



A C E M I L

INTRODUCTION

PARTNER AT WORK
HR SERVICES



WHO WE ARE?

Service provider assists you with more than 30 years of experience.

- An enterprise giving a sight to wider opportunities of the labour market due to its nationwide presence.
- HR service provider creating a complex solution for you.
- A team of experts, whose knowledge you can benefit from.
- Consultant, who renders flexible and full assistance by understanding your challenges.
- Partner, whom you can always rely on in devising an efficient resources-portfolio.

OUR SERVICES

- Permanent placement
- Labour outsourcing
- Student work
- Trainee work
- Work of pensioners
- HR support tailored to the customer
- Legal security
- RPO – Outsourcing the recruitment process
- HR administration
- Payroll
- Accounting and accountancy services
- Labour audit, legal consult
- Worker's hostel tax authority software solution
- Third-country employees



THIRD-COUNTRY EMPLOYEES

It is since 2017 that we have been searching for suitable candidates from the labour markets of the CEE countries, in particular Ukraine and Serbia, by following a procedure designed and working with a well-prepared recruitment team.

Since the end of 2021, we have had the opportunity to expand the recruitment scope of third-country residents as a certified employer, as we comply with the strict requirements of certified temporary work agencies.

We were one of the first to obtain the “Certified Employer” certification, which means that we now have the opportunity to recruit workers from non-EU countries as well.

THIRD-COUNTRY EMPLOYEES

When does it become necessary to employ experts from third countries?

- If the fluctuation is not manageable
- If all employees of the environs have already contacted you

We also add:

- more than 6 years of experience in loaning workforce from countries outside of the EU;
- expert recruiting and comprehensive administration;
- depending on the number of staff, we ensure a bilingual on-site colleague to manage the day to day processes smoothly, who will support the employees both in the administrative processes related to the labour relationship and at the accommodation, too;
- reliable employees;
- predictable production



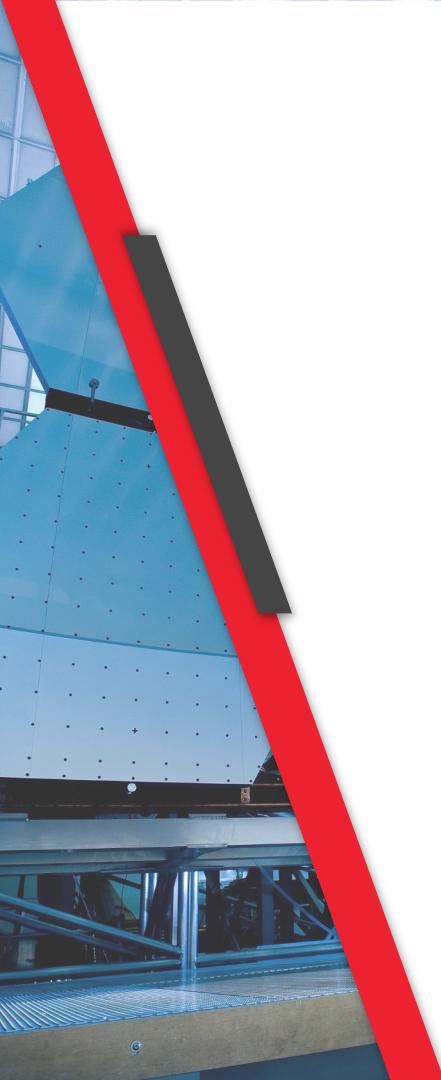


INCLUSION PROGRAMME FOR FOREIGN WORKERS

The HR team is certainly prepared for the integration of new employees, but the assistance of a qualified temporary employment partner with knowledge of different nations is essential for a perfect inclusion.

Why choose our PREMIUM service?

1. We start integrating the worker into the Hungarian community before they arrive in the country. We provide detailed information on Hungarian customs, culture and the regional specificities of their workplace to improve the integration rate.
2. We start integrating the prospective foreign worker into your company before they arrive. We provide them with general information about the company, the position, give them gifts with your logo on them so that they feel appreciated from the first minute of their arrival.
3. We prepare the existing workforce for receiving new colleagues of a different nationality. Thus, we reduce the cultural differences to a very low level, so the chance of any conflict between the staff members will be almost minimal.



INTEGRATION PROGRAMME FOR FOREIGN WORKERS

Step 1: Partner information

In the course of our consultation, we will assess the current national composition and the tasks.

On this basis, we will present in detail the characteristics of each nationality in a comparative context, and finally suggest the most appropriate nationality. Where appropriate, a pilot implementation will be recommended.



INTEGRATION PROGRAMME FOR FOREIGN WORKERS

Step 2: Integration in Hungary -> before arriving in the country

- The **online interview** is a highly flexible solution that allows the customers to meet potential candidates in an efficient and time-saving manner, so they can decide if the candidate is suitable or not.
- **Preliminary tests** offer an excellent way to assess the skills and knowledge of candidates.
- We can organise and conduct a **preliminary VR test** to see how well the candidate can fit your specific needs.
- **General information about the country:** We present the specificities of the workplace region and the Hungarian work culture in order to help foreign workers to integrate more easily and effectively into this culture. As a result, there will be fewer cultural conflicts between new and existing employees.
- **Providing information** to newly arriving workers about the prospective accommodation.
- We provide **general information** on the circumstances of the workers' arrival.
- We provide **24-hour coordinator availability** to ensure a smooth on-boarding process for your employees – even at nights and weekends.
- **Video presentation** about Hungarian law and customs.
- **We provide information to local authorities and the police** about the arriving foreign workers and their culture to avoid misunderstandings due to lack of preparation.



INTEGRATION PROGRAMME FOR FOREIGN WORKERS

Step 3: Workplace integration for foreigners

- General orientation at the workplace.
- The employee will receive comprehensive information about the position and a detailed summary of the duties and expectations that will apply to the him or her.
- Online video welcome speech by the company manager.
- Online welcome speech directly by the manager.
- Our specialized chat system.
- Our Hungarian / English language course.
- A USEFUL gift with the partner's company logo.