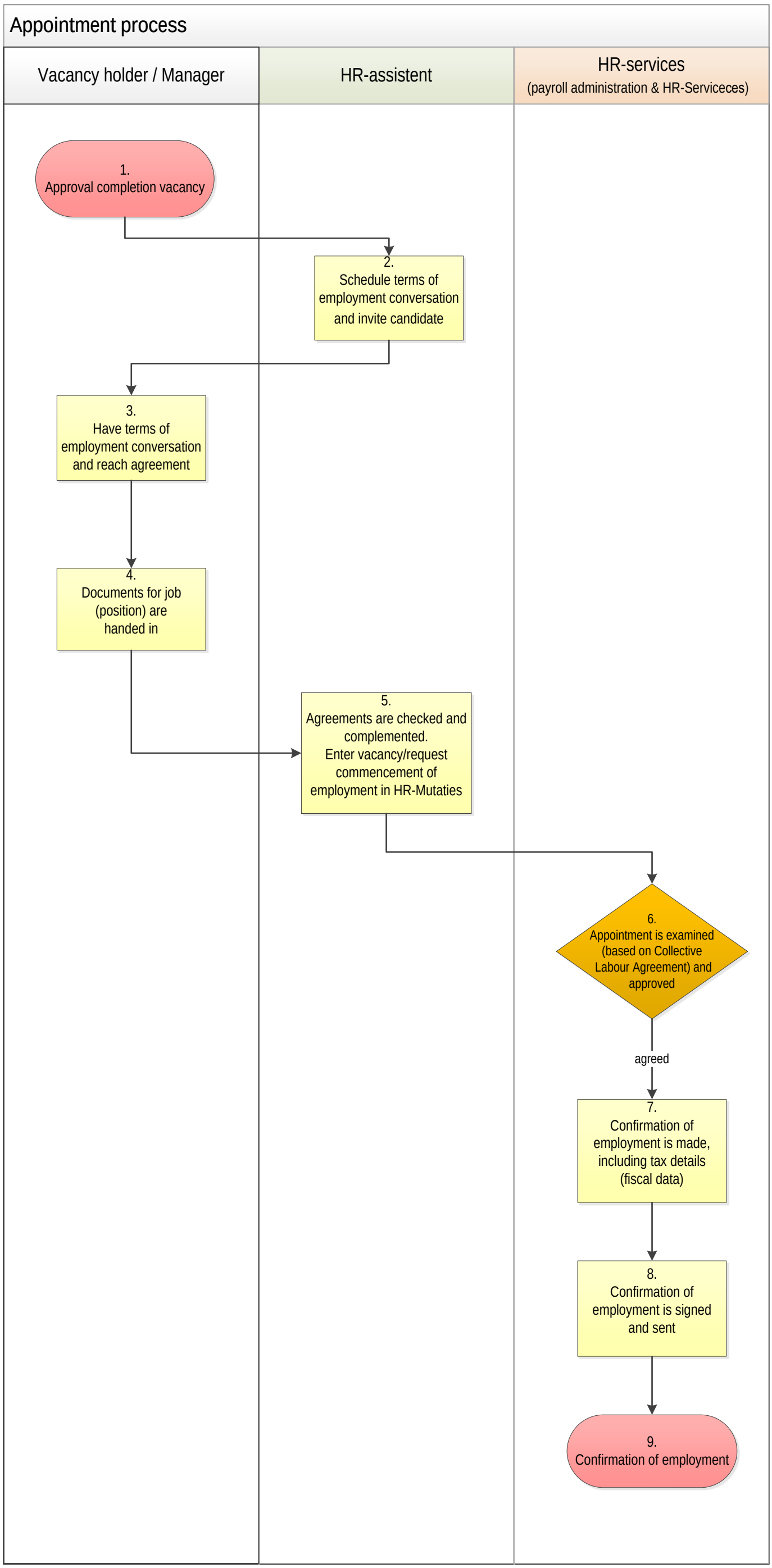
Appointment process
Vacancy holder / Manager
HR-assistent
HR-services
(payroll administration & HR-Serviceces)
1.
Approval completion vacancy
2.
Schedule terms of employment conversation and invite candidate
3.
Have terms of employment conversation and reach agreement
4.
Documents for job (position) are handed in
5.
Agreements are checked and complemented.
Enter vacancy/request commencement of employment in HR-Mutaties
6.
Appointment is examined (based on Collective Labour Agreement) and approved
agreed
7.
Confirmation of employment is made, including tax details (fiscal data)
8.
Confirmation of employment is signed and sent
9.
Confirmation of employment