



Guide for **Private** **Sector** Employers



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AGENCE POUR
LE DÉVELOPPEMENT
DE L'EMPLOI

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The Employer Service – listening to businesses

It's not always easy to find the right person in a recruitment process.

ADEM has the right tools and resources to help you in this task:

- pre-selection of candidates
- training
- financial aids and other measures...

The assistance provided by the Employer Service is one of ADEM's priorities. It is designed to meet the real needs of businesses and geared to find the right employment for jobseekers.

Thanks to the expertise of the Employer Service, and its ability to listen, ADEM is able to offer a free service, tailored to the circumstances of each recruitment.

ADEM's Employer Service is staffed by experienced counsellors able to assist employers in the following areas :

Sectoral units

- Skilled trades and crafts
- Construction
- Commerce
- Finance
- The hotel and catering sector («horeca»)
- ICT
- Industry
- Logistics
- Temporary work
- The cleaning and cosmetic/beauty sectors
- The public sector
- The health and socio-educational sectors
- Services and other sectors
- Recruitment consultancies

Specialised units

- Senior executives
- Setting up a business and skills assessments
- Social initiatives
- Projects for beneficiaries of international protection
- Women's projects
- Third-country nationals
- Employees with reduced working capacity and employees with disabilities
- Eligibility of measures

The referring employer counsellors are there to meet with you, get to know your staffing needs, propose to you a pre-selection of candidates and give you information concerning the types of aid and other measures available to you.

What if my business doesn't operate in any of these sectors ?

Call ADEM's Contact Centre on 247-88000; they will advise you about the steps you need to take

Good to know

You can find a list of the employer counsellors on the «Portail de l'emploi» (Jobs Portal) at: www.adem.lu (heading: «Employers»)

Sign a partnership agreement with ADEM

Businesses which regularly recruit staff can sign a partnership agreement entitling them to bear the label «Entreprise, partenaire pour l'emploi». By so doing, they signal their commitment to social responsibility in the jobs market.

Such an agreement involves the formalisation of various commitments by both parties.

For example, a business which signs a partnership agreement thereby undertakes to grant job interviews to ADEM candidates and/or to hire a certain percentage of jobseekers at the end of their CIE contract (Employment Initiation Contract) and/or their CRE contract (Employment Reintegration Contract).

ADEM undertakes, amongst other things, to carry out a careful pre-selection of candidates and/or to proactively send the profiles of jobseekers potentially meeting the business's staffing needs.



Would you like to become one of our partners and be awarded the label ?

Contact us !
employeur@adem.etat.lu
Tél.: 247-88000

How to declare a vacant position ?

Under Luxembourg law, all employers who are looking to recruit staff are required to declare their vacant positions to ADEM.

For the purposes of declaring your vacant positions, the form to be used will depend on the profile of the candidate you are looking for:

Declaring a vacant position for a salaried worker

To declare your vacancy for a salaried worker (including young persons, persons with disabilities or persons on professional redeployment), you have three possible ways of proceeding :

1. **Via ADEM's Employer Service** : contact your employer counsellor, who will help you to draw up your declaration of a vacant position.
2. **Via MyGuichet** : you can declare your vacant positions online via «MyGuichet», the interactive platform of «Guichet.lu». This enables you to take the various administrative steps by electronic means.
3. **Via the PDF form** : this form is available in three language versions (FR/DE/EN) under the heading «Forms» on www.adem.lu

Your job offer will remain valid for two months. During that period, ADEM can propose («assign») candidates to you. Thereafter, the job offer is automatically closed unless you request that its publication be extended. If the position is filled, it is helpful to let ADEM know, so that the database can be optimised and in order that ADEM can provide a service geared to the up-to-date situation.

Declaring an apprenticeship position

It is mandatory to declare apprenticeship positions to ADEM's Vocational Guidance Service («Service d'orientation professionnelle»).

