

Employers!

Are you looking for workers? Submit your job offers to the Employment Office!

- Log in or register an account at praca.gov.pl
- Use the **e-form** to submit your job offers.
- You can submit job offers to a district employment office of your choice (either in the district of your place of business, the district where the advertised jobs will be performed, or anywhere across Poland).
- If you don't know which employment office you should turn to, visit the website of the Central Database of Job Offers at oferty.praca.gov.pl

Go to "**Worker search**" and see how many unemployed and people seeking employment in a given profession are registered at district employment offices.



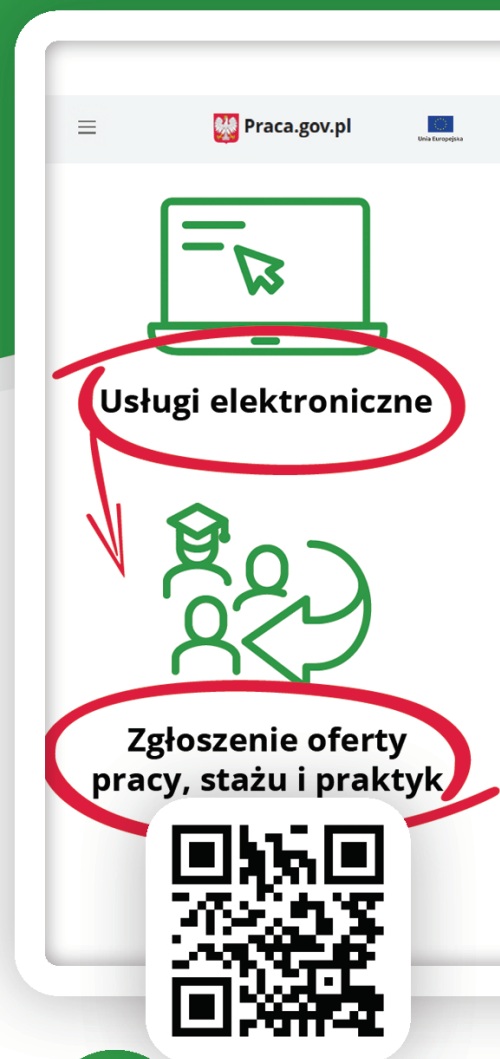
The job offer e-form is made available by the Minister competent for labour matters at praca.gov.pl and on websites of respective employment offices.

The e-form is automatically transferred to the district employment office of your choice.

- You can also submit your job offer at an employment office personally or use other means of communication such as e-mail, telephone, or traditional mail.

What do you get?

- Assistance that is completely free of charge.
- Your job offer will be entered in one of the largest job databases browsed by thousands of users.
- Your offer will also be available through the convenient and free-of-charge mobile app e-praca.
- If you agree, you will be contacted by candidates from across Poland, not just those registered at the employment office.



What should be included in a job offer?

information about your company

information about the workplace advertised

information about what you expect from the candidates

Some of the information is obligatory. If you don't provide it, the employment office will contact you and request clarification.



You can meet a greater number of candidates!



Job Exchange

At your request, an Employment Agency can organise a free-of-charge Job Exchange to enable you to meet with many candidates at the same location and time.

A Job Exchange can be organised when you are looking for workers to fill one or more positions, and there are many candidates registered at the employment office.



Job Fair

You can also take part in Job Fairs organised by employment offices.

During such events, you can present your job offers and find candidates that meet your requirements. Information on Job Fairs is available at oferty.praca.gov.pl

 Zielona Linia
CENTRUM INFORMACYJNE SŁUŻBY ZATRUDNIENIA

If you have
any questions
CALL US

1 9 5 2 4

**An employment office can assist you
in the professional development
of your workers by:**

- helping you select candidates to work from among unemployed and jobseekers
- helping you support your and your workers professional development by providing professional guidance.