

When you started your company at home, you needed to recruit and hire a team that met your performance needs and understood your company's vision. Your international expansion will require the same process in an unfamiliar location. With a new set of employment laws and potential language barriers, this setup requires extensive research and attention to detail.

With help from Globalization Partners, recruiting Laos workers can be fast and compliant. We also help you onboard your employees while following every employment law.

The Recruitment Process in Laos

In Laos, the labor laws cover the recruitment system and how it functions within the country. The four forms of recruitment are:

- Creation of employment opportunities
- Domestic recruitment services
- Services sending labor abroad
- Importing noncitizen labor

As an international employer working in the country, you likely will create employment opportunities, recruit domestically, and import labor from outside the country. The creation of employment opportunities in-country can reduce poverty. This process may also reduce unemployment, support rural areas, and diminish illegal trans-border labor. When creating these opportunities, you should focus on hiring disadvantaged people and provide temporary work to rural areas to help citizens develop skills.

The domestic recruitment process requires establishing or working with a career fair. Your company also needs authorization from your appropriate government agency to manage the recruitment process internally. Report your recruitment plan to your labor administration to ensure you're providing sufficient labor provisions for the current market.

This recruitment plan should include a series of steps. Start by creating job descriptions based on the vacancies you need to fill. These descriptions should consist of daily processes,

required experience and education, and other valuable skills for the job. Your recruitment plan should also include:

- Where you'll post vacancies.
- How you'll narrow down candidates.
- The locations for conducting interviews.
- The questions you will ask interviewees.

How to Find Talent

You have a few options for finding talent. You may choose to post job vacancies on well-known career sites such as 108.jobs and Yula.la. These sites can take applicants directly to your company's job listing, or candidates can apply from Yula's platform.

If you're looking to create employment opportunities or find entry-level workers who recently graduated from school, you can join a career fair. This option is ideal for speaking with potential candidates face to face and helping them understand your company's vision.

How to Hire Laos Employees

Your hiring process should begin with a well-written employment contract. Laos's employment laws require these agreements, and you should include all required information as well as details valuable to the job, such as pay rate, working hours, benefits, termination rules, and overtime policies.

After creating and discussing the contract with your employee, you need to gather vital identification information for payroll processes. Obtain the employee's ID so the Social Security Fund can make contributions every month and their tax number to report income for tax deductions. You may ask for banking information to provide payment through direct deposit.

Employment Compliance

All companies must have internal regulations to uphold labor laws during management processes. These regulatory practices should cover any protections for workers that aren't explicitly covered in the law.

To create these regulations, you must consult with an employee representative or trade union to decide on appropriate terms. Once both parties reach a consensus, write this legislation in Lao and seek approval from the Labor Administration Agency. The information in this document should cover:

- The working location and hours.
- Lunch break times and other breaks during work hours.
- Weekly rest days.
- Rest days for injury, sickness, or other reasons.
- Health and safety regulations and restrictions, including the use of tools and required safety gear.
- The conflict resolution process and disciplinary action procedures.
- Any benefits or extra regulations.

These internal regulations need to be accessible to employees at all times as a printed document or workplace display.

Onboarding Employees

Once you complete your hiring procedures, the onboarding process will welcome your employees to the workplace and help them adjust to their positions. You may choose to fly to the country to meet your team in person. You can also use this time to review employment contracts and create internal regulations. Drafting a code of conduct can also clarify expectations for behavior in the workplace.

An essential part of onboarding is your training program, and how you design these programs will depend on your employees' skill levels and the difficulty of their jobs. Sometimes, training programs are one day of reviewing essential processes such as how to clock in and who to turn to with questions. Other times, training programs last a few weeks and involve

learning machinery or how to use software programs. It's helpful to consider these factors and work with an employee representative to determine the best course of action.

The country also offers labor skill development systems for continued training throughout employment. These skill development tiers are a way to help nationals receive education and retain skills throughout their professional lives. They also help employees find new jobs when necessary.

The Benefits of