



1 RECRUITING

- Analysing needs of the employer
- Introduction round-table
- Picking procedure
- Introduction of the candidates to the employer



2 APPLICATION "ARBEITSAGENTUR" (EMPLOYMENT AGENCY)

- Mandating process for the mass application of the chosen candidates
- transfer of all needed documents
- 3-4 weeks processing time

3 VISA

- After having received the confirmation from the employment agency:
 - application for a Schengen-Visa
 - Processing time: estimately 15 days



4 ARRIVAL PROCESS

- Planning the arrival and accomodation of the students
- Optional: Service of providing a monthly based public transport ticket and a SIM-Card



5 DEPARTURE

- Accompaniment of the students' departure
- Debriefing with the employer:
 - Evaluation form
 - Meeting about a possible future occupation of the students for the upcoming year