

## Publishing your job offer



You also need to think carefully about where you post your job offer. Ask yourself the following questions:

- Via which channels can I best reach my target group?
- How can I get myself known abroad?
- What other possibilities are there for finding staff?

### Posting vacancies on "Make it in Germany" job listings

Are you interested in reaching skilled professionals from abroad as well? Publish your job offers on the **"Make it in Germany" - job listings.**

In order to publish your job advert you have the following options:

- 1. Mention, when you register your job vacancy at the local **Federal Employment Agency (BA)** [↗](#), that you wish for it to be published on **www.make-it-in-germany.com** as well.
- 2. Register the job offer yourself online via the **job board of the Federal Employment Agency (BA)** [↗](#) and mark the box "Make it In Germany – Informationsportal der Bundesregierung für Fachkräfte aus dem Ausland" (see picture below).

Ihr Stellenangebot - Veröffentlichung

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**Hinweis**  
Ihr Vermittlungsauftrag wurde erfolgreich an die zuständige Agentur für Arbeit übermittelt.

**Veröffentlichung in der JOBBÖRSE**  
So sehen Arbeitssuchende Ihr Stellenangebot bei Veröffentlichung in der JOBBÖRSE. Ihr Firmenname und Angaben zum Ansprechpartner werden nicht veröffentlicht, wenn Sie das Stellenangebot anonym veröffentlichen.

Vorschau anonyme Veröffentlichung  
Vorschau nicht-anonyme Veröffentlichung

\* Veröffentlichungsstatus

veröffentlicht  
 anonym veröffentlicht  
 nicht veröffentlicht  
 zur Löschung vorgemerkt

Veröffentlichungszeitraum von  bis

**Veröffentlichungen bei Kooperationspartnern**

**Veröffentlichung bei EURES**  
Über das EURES-Portal <http://www.europe.eu/ures> der Europäischen Kommission müssen grundsätzlich alle veröffentlichten Stellenangebote der nationalen Stellenysteme der europäischen Arbeitsverwaltungen abrufbar sein. Das gilt nicht für Ausbildungs-Praktikums- und Traineestellen. Die Übermittlung an das EURES-Portal kann über das unten stehende Kontrollfeld gesteuert werden. Stellenangebote vom Typ "Ausbildung" können nur bei Vorliegen eines Vermittlungsauftrags in die Bundesagentur für Arbeit an EURES weitergeleitet werden. Es wird darauf hingewiesen, dass die Daten ebenfalls von EURES-Mitgliedern / EURES-Partnern zum Zwecke der Stellenvermittlung genutzt werden können.

Veröffentlichung  Veröffentlichung EURES

**"Make it in Germany" - Informationsportal der Bundesregierung für Fachkräfte aus dem Ausland**  
www.make-it-in-germany.com ist das Portal der Bundesregierung für Fachkräfte aus dem Ausland. Mit Ihrer Zustimmung kann Ihr Stellenangebot auch auf diesem Portal beworben werden. Weitere Erläuterungen zur Veröffentlichung von Stellenangeboten auf "Make it in Germany" finden Sie unter nachfolgendem Link "Erläuterungen zur Veröffentlichung".

[www.make-it-in-germany.com](http://www.make-it-in-germany.com) [↗](#)  
Erläuterungen zur Veröffentlichung [↗](#)

Veröffentlichung  Veröffentlichung auf [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

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**Tip:**

*Ideally, you should also formulate your offer in English. Foreign qualified professionals often need more information about the advertised position. Please note the tips for **formulating a job vacancies** [↗](#).*

Please note that the job exchange of "Make it in Germany" can only accept job offers for which a qualification (at least a vocational training) is required. Unqualified activities such as assistant jobs or seasonal workers are automatically excluded. Also excluded are temporary work or other professions that are not suitable for skilled workers from abroad (e.g. military professions).

**Job listings abroad**

You will find numerous international or country-specific job listings on the Internet. Post your job vacancy online there, or search for suitable candidates in the applicant pools of online job listings. When writing your **job offer**, make sure that it is formulated as accurately as possible and describes the requirements in concrete terms. This will help qualified professionals who are not very familiar with German technical terms and locutions to know it concerns them.

**Job offers on the EURES network**

The EURES professional mobility portal helps employers in search of qualified professionals in other European countries. If you want to register on the EURES portal as an employer, for example, you can search for CVs of applicants who correspond to your requirements. You will find further information on the **EURES portal** [↗](#).

**Trade fairs abroad**

Another possible recruitment channel are trade fairs abroad. There, you can meet potential applicants in person and get a first impression of them. Another side-effect is that your company makes itself better known abroad!

The International and Specialised Services (ZAV) of the Federal Employment Agency also regularly organise recruitment events in Germany and abroad. For further information, phone +49 (0) 228 713-1313.

**Using social networking websites**

You can also make use of national or international career platforms to draw attention to your company and your job offer. Many foreign workers are active on these special types of social networking sites to develop business contacts. As a company, you can generally draw up your own profile, search for suitable applicants or post job offers there.

**Tip:** *Post your job offer in English or in the local language of your future employee. That will give you a better chance of addressing applicants who do not have a perfect command of German. Moreover, you will demonstrate that you are a cosmopolitan company and at the same time build your image abroad.*

**Important note:** *Notify the Federal Employment Agency of your vacancy. This is (in some cases) the only way of getting the required Vorrangprüfung - the test to see whether there are job applicants with preferential rights - carried out, for example if you wish to fill your vacancy with someone from outside the EU. You can find out more about admission to the labour market in the section "**Entering and working in Germany**".*

**Information on the web****Federal Employment Agency (BA)**

Information on admission to the labour market

Information for employers on recruiting international qualified professionals

**KOFA (centre of excellence for securing a supply of qualified professionals)**

Recruitment procedure - judicious recruitment of qualified professionals

Recruiting from abroad - Efforts to secure skilled labour without borders

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<https://www.make-it-in-germany.com/en/looking-for-foreign-professionals/targeted-recruitment/finding-the-right-recruitment-channel/publishing-job-offer>

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