To do this, you must send the form entitled «Déclaration de postes d'apprentissage» (Declaration of apprenticeship positions – available on www.adem.lu) to ADEM's Vocational Guidance Service («Service d'orientation professionnelle»), by post, fax or e-mail.



Do you have any questions about, or difficulties in completing, the declaration of a vacant position ?

Our employer counsellors are there to answer your questions.

Ask for a meeting with your counsellor, or call us on 247-88000



From the declaration of a vacant position to the integration of your future staff member

2. LOOKING FOR CANDIDATES

- CROSS/ROME research and matching tools and textual research in candidates' CVs.
- Knowing jobseekers personally.

4. REFERRAL

- The business grants a job interview to the candidates pre-selected by ADEM. If the business considers such an interview to be inappropriate or unnecessary, it undertakes to state its reasons in that regard to ADEM.

6. RECRUITMENT

- ADEM's employer counsellor is the business's contact person for all questions relating to the recruitment. He/she can provide useful advice concerning the grant of aids and measures that may benefit the business.

1. ENCODING OF YOUR JOB OFFER

- Centralised encoding by the back office of ADEM's Employer Service.
- Assignment of an employer counsellor.
- Where necessary, telephone contact with the business to particularise the offer (e.g. pre-selection criteria).
- Positioning of the offer in ADEM's internal database.
- Publication of the offer, on an anonymous basis, on ADEM's JobBoard.

3. PRE-SELECTION

- ADEM's placement counsellors propose potential candidates to the employer counsellors.
- Dialogue between the placement counsellors and the employer counsellors.
- Shortlisting of pre-selected candidates.
- Telephone conversations or meetings with candidates, depending on the profile.
- The Employer Service refers candidates to the recruiting business.

5. JOB INTERVIEW/FEEDBACK

- Following the job interview, the business provides feedback concerning the candidate(s) proposed by ADEM. As far as possible, the business will specify each candidate's strong points and areas for improvement.

The JobBoard – a recruitment tool

The JobBoard is an online service offered by ADEM to jobseekers and employers. This interactive platform is designed to increase the chances of employers and jobseekers getting together. The JobBoard enables employers to seek out themselves their preferred candidate(s) from amongst those registered with ADEM and to consult the CVs lodged there.

1. Free access to the JobBoard

As an employer, you can submit your request for access directly on the «Portail de l'emploi» at www.adem.lu

- After validation of your request, you will receive an email containing your login details.
- In order to activate your account, all you need to do is to click on the link in the email.
- When you access the JobBoard for the first time, you will need to accept the general terms and conditions of use.
- Change your password.

2. Search yourself amongst the candidates registered with ADEM

- The JobBoard enables you to carry out your own search for your preferred candidate(s) from amongst the profiles registered with ADEM.
- You can also search amongst the CVs lodged by the candidates themselves.
- If you are interested in a candidate, click the button “Ce candidat m'intéresse” [This candidate interests me]. ADEM will then provide you with his/her details and you can contact him/her directly.

3. Publishing your job offers anonymously

- The «Portail de l'emploi» (www.adem.lu) enables you to declare your vacant positions online.
- All your offers are now published anonymously on the JobBoard. Candidates registered with ADEM can search those offers and indicate that they are interested in one or more of them.
- If the candidate's profile matches your expectations, ADEM's counsellors will put you in touch with the candidate.

***The JobBoard is accessible
via ADEM's «Portail de l'emploi» (www.adem.lu)***



JobBoard

FACILITONS L'EMPLOI

Trouver un emploi

dans [Recherche avancée](#)

Emplois par domaine professionnel | Emplois par canton

TOUTES LES CATEGORIES	AGRICULTURE ET PÊCHE, ESP. (28)	ARTS ET FAÇONNAGE D'... (2)	BANQUE, ASSURANCE, IMMOBIL. (434)
COMMERCE, VENTE ET GRANDE... (240)	COMMUNICATION, MEDIA ET M... (7)	CONSTRUCTION, BÂTIMENT ET... (440)	HÔTELLERIE- RESTAURATION... (470)
INDUSTRIE (170)	INSTALLATION ET MAINTENANCE (189)	SANTÉ (107)	SERVICES À LA PERSONNE ET... (390)
SPECTACLE (1)	SUPPORT À L'ENTREPRISE (1742)	TRANSPORT ET LOGISTIQUE (200)	

Good to know

You can search directly amongst the profiles of candidates registered with ADEM, which are published anonymously on ADEM's JobBoard.

