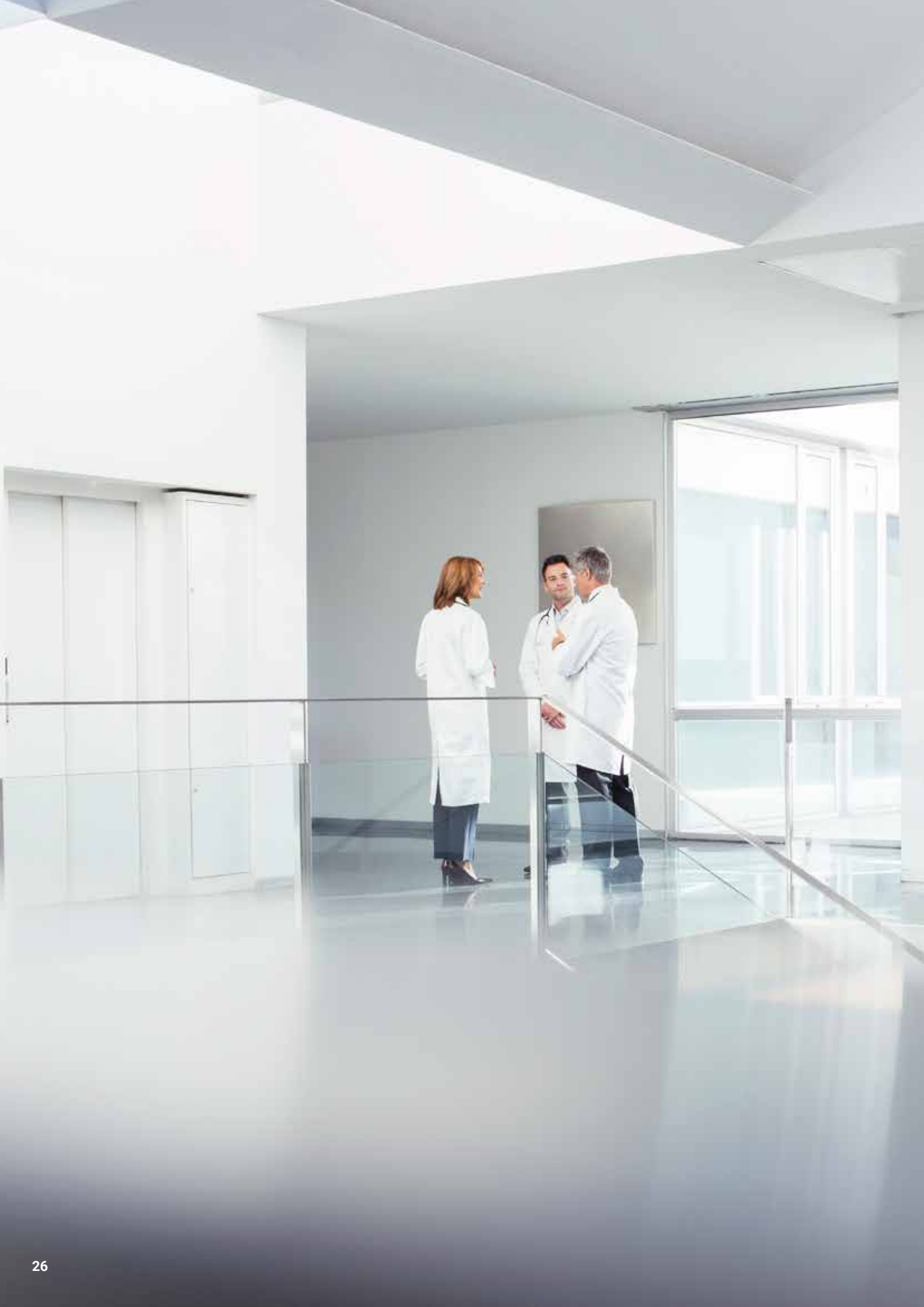
## Therefore:

- Don't trust anyone who promises you easy ways. Germany has clear laws and good employers also have clear ideas. Just like you.
  - You have all completed an excellent education in your home country with a Bachelor's degree, which qualifies you for recognition in Germany. German at level B2 is a minimum requirement for successful work and integration. There is no successful path without a good knowledge of German. Therefore: learn German, learn German, learn German! This is the key to success, which you need in addition to your already completed education and the willingness to integrate!
  - Don't trust anyone who wants to charge you money for your way to Germany. This rarely works and is not only frowned upon by reputable intermediaries and employers, but also prohibited by the certification.
  - Don't go the route of senior citizens' facilities if you don't want to stay there. That is mostly a dead end. At least if you plan to eventually to work in a renowned or larger hospital facility.
  - Only quit your old job when you have a new employment contract or a legally valid job promise in your hands. If you are unsure, ask us.
  - Inform yourself again independently, for example on the internet, about the situation in Germany and what you have learned here. And only then choose the partner you trust.
- HIRE staff will be happy to provide you with further information. In addition to German, we also speak English, French, Spanish, Arabic and Berber. All you have to do is contact us.**











Your specialist for skilled workers from all over the world

**HIRE Candidate Information**

**Successful as a care worker in Germany**

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