

When your company grows, adding capable, talented members to your team is an essential step toward a successful expansion. If you're looking for talent to work in Dominica, Globalization Partners can help.

Learn the most important concepts for growing companies and how we can make your expansion fast and seamless.

## **Recruiting in Dominica**

At Globalization Partners, our services as a global PEO can help you recruit the best employees for your company. We're an Employer of Record with established entities in 187 countries. Working with us can help you establish your presence in these markets fast, so you can start recruiting in days instead of months.

Recruiting as soon as possible gives you an advantage over the competition. After all, top talent can choose between employment options. If you're waiting to set up a subsidiary or another entity, you may miss the perfect candidate.

## **The Recruitment Process in Dominica**

Recruiting can be a time-consuming process. When you open hiring opportunities to a global workforce, the process only becomes more complicated. Fortunately, our in-country experts can help you find the perfect candidates, no matter where they live.

For the most successful recruiting process, follow these four steps:

### **1. Obtain a Recruiting License**

Before you can launch your recruiting campaign, you must have a licensing officer fill out the form for you. Your license does a few things:

- Names you and the address of your company as an employer
- Establishes the dates of your license's validity — one year from issue
- Prohibits you from assigning the license to someone else or transferring it
- Caps the number of employees you may recruit
- Specifies the places of origin from where you can recruit employees

Your license officer may add other conditions to the license form as they see fit.

## **2. Share a Job Description and Screen Resumes**

When you're recruiting workers in Dominica, employment contracts outline your expectations, and employees must consent to responsibilities outside of their roles. A well-crafted job description shares information about the work you expect from a candidate.

As resumes come in, sort them and choose the best ones. From there, you can start scheduling interviews with the most impressive candidates.

## **3. Practice Professionalism During Meetings**

Being respectful makes your company more reputable and inviting for candidates. Follow these tips for appearing professional and capable when interviewing applicants:

- Use titles: Using people's titles is an easy way to show respect for your candidates. There are no formal rules regarding passing out business cards, but carefully looking over the cards your candidates give you can show professionalism. Business cards may also include titles, pronouns, and other important information.
- Transition from introductions to the interview: Greeting candidates is slightly less formal, and you can introduce people in any order. Once the interview begins, though, your applicant may expect the same person to start and end the meeting.
- Wait for your turn to speak: If you have questions, make sure your candidate and coworkers are finished speaking to avoid interrupting them.

## **4. Draft an Employment Contract and Ensure Proper Documentation**

If you're hiring Dominica workers, you must ensure they're registered with social security and draft an employment contract. Since inspections can occur at any time, you must keep records of the documents above, as well as payroll and your contributions to the social security fund.

International employees require more documentation in addition to those necessary for in-country workers. They need a written copy of your job offer and several other items to apply for their work permit. When they start at your company, you must also register them for short- and long-term social security benefits.

## **Employment Laws**

Citizens and international employees with an authorized work permit are eligible for employment. Applicants must be 16 or older to enter an employment contract. Keep in mind that juveniles — employees between 16 and 18 — may not be allowed to perform certain strenuous or hazardous work.

You must prepare an employment contract for each employee no later than 14 days after they accept a job offer. Both you and the employee have to keep a signed copy for your records.

Employment contracts must contain specific information about you and your new hire. Other information includes the title of the employee's role, their responsibilities, expected working hours, and a compensation plan for those hours. Include any other expectations, additional benefits, and terms of employment, too.

An employment contract should also outline the protocol for ending the contract. These details may include a notice period and unique terms that fall under you terminating the contract at will.

## Onboarding

Onboarding has two essential functions during the hiring process. First, it acts as an introduction to your company. Second, it provides the perfect time to train new hires for their roles.

When your team exists in multiple countries, making your company feel inviting can be difficult. Spending your new hire's first weeks in-country can help. During this time, you can encourage them to engage with your company and make them feel welcome.

Depending on your company and new employee's position, you may need a training program that stretches over a week. New employees with experience could need less guidance, but this is a great time to set expectations.

## Benefits of Outsourcing Dominica Hiring

Hiring is complicated, no matter where you are. When you work with Globalization Partners, you don't have to do it alone. Our services offer support and reduced workloads during every step of your expansion. The advantages of using an Employer of Record such as Globalization Partners to outsource hiring include:

- **Compliance.** Globalization Partners works to manage your global workforce effectively and ensure complete compliance at all times.
- **Freedom from liability.** We accept total legal responsibility for oversights and other issues within the covered operations.
- **Speed.** Skip setting up a subsidiary and the costs associated with doing so. Our services help you hire faster.
- **Legal expertise.** Our legal team specializes in the operations of international companies. Let them take care of legal issues as soon as they arise.
- **Cultural experience.** We have in-country experts in each of the 187 countries where we have business entities. These teams can help you navigate complex operations with nuance and respect.
- **Support staff.** Our customer support representatives offer helpful advice and troubleshooting to employers and employees around the globe. We can help you

resolve various issues, such as maintaining proper employee documentation and payroll.

### **Work With Globalization Partners**

Is your company looking for new growth opportunities? Globalization Partners can help you recruit and hire top talent in over 180 countries. [Reach out to our team today](#) for more information about hiring outsourcing.