



**Making
a success
of your first
appointment**

«First appointment»
provisions extended
to 31/12/2021

Become a real recruiter!

The first appointment provision has convinced you to hire your first employee. It must be said that, given the lifetime exemption from social security contributions, it wasn't a hard decision to make. So you set about looking for candidates.

The list is now complete. All you have to do now is **hold the interviews, sign the contract and plan how best to integrate your new recruit** into your company... before 31 December 2021! After that date, the new recruit will no longer be entitled to this exemption from social security contributions.

However, be careful, there's no need to rush! All these steps require expertise and knowledge - legal in some cases - which you may not yet have. And with good reason - you are neither a lawyer nor a human resources manager.

So, we have put together as much information as possible to guide and accompany you in the wonderful recruitment adventure. Enjoy reading!





Recruitment interview - 5 things to watch out for

Identifying the ideal candidate during a job interview is not as easy as it seems. To be effective, the process needs to be well-oiled. Here are our tips to help you make the right choice.





You've decided to take the plunge, you're going to hire your first worker. You've placed your advertisement and selected the best candidates. Now all you have to do is identify the perfect fit. But this isn't just a mere formality for someone who is neither a human resources specialist nor a headhunter. So, here are 5 things to keep in mind if you want to maximise your chances of making the right choice.

#1

Put your candidates at ease

You are the recruiter, you will set the tone for the interview. So, be warm and friendly. This is how you will get candidates to open up and be honest. For example, offer them a coffee when they arrive, and then start the interview by introducing yourself, your company and the details of the position to be filled.

#2

Prepare a list of questions

To be effective, your interviews must be prepared. Make a list of the 5 or 6 questions you absolutely want to ask your candidates. This will make sure you do not forget anything, but above all you can compare the answers of your various interviewees. Remember, no trick questions, that's not the point. Find out about their background, their successes and failures, or their expectations for this new job. Don't hesitate to ask them one or two more informal questions. Not about their family situation or their state of health, of course - this is not allowed - but about their hobbies, for example.

#3

Re-direct the interview if necessary.

Encourage your interviewees to ask as many questions as they wish, but stay alert. Some candidates may be particularly talkative, or try to go off on a tangent. If necessary, don't hesitate to refocus the conversation. For example, take the time to explain your expectations, but also to address crucial issues such as pay or working hours.

#4

Summarise before closing the interview.

At the end of the interview, always carry out a short recap of what was said. This is the best way to check that you have understood everything or that you have not forgotten anything. If in doubt, ask a question again or ask for clarification. And, of course, let candidates know what the next step in the recruitment process is: will there be another interview or a trial run? When can they expect an answer from you?

#5

Give feedback

Don't be coy, even with applicants who haven't convinced you that they are right for the job. Make a point of telling them quickly of the outcome of their application. Those who have failed can use this information in their ongoing job search. And who knows, you may come across some of them again in the future.



How to draw up your first employment contract

That's it, you've found the perfect fit! Now you need to draw up the contract that will bind you to your new worker. Here is the information to be included in the document that you will both need to sign.

Hiring your first employee is a multifaceted process, but it always culminates in the same thing - the signing of an employment contract. This document will allow you and your employee to be protected for the duration of your working relationship - provided, of course, that you have taken care to include all the necessary provisions in it.

Identification of both parties

The first requirement in an employment contract is to identify the stakeholders. The surnames, forenames and addresses of the employer and employee must be set down in black and white. Don't forget to indicate the date on which your new recruit will start work (and the date on which the contract ends, for a fixed-term contract), as well as his or her main place of work, and any arrangements regarding business travel.

The type of employment contract

Fixed-term or permanent contract, part-time or full-time...? During the job interview, you will have agreed on the type of contract you were going to offer your future employee. This information must be included in the employment contract at all costs, as well as the nature of the position.





Is it a contract for a blue-collar worker, an office worker, a sales representative, a home worker, etc.? What is the description of the position? Will the recruit be taking on a managerial role? Better be precise to avoid disappointment.

Wages and fringe benefits

It is hard to imagine that you have reached the end of your recruitment process without having agreed on the level of remuneration. This step is also essential for signing your contract.

The gross salary is one of the essential elements that must appear in this legally valid document. Ideally, fringe benefits, allowances and other bonuses should also be specified.

Some useful options

Length of service conditions, mileage limit, confidentiality clause... Depending on your sector or the duties of your new recruit, certain specific provisions may be added to the employment contract. Although these are by no means compulsory, they will nevertheless help to avoid misunderstandings and conflicts that may arise over time.

