

Hiring is a complicated process. Being able to navigate the complexity of international hiring improves your company's reputation. However, preparing to hire for a new country is time-consuming, and handling these responsibilities can burden your team.

As an Employer of Record, Globalization Partners can help. Our in-country experts have a thorough understanding of the recruiting and hiring process in more than 180 countries.

Recruiting in Bolivia

Referrals and experience are highly regarded in Bolivia, often more than a university degree. These credentials speak for a candidate's current and potential skills. Since referrals and recommendations have so much value, the professionals providing them carefully choose the employees they refer and the companies they recommend workers to.

Often, success during the recruiting process depends on your relationships with other companies. Face-to-face interaction is important, so networking and interviews should be in-person when possible.

Where to Find Talent

The business culture's reliance on recommendations and referrals means that making strong business connections is an indispensable step to finding talented candidates. You can use various job sites to find national and global applicants. Sorting through those potential applicants can be tedious and time-consuming, though. Plus, access to reliable internet services is limited in Bolivia. Networking to glean recommendations from trusted professionals helps you find the best candidates organically.

What Is the Recruitment Process in Bolivia Like?

In many countries, a CV and cover letter are sufficient documents for an initial application. You can also expect applicants to provide:

- Three typed and signed reference letters.
- Diplomas from secondary schools, universities, and vocational programs.
- Copies of the applicant's driver's license, passport, and identification cards.

Though the recruitment process is formal, employers may have a shortlist of candidates based on referrals and recommendations.

After receiving applications for an open role, your company may hold interviews and hire the best candidate for your team. Keep in mind that only 15 percent of your staff may be international workers. Failure to comply with this cap can result in sanctions.

How to Hire Employees in Bolivia

On some level, all expanding companies must seek to respect national customs during the recruiting and hiring process. Still, business culture often develops into its own environment. Recruiting and hiring in Bolivia may not be substantially different from doing so in your country, but there are a few nuances to keep in mind.

Here are three tips for recruiting Bolivia workers.

1. Prepare for Meetings in Spanish

Of the four official languages in Bolivia, most citizens speak Spanish. Smaller percentages of the population speak Quechua, Aymara, and Guarani as well as international and Indigenous languages. While most nationals don't expect perfect fluency, enough understanding to show respect and communicate effectively is vital.

The Spanish language has five words for "you," but nationals only use some of them. When you address candidates and colleagues, making the extra effort to use the correct form shows your respect for the language, culture, and professional relationship.

If you're not fluent in Spanish, it's a good idea to hire a translator to prevent

miscommunication during meetings and interviews.

2. Maintain Professionalism

Business meetings may take place in alternative venues. If your company wants to attract top talent, you may have conversations with candidates over a meal. Even in these settings, professionalism and formalities are essential.

Using the appropriate Spanish pronouns is a priority. You should avoid using first names. Instead, recognize your candidates' accomplishments by using their professional titles.

3. Practice Effective Onboarding

On-site training is an excellent option for onboarding employees. If you've chosen candidates through recommendations, traveling to spend their first few days or weeks in-country can help you see their skills and growth potential.

A consistent, flexible training process is ideal because you can tailor a thorough program for each new hire. Depending on the employee's experience and the procedures involved in their new role, you can breeze through training in days or stretch the curriculum over a few weeks.

Your onboarding process can act as a high-level overview of your expectations for your employees, an introduction to your in-country team and global workforce, and a learning experience that prepares new hires to succeed in their roles.

After hiring a new employee, you must register them with short- and long-term social security entities within their first five days. This rule applies to domestic and international employees.

Complying With Employment Laws

Whether you're hiring nationals or sending international employees to work in Bolivia, your company must abide by the General Labour Law. These regulations are subject to change, and your company is responsible for meeting legal standards at all times. As an employer, you assume the liability for noncompliance, and your company can undergo sanctions for oversights.

Employment Requirements

In order for your company to lawfully hire a candidate, the applicant must:

- Be 18 or older for civil and commercial obligations. (In some cases, 14-year-olds may enter employment contracts.)
- Have proof of nationality and residence.
- Provide their work visa if they are an international hire.

Additional restrictions exist for choosing company directors and board members.

Companies may perform background checks on their applicants, but few grounds included in these reports are lawful circumstances for refusing to hire a qualified candidate.

Employment Contracts

Employers and their contracted parties must draft and sign employment contracts in Spanish to submit to the Ministry of Labour. A valid employment contract contains:

- The contracted parties' names.
- The employee's personal data, including their age, residence, nationality, and civil status.
- The nature of the work the employee will perform.
- How the employer will measure work (time units, specific tasks, etc.).
- The agreed salary and payment method.
- The duration of employment, which is indefinite under most circumstances.
- Where the employee will work.

- The employee's heir(s).

When you draft an employment contract for a new hire, keep the following considerations in mind:

- Various regulations within the General Labour Law act as implied terms in contracts where they are not explicitly stated.
- Collective employment contracts and agreements are lawful.

Benefits of Hiring Outsourcing in Bolivia

Working with an employer of record has several advantages. When you choose Globalization Partners for our global PEO services, you can:

- Avoid the cost and time expenditure of setting up an in-country business entity.
- Trust the advice from our experienced legal team and HR experts.
- Ensure total compliance, from employment contracts to working permissions.
- Access global payroll on a single platform through our software.
- Enjoy freedom from administrative tasks and legal responsibility for noncompliance.

Expand With Globalization Partners

At Globalization Partners, we'll manage compliant hiring so your team can focus on your priorities. [Reach out to our team today](#) to learn more about how we can help with Bolivia hiring outsourcing.