

International shortlisting service

Terms & Conditions

Actiris, the Brussels Regional Employment Office, offers an international screening service to employers based abroad.

Thanks to this service, you benefit from **free** :

- Personalised management of your job offer.
- Pre-selection of Brussels candidates targeted to your company's needs.
- A single point of contact to manage the whole process.

Using Actiris' international screening service ensures that your needs will be taken care of, from application to hiring!

Actiris undertakings

- Actiris undertakes to offer a free candidate screening service targeted to the company's needs.
- Actiris undertakes to clarify the offer with the employer, in order to best define its needs and to refine the profile sought.
- Actiris undertakes to meet each candidate during an individual screening interview to assess the candidate's profile and motivation. The interviews are conducted by an Actiris international mobility advisor.
- If, at the end of the procedure, the selection of candidates that Actiris has proposed to the company does not suit, Actiris then proposes to the company that it manage its job offer independently (publication of the job offer with the company's details; the company then manages the selection and recruitment of its future employees in its entirety).

Company undertakings

- The company undertakes to provide Actiris with any information that may be useful for the screening of the profiles sought.
- The company undertakes to keep Actiris informed if the vacancy has been filled by another candidate.
- The company undertakes to inform Actiris of the follow-up given to each candidate presented by Actiris within 15 days of the candidate being introduced to the employer.
- At the end of the recruitment process, the company undertakes to inform Actiris of the number and names of the persons recruited, within 40 days of the candidates being introduced by Actiris.
- The company undertakes to comply with anti-discrimination recruitment regulations.
- The company undertakes to process candidates' data in accordance with the General Data Protection Regulation (GDPR) and in particular to guarantee candidates' rights (right of access, rectification or deletion of their data, etc.) under the conditions laid down by the GDPR. In the event of termination of the agreement, the company shall take steps to destroy all personal data in whatever form with the exception of the personal data of the applicant(s) who have been recruited by the company.

For Actiris

Jessica Mathy
Head of Corporate Relations