Termination of the contract

By definition, an open-ended contract does not have an end date, and either party is free to terminate it unilaterally. It is therefore advisable to specify the conditions for such termination, for example, the length of the notice period or the possibility for the employee to go and work for a direct competitor. To really play it safe...

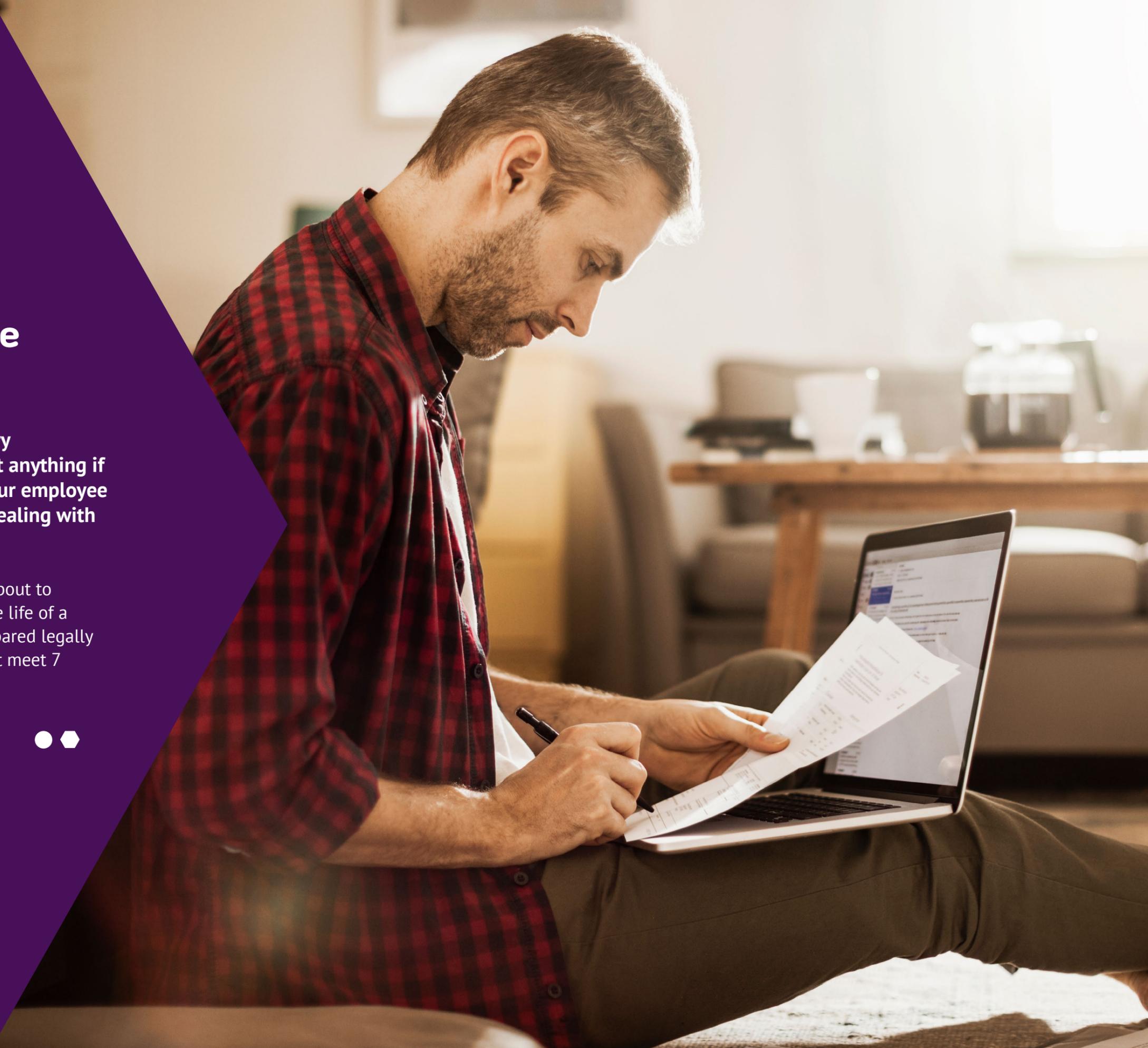
Are all these legal considerations beyond you? You don't have to deal with them alone. Your social secretariat can take care of all administrative procedures in the area of human resources.



