

## HOSPITALITY RECRUITMENT PROGRAM

The demanded Hospitality professions in Germany are:

1. Tourism Management
2. Customer Service
3. Receptionist
4. Waiters
5. Waitresses
6. Chefs (Cooks)
7. Bakers
8. Luggage Porters
9. Room Service (Room attendant)
10. Bartender
11. Housekeeper & Assistants
12. Gastronomic Assistant
13. Specialist - Restaurants and Event Catering

### EDUCATION LEVEL

- Diploma of 2 or 3 years
- Bachelor Degree

### REQUIRED GERMAN LANGUAGE LEVEL

- A2-level

### EXPERIENCE

- 5 Years of experience is highly recommended
- Minimum 2 years of experience is accepted

### AGE LIMIT

- 35 years old and below is highly recommended
- Between 35-40 years old provided that the candidate has an extensive experience.

### RECRUITMENT PROCESS

The recruitment process is formed of different phases, where each phase has its own approach and requirements, as follows:

#### A. CANDIDATE'S APPLICATION EVALUATION

The recruitment process is formed of different phases as follows:

1. This procedure is free of charge
2. The local agent completes the Application Form in behalf of the candidate.  
*Application Form is provided by ASDAM*
3. ASDAM and the German Agency evaluate the candidate's Application Form and communicate the outcome to the candidate through the Agent, based on:
  - Declination of the **Candidate's** application, or
  - Guiding the **Candidate** further for the suitable path and process.

## **B. CANDIDATE'S CV ASSESSMENT**

The candidate who passes the Application Evaluation procedure will proceed for CV assessment and detailed report by our German agency as follows:

1. Candidate submits updated CV with latest photo, signed and dated by the candidate (*CV Template is provided by ASDAM*).
2. Local Agent sends the above updated CV and signed undertaking to ASDAM.
3. Local Agent pays to ASDAM the allocated non-refundable CV assessment fee.
4. ASDAM communicates the candidate's CV with its German agency.
5. CV Assessment duration is 5-10 working days. The assessment result is:
  - **Not Eligible**, candidate's file is closed
  - **Eligible**, Candidate proceeds to the official registration with ASDAM.

## **C. REGISTRATION**

1. The local agent approves, in behalf of the candidate, the official candidate's registration with ASDAM.
2. Local Agent pays, in behalf of the candidate, to ASDAM the allocated non-refundable registration and administration fees
3. ASDAM communicates the updated required documents\* to be submitted to the local agent.
4. Local Agent checks all information and documents received from the candidate
5. Local Agent sends checked documents to ASDAM.
6. Candidate joins a German Language Training course in the country of residence, if not already certified, provided that the A2-level test is provided by Goethe Institute in the country of residence\*.

#### **\*REQUIRED DOCUMENTS**

1. Candidate's updated CV in English with photo, signed and dated by the candidate.
2. Candidate's valid Passport copy
3. A2-level German Language certificate, if already certified.
4. True copy of the candidate's originally issued qualification (degree) and transcript(s)
5. True copy of the candidate's qualification (degree) and transcript(s) translated into German Language or English Language and duly attested and stamped by the relevant authorities in the country of residence.
6. An undertaking written, dated and signed by the candidate stating that all provided information in the CV and the submitted documents are being, true and correct. (*Template is provided by ASDAM*).
7. Motivation Letter or Letter of Interest written and signed by the candidate. (*Sample is provided by ASDAM*).
8. Power of Attorney, written, dated and signed by the candidate. No need of any authority attestation in country of residence. (*Template is provided by ASDAM*).
9. Previous work experience reference letters.
10. Short courses of training, workshops and/or seminars certificates.

#### **\*GERMAN LANGUAGE TRAINING PROGRAM**

A candidate who is not already certified for A2-Level in German Language, needs to join German Language Training course to achieve B1-level. **ASDAM** offers three different options for the candidate to select whatever suits him/her best, provided that the candidate:

- Passes the Evaluation phase
- Passes the CV Assessment phase
- Completes the registration, and
- Pays the relevant fees.

Please refer to the local Agent for further details about the different options of German Language Training.

#### **D. DOCUMENTS QUALITY CONTROL**

1. This procedure is free of charge
2. ASDAM checks and reviews all the information and documents received from the Local Agent in behalf of the candidate.
3. The Quality Control is performed within 5-10 working from the day of receiving.

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#### E. QUALIFICATIONS EQUIVALENCY PROCEDURE

Qualification Equivalency (QE) procedure is initiated by ASDAM right after the candidate's official registration with ASDAM and in parallel with the candidate's German Language Training course.

1. Local Agent pays to ASDAM, in behalf of the candidate, the allocated fee of initiating QE Procedure.
2. The duration of the QE procedure is 3-4 months.
3. The Local Agent pays to ASDAM, in behalf of the candidate, the allocated fee at the achievement of the *Statement of Comparability* certificate from the competent German authority
4. ASDAM delivers to the candidate through the Local Agent the *Statement of Comparability* certificate received from our German Agency.

#### F. JOB SCREENING

1. The local agent pays to ASDAM, in behalf of the candidate, the allocated consultation and services fee at the initiation of the job search and screening.
2. Job search procedure will be initiated by our German Agency after the candidate's *Statement of Comparability* certificate is concluded and received.
3. Job search duration could take 2-3 months

#### G. JOB OFFER

1. The German Agency searches for an interested German employer.
2. The German Agency arranges for an online interview between the potential German employer and the candidate, which results in:
  - **Fails Interview:** In this case, the candidate will be eligible for a second interview ONLY with a second potential German employer.
  - **Passes Interview:** The candidate will be confirmed the job and the following applies:
3. The German Agency obtains the candidate's job offer from a German employer.
4. The candidate receives a copy of the job offer through the local agent.

## H. EMPLOYMENT VISA PROCESS

The candidate must ensure that s/he has maintained in hand the following documents prior to setting her/his appointment at the Embassy or Consulate in the country of residence.

1. The German Language Participation Certificate for levels A1 and A2.
2. The German Language test Certificate for the required B1-level issued from Goethe Institute.
3. The official job offer issued by a German employer.
4. The candidate's *Statement of Comparability* certificate.
5. The supporting documents required by the German Embassy or Consulate.
6. The local Agent assists in preparing the candidate's file and book an online interview appointment for the candidate at the German Embassy or Consulate.
7. The candidate completes the visa application
8. The candidate attends the work visa interview at the specified date and time
9. The candidate pays the allocated visa fees.



It is extremely important to know that during the Work Visa interview, the candidate should expect to be interviewed in basic German language at the required level B1 in order to ensure that the candidate's language skills and certificate is being true, genuine and legitimate.

## AVERAGE SALARIES

The candidate's salary and benefits are according to the German Labor law, policies and regulations. The average salaries in Germany for the hospitality jobs domain ranges between Euros 2,700 - 5,000 depending on the following factors:

1. The German employer and province/city.
2. The candidate's level of qualifications
3. Number of years of experience
4. Candidate's age
5. The German Language and proficiency level
6. English Language professionacy level is always an add value.
7. The candidate's qualifications equivalency certificate (*Statement of Comparability*) from the competent German authorities, if required.
8. Marital Status (Being single or married)
9. A married candidate with kids (how many kids)