If you are interested in a candidate, ADEM will send you his/her details and you can contact him/her directly.

Recruitment workshops

Are you planning to recruit several people to fill similar positions? ADEM can organise recruitment workshops to facilitate the pre-selection of candidates for you. We can also bear the costs of training the persons you recruit, so that they fully meet your needs and hit the ground running as soon as they take up their new position.

Recruitment workshops

This is a service offered to businesses recruiting people to fill several similar positions:

- Pre-selection of candidates on the basis of criteria provided by the business.
- Preparation of candidates in the form of information sessions and organising recruitment workshops.
- Organisation of recruitment workshops in the course of which businesses can meet the pre-selected candidates.

Tailor-made training

Tailor-made training sessions are developed exclusively to meet the specific needs of a business that is seeking to hire staff

- Training sessions are offered with a view to enhancing the preparation of candidates selected during recruitment workshops.
- Training sessions can be organised before the employment contract commences, so that the candidates can hit the ground running as from the very first day when they take up their new position.
- Financing provided by the Fonds pour l'emploi (Employment Fund).

Sectoral training

ADEM organises training for businesses operating in a given sector (for example, industry) which undertake to recruit jobseekers who have successfully completed such training.

Examples: «Cleaner», «Air cargo professional», «Qualilog», «General agro-food assistant», «Fit4 CodingJobs».

ADEM, a House of Entrepreneurship partner

Are you looking to create or set up a business in Luxembourg? ADEM can provide you with active assistance in your recruitment procedures, as regards both the formalities and searching for suitable staff.

**Skills
Bridge**
FIR D'KOMPETENZE VU MUER

The best solution when it comes to helping employees and their employers to handle the transformation of the world of work resulting from the current technological revolution.

www.skillsbridge.lu



International recruitment

For certain job profiles, it can be difficult to find the right candidate on the Luxembourg labour market. For this reason, ADEM can assist you in your efforts to find candidates abroad who best match your needs.

Are you looking to hire a third-country national?

Declare the vacant position to ADEM.

If, within three weeks, ADEM has not put forward a candidate matching the requested profile, you can submit **an application for a certificate** via the «Third-country nationals» unit of the Employer Service by email (info.moe@adem.etat.lu), by fax (+352 247-90410) or by letter. The certificate grants you the right to recruit a third-country national, It is drawn up within five working days and sent by post.

Finding the right candidate in Europe

ADEM is able, via the EURES network, to seek out suitable candidates within the Greater Region and throughout Europe. ADEM also participates in recruitment fairs abroad, with a view to advising candidates interested in working in Luxembourg and presenting them with job offers proposed by Luxembourg employers.

Luxembourg – Great Place to Live & Work

In close collaboration with Luxinnovation and Luxembourg Trade & Invest, ADEM has developed a toolbox featuring publications and videos aimed at enhancing the visibility of the international and dynamic Luxembourg labour market.

www.workinluxembourg.lu



LUXEMBOURG
GREAT PLACE TO
LIVE & WORK

LUEMBOURG
LET'S MAKE IT HAPPEN

Special contracts to support the professional integration of jobseekers

Special contracts are employment measures to promote the professional integration of **young people** and the reintegration into the labour market of the most vulnerable, that is to say, **jobseekers aged at least 30, persons with reduced working capacity and persons with disabilities**.

Businesses hiring people pursuant to special contracts may qualify for financial support.