The 7 obligations of the recruiting employer

Recruiting involves a large amount of compulsory administrative formalities. It is best not to forget anything if you want to be fully responsible and provide your employee with every guarantee of professionalism when dealing with them.

After going through a recruitment procedure, you are about to hire your first employee. This is a critical moment in the life of a company. A moment for which you need to be well prepared legally and administratively, because, as an employer, you must meet 7 essential obligations:



1 The employment contract

This clearly defines the working relationship between the employer and employee. This contract is an assurance for both parties that each will assume their obligations while guaranteeing a series of rights to both the employer and the employee. The employment contract defines the employee's function, working hours, place of work and remuneration. It also defines the hierarchical relationship with the employer.

2 Terms of employment

The terms of employment are mandatory and must be filed with the regional office of the labour and control of social laws inspectorate. It defines all the elements that make up the day-to-day management of the company. It defines the working hours, holidays, rights and obligations of employees and the penalties for non-compliance with the terms. If you don't know how to draw up a proper set of terms of employment, your social secretariat has standard documents and can help you draft them.

3 NSSO affiliation

As an employer, you must be registered with the NSSO, the National Social Security Office. Every employee must be registered with the NSSO. It is the employer's responsibility to manage the deduction of employer's contributions when drawing up pay slips.

4 The Dimona declaration

The Dimona is an electronic message in which the employer communicates to the NSSO any entry into and exit from service of a worker. This is compulsory for all employers in the public and private sectors.

5 Insurance

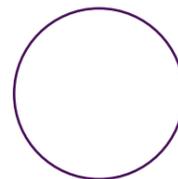
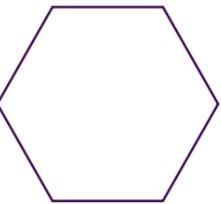
Industrial accident insurance is compulsory to protect both the employee and the employer. As an option, you can of course insure against other risks such as civil liability, for example, driver's insurance if the employee has a company car, etc.

6 The external prevention and protection (occupational medicine) service

In order to ensure the good health of the staff and compliance with the rules on health and safety at work, the employer must conclude a contract with an external service, who will meet each worker and make site visits to check that everything is in order.

7 Membership of a holiday fund (for blue-collar workers)

Holiday funds calculate the length of holiday and the amount of holiday pay for each worker based on the work done during the year. For office workers, holiday entitlement is established by the employer.



The 8 commandments of successful onboarding

To successfully integrate a new employee, there are 8 key actions to take to ensure that the first few hours in the company are a real success and a guarantee of a lasting human and professional relationship.

Your new employee's first day at work is crucial. According to a study carried out by Easyrescue, by the end of their first day of work, 20% of new recruits are already thinking of leaving their job... This is due to a poor welcome and a lack of administrative and technical preparation. Successful onboarding is essential for avoiding this phenomenon. Here are 8 tips to follow to achieve this:





1. Prepare everything in advance

Don't leave it to the last minute to think about setting up a desk, a network connection and providing a computer, telephone and email address. When the new employee arrives, he or she needs to have all the necessary working equipment, and everything must be functional from the start. You should also provide some office supplies and a reminder of all the codes to remember, for example.

2. Organise an induction programme

We've all been greeted with "Yes, well, uh... where shall we start?" There is nothing more unsettling. Prepare a full and detailed programme for this first day or first morning. The employee should feel expected.

3. Arrange a tour of the company

It sounds like common sense, but it's not enough to simply set up the employee at their desk or workstation for the welcome to be successful. Take them around the main areas of the company.



4. Browse through the contract and the work rules

If you have not done so before, take a few minutes to go over the employment contract that will have been signed beforehand. Add an explanation of the working rules (hours, dress, behaviour, etc.).

5. Handle all the practical details

Immediately afterwards, explain all the practical details related to the work organization: using the car park, how the alarm works, how to request leave, etc.

6. Be available

Don't be satisfied with this one day with your employee. Be available to answer all their questions and requests and make it clear to them that your door is always open.

7. Talk about the future and training courses from the start

Even if it's the first day, you can look a little further ahead. Don't hesitate to talk about any training programmes and development prospects that you have planned for your new employee.

8. See how they are doing

Once the onboarding is complete, come back to your employee regularly to make sure that they are doing OK and feel that their integration has been successful.





5 tips to promote wellness at work

The labour market remains tight in many sectors. So much so that hiring and retaining employees has become a real challenge in many sectors. So, you have everything to gain by looking after your employee's wellness. Here are the steps to follow.





