

Checklist B: Direct recruitment and employment



- 1 Does the company ensure that every recruitment takes place through a personal meeting at the company's address?
- 2 Does the company ensure that the contract is in a language that the employee understands and that all the details in the contract are grasped by the new employee?
- 3 Does the company consider using independent interpreters to communicate with foreign employees who do not speak Danish?
- 4 Does the company ensure that the employee brings the following documents to the interview?
 - a. Criminal record and consent form
 - b. Registration certificate for EU citizens
 - c. Work permit and residence permit for non-EU citizens
 - d. Copy of photo ID such as a passport for non-Danish citizens
 - e. Health insurance certificate
 - f. Security clearances, if necessary
- 5 Does the company ensure that the employees' documents are original and authentic, and that the person who is present matches the person in the ID documents (e.g. passport)?
 - a. Are the dates and expiry dates for all documents/permits checked?
 - b. Are the photo ID, age, height, eye colour, ear shape, etc. checked?
 - c. Are the police contacted in case of suspicion of forgery?
- 6 Does the company consider issuing an ID card with photo and date of expiry at the time of employment, which must always be carried by the employee at the workplace?
- 7 Are the following questions asked at the employment interview at the company:
 - a. Where did the person hear about the job? (recruitment)
 - b. Has the person paid, or must s/he pay a third party to be employed?
 - c. Is the person in debt as a result of the employment?
 - d. Where does the person live (address)?
 - e. Who is the person's landlord?
 - f. What is the person's phone number and who should be contacted in case of an emergency?
- 8 Is the job candidate informed of rights such as hourly rate, working hours, sick leave and the possibility of joining a trade union at the employment interview?