Contracts for young people

The Employment Initiation Contract (contrat d'initiation à l'emploi – CIE)

The CIE is aimed at enabling young (unemployed) jobseekers aged under 30, whether or not they are graduates, who have been registered with ADEM for at least three months, to gain professional experience within a company, with a view to facilitating their integration into the labour market. Employers who resort to a CIE must be in a position to offer the young person concerned a real prospect of employment at the end of the contract. The CIE is concluded for a term of 12 months.

The Employment Fund reimburses the employer with 50% of the basic salary (65% if the person employed is of the gender that is underrepresented in the employer's sector of activity and/or in the profession concerned) and the entirety of the employer's share of the social security contributions.

The Jobelo programme (employment support contract - CAE agrément)

The CAE agrément enables young jobseekers without qualifications, aged under 30 and registered with ADEM, to move towards a regular job. An employer who resorts to a CAE agrément undertakes to provide the young jobseeker with practical and theoretical training, with a view to enhancing the latter's integration into the labour market. The CAE agrément is concluded for a term of 12 months between ADEM and the young person concerned. The Employment Fund reimburses the employer with 75% of the basic salary and the entirety of the employer's share of the social security contributions.




Zoom in on the «Jobelo» programme

This programme is aimed in particular at young people aged between 18 and 29 who are furthest removed from the labour market and who have no access to an apprenticeship. In practice, young people participating in the Jobelo programme initially follow a two-month training course at the Socio-Professional Orientation Centre (Centre d'orientation socio-professionnelle - COSP) and are then integrated in the participating business for one month's work experience. After that, the business may hire the young person under an Employment Support Contract (CAE agrément) for a term of one year.

During the programme, the young person can benefit from training with a view to arriving at the level required to start an apprenticeship.





Special contracts for older jobseekers or people with health problems

Professionalisation internship

This internship, lasting six weeks (or nine weeks for highly qualified persons), is aimed at jobseekers registered with ADEM for more than one month, aged at least 30 or on external redeployment, or having the status of a disabled worker. The internship does not involve any remuneration by the employer. Employers wishing to give a jobseeker the opportunity of doing a professionalisation internship must be able to offer the intern a real prospect of employment at the end of the internship. If, following the internship, a jobseeker aged at least 45 or on external professional redeployment, or having the status of disabled worker, is hired pursuant to an open-ended contract (CDI), the Employment Fund will reimburse the employer with 50% of the social minimum wage for unskilled employees for 12 months following the hiring. If the employee is employed pursuant to a CDI on a part-time basis, the reimbursement will be effected pro rata by reference to the duration of the working period.

Employment reintegration contract

By signing such a contract, the employer undertakes to offer a real prospect of employment to a jobseeker who has been registered with ADEM for more than one month, aged at least 45, or on external professional redeployment, or having the status of a disabled worker. Such contracts, lasting for 12 months, alternate practical and theoretical training. Each month, ADEM pays the allowance to the jobseeker. In turn, the employer each month pays ADEM a proportion corresponding to 50% of the social minimum wage for unskilled employees (35% if the person employed is of the gender that is underrepresented in the employer's sector of activity and/or in the profession concerned).

If the jobseeker is hired at the end of Employment reintegration contract, the employer can benefit, where appropriate, from the aid for the hiring of older unemployed persons (see page 18).

You will find further details concerning the aids granted to employers on the «Portail de l'emploi» at www.adem.lu

Financial aids

Recruitment aids

Aid for the hiring of older unemployed persons

An employer who hires a jobseeker may, subject to certain conditions, qualify for aid from the State.

The aid for the hiring of older unemployed persons enables private-sector employers to recover part of the employers' share of the social security contributions for jobseekers hired, on condition that they are at least 45 years old, are unemployed, and have been registered as jobseekers for at least one month with ADEM.

The duration of the aid varies according to the age of the jobseeker concerned. For example, from the age of 50 onwards, the reimbursement may continue up to retirement age.

Important: The vacant position must have been declared beforehand.