According to the American agency GALLUP, by making employees happier at work, they are sick half as much, six times less absent and, above all, nine times more loyal. So when it's time to hire your first employee, it's very useful to think about establishing a wellness plan within your company.

#1

Create a safe environment

Fulfilment implies feeling safe, both physically and mentally. Your wellness plan should include all the safety instructions relating to the use of machines, as well as the health regulations - very important for proper management post-coronavirus - and of course the procedures to be followed in the event of a fire, for example.

Don't leave your new recruit to fend for themselves. Don't just hand them documentation. Instead, explain the various instructions and make sure they have been properly understood.

#2

Organise a proper welcome

Just as important as a sense of security is a sense of belonging. This will also help you to motivate and retain your new employee. After all, what could be more pleasant than working in a friendly atmosphere?

Set the tone right from the start by organising a warm welcome. Show them around the premises, familiarise them with the work tools and explain your role in the activity.

#3

Offer prospects for development

Being able to see the way ahead is essential. Don't hesitate to discuss the question of development with your new worker as soon as they arrive. Introduce them to the training that will enable them to move up the ladder and develop their skills. With digitalisation, the world of work is constantly changing. Regular updating is therefore essential.

#4

Play the autonomy card

According to the latest national happiness survey conducted by the University of Ghent, only 55% of Belgians believe they enjoy sufficient autonomy at work. And the trend is likely to continue, with the younger generation aspiring to more trust from and cooperation with their managers. So set realistic goals with your employee and take stock of the situation on a regular basis. For the rest of the time, let them organise themselves as they see fit, while remaining available in case of problems.

#5

Regularly sound out your employee

Exchanging has become crucial in business. Give feedback to your employee as often as possible, but above all, listen to them. This is an opportunity to find out what helps them function positively or negatively, and to identify possible improvements. This will ensure that they remain involved in the development of the company and therefore motivated!

3 things your social secretariat does that you didn't suspect

Your social secretariat manages your employees' pay slips, organises the payment of your contributions and advises you on your legal obligations. But our mission doesn't stop there. Find out more...

Paying your employees correctly and on time, and complying with the latest social and legal legislation, is a guarantee for maintaining a peaceful working climate. But, for you, it is also the certainty of hours spent in administrative obligations, to the detriment of your business activity...

No wonder that 9 out of 10 companies have chosen to use a social secretariat to manage their administrative tasks, and ultimately benefit from many other advantages.





Tailor-made recruitment

Do you want to hire your first worker but feel overwhelmed by the size of the task? Don't panic, Securex can guide you through every step of the recruitment process. Calculation of the wage costs, legal obligations, drafting the employment contract, drawing up employment regulations... our experts are on hand to advise you and meet your needs.

All you have to do is choose the perfect fit for your company and sign them up, at the best price. Thanks to our quality benchmark, our specialists will guide you in working out the most beneficial salary package for you, one that will allow you to motivate your new recruit while optimising your wage costs.

A fulfilling work environment

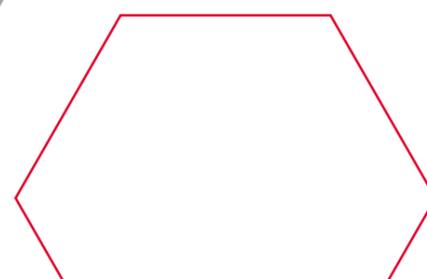
As you probably know, you don't just need to recruit an employee to grow your business. You will also need to create a safe and stimulating work environment if you want to make the new recruit productive and keep them for the long term. You can rely on us to help with this too.

At Securex, we not only offer you insurance against accidents at work. Above all, we advise you in advance, to limit absenteeism and minimise the risk of accidents. Safety, hygiene, toxicology, ergonomics, psychosocial well-being... whatever the field, our expertise and experience are at your service.

Assistance in developing your business

The world is constantly changing. Employees and employers therefore have a duty these days to continuously learn, to keep their skills up to date, or to acquire new ones, and to remain motivated. We can help you to select the right courses, the ones that will allow your employee(s) to develop in the long term. We can also help you become a better boss yourself, with strong management skills, for example in employee and health and safety management.

These very practical, tailor-made training courses can be organised, on request, throughout Belgium. And if growth projects should tempt you again in the future, why not think about coaching? Sales, law, finance, marketing... one of our experts will be happy to help you develop your business, whatever your needs.





How can we help you?

Do you want to find out more about our products and services? Or do you have a specific question?



Contact us via email