Tax credit for employment of a jobseeker

An employer who hires a jobseeker may qualify for a tax credit. On certain conditions, a monthly tax credit of 10% of the amount of the gross remuneration may be granted for a maximum period of 12 months. In order for the employer to be eligible, the hired jobseeker must be :

- unemployed;
- registered with ADEM for at least six months;
- assigned by ADEM.

The credit may also be granted for:

- the hiring of an employee who is the subject of an internal or external redeployment decision;
- the hiring of a jobseeker during the course of, or following, his/her assignment to an employment measure (e.g. an employment initiation contract or employment reintegration contract).

The tax credit cannot be combined with other types of employment aid.

Employment of persons with disabilities or persons on redeployment

An employer who hires a person with a disability may qualify for measures to cover the cost of part of that person's salary, training costs, the cost of adaptations of the workstations and access to the workplace, transport costs and the cost of providing specially adapted work equipment, as well as the employer's share of the social security contributions. On the basis of the file, the State may reimburse to the employer a part of the gross salary of the person concerned (the level of participation by the State will depend, in particular, on the loss of performance by the employee due to the diminution in his/her capacity for work), including the employer's share of the social security contributions.

A specialised unit of ADEM's Employer Service may where necessary pre-select the candidates.

Re-integration jobs for long-term unemployed

Re-integration jobs for long-term unemployed can be created by, inter alia, non-profit associations, foundations and societal-impact companies whose share capital is made up entirely (100%) of impact shares (municipalities, public institutions, trade unions, etc.). Eligible (unemployed) jobseekers must be aged at least 30 and must have been registered with ADEM for at least 12 months.

Such an open-ended contract must be concluded for a new position created for that purpose, with the assent of the staff delegation of the employer's business.

The amount of aid granted will depend on the age of the jobseeker hired. The Employment Fund will, subject to certain conditions, reimburse all or part of the salary costs taken on by the employer. For the purposes of determining the amount of the reimbursement, the salary costs that are taken into account are capped at 150% of the social minimum wage for unskilled employees.

Aids for apprenticeships

An employer who takes on an apprentice may qualify for reimbursement of part of the apprenticeship allowance and of the employer's share of the social security contributions;

Aid for the promotion of apprenticeships

This aid is available to any undertaking established in Luxembourg which has the right to train apprentices and which has taken on an apprentice on the basis of an apprenticeship contract. Within the framework of apprenticeship contracts leading to a diplôme d'aptitude professionnelle (DAP – vocational aptitude diploma) or a diplôme de technicien (DT – technician's diploma), the employer providing the training will receive aid corresponding to 27% of the apprenticeship allowance. Within the framework of a contract leading to a certificat de capacité professionnelle (CCP – vocational capacity certificate), the aid amounts to 40% of the apprenticeship allowance.

The employer providing the training will also be reimbursed with the employer's share of the social security contributions relating to the apprenticeship allowance paid.

The supplementary allowance in the context of apprenticeships for adults

An employer who takes on an adult apprentice (aged over 18) and who pays the social minimum wage for unskilled workers may qualify for reimbursement of the supplementary allowance. The supplementary allowance is the difference between the amount of the social minimum wage for unskilled workers and the apprenticeship allowance paid during the initial training.

Aid for protecting employment

In order to protect employment and thus prevent redundancies, businesses may, subject to certain conditions, claim various forms of aid, depending on the nature of the difficulties encountered.

The compensatory remuneration allowance for short-time working

The short-time working scheme is aimed at businesses facing economic difficulties resulting from the loss of one or more of their main customers or difficulties encountered by the latter.

Businesses which resort to short-time working for economic dependency reasons commit not to dismiss employees on economic grounds.

During the short-time working period, the State reimburses the employer with 80% of the salaries normally paid to the employees concerned for the inactive hours. The reimbursement is limited to 250% of the social minimum wage. The employer remains liable to pay the social security contributions and the salaries relating to the hours worked.



The compensatory remuneration allowance for weather-related layoffs

Any business in the construction and civil engineering sectors as well as in the related skilled crafts segments carrying out its normal activities on building sites may apply for the weather-related layoff subsidy where its workplace has become unfit for work or if carrying out works is impossible or dangerous due to bad weather conditions. During the weather-related layoff period, the State will reimburse to the business concerned 80% of the salaries normally paid to employees with effect from the 17th hour of monthly inactivity.

The compensatory remuneration allowance for involuntary and temporary layoff

The business may apply to ADEM for involuntary and temporary layoff support in the event of an interruption or significant reduction in activity due to:

- a natural disaster affecting production equipment, or
- roadworks or infrastructure developments seriously impeding customer access.

During the involuntary and temporary layoff period, the State will reimburse to the business concerned 80% of the salaries normally paid to employees with effect from the 17th hour of monthly inactivity.



Testimonials

Gabriel La Terza Head of Human Resources, Elco



“ We were very pleased with the launch of a JobBoard procedure in February 2016. The fact that we can consult the jobseekers’ CVs from that platform makes our task much easier. We can use our own filters in a certain way so as to find the ideal candidate.”

Frank Steffen Founder and manager of the Steffen Group



“ We needed a person to wash the dishes for our restaurant in Steinfort. So we contacted our ADEM employer advisor, René Ludovicy; he sent us a candidate whose profile corresponded to the person we were looking for. Following the latter’s three-month trial period, we recruited him on a permanent employment contract. “

Cyrille Horper Communications – Mobility Department



“ Since January 2018, together with ADEM, we have been offering preparatory training for coach drivers. This training, lasting four months, is made up of a number of modules relating to the various aspects of the job. This initiative has already borne fruit, since more than twenty people have registered for the first three sessions. We are pleased with this fruitful collaboration with ADEM, since it has enabled us to cover our needs in respect of bus drivers.”

Luc Scheer Member of the Management Committee of the Luxembourg Red Cross and Head of Human Resources



Testimonial in the context of Employers’ Day, for which ADEM annually organises visits to businesses: “With the Employers’ Day, ADEM has taken a further step forward in strengthening our partnership. We welcomed 15 advisors who were shown directly round our various departments. They met with the line managers of persons who had joined us via ADEM, and were able thereby to get to know the day-to-day work of carers, educational teams and mass catering professionals.”

Contact

Employers' Service

Tél. : 247 88000

employeur@adem.etat.lu

The employer counsellors are there to meet with you, get to know your staffing needs, and inform you about the types of aid and other measures for which you may qualify.

Sectoral units

Skilled trades and crafts | employeur-artisanat@adem.etat.lu |

Construction | employeur-batiment@adem.etat.lu |

Commerce | employeur-commerce@adem.etat.lu |

Finance | employeur-finance@adem.etat.lu |

The hotel and catering sector («horeca») | employeur-horeca@adem.etat.lu |

ICT | employeur-ict@adem.etat.lu |

Industry | employeur-industrie@adem.etat.lu |

Logistic | employeur-logistique@adem.etat.lu |

Temporary work | employeur-interim@adem.etat.lu |

The cleaning and the cosmetic/beauty sectors | employeur-nettoyage@adem.etat.lu |

The public sector | employeur-public@adem.etat.lu |

The health and socio-educational sectors | employeur-sante@adem.etat.lu |

Services and other sectors | employeur-services@adem.etat.lu |

Recruitment consultancies | employeur-consulting@adem.etat.lu |

Specialised units

Senior executives | employeur-consulting@adem.etat.lu |

Setting up a business and skills assessments | employeur-creation-d-entreprise@adem.etat.lu |

Social initiatives | isbo@adem.etat.lu |

Projects for beneficiaries of international protection | info.bpi@adem.etat.lu |

Women's projects | employeur@adem.etat.lu |

Third-country nationals | info.moe@adem.etat.lu |

Employees with reduced working capacity and employees with disabilities | employeur-ehr@adem.etat.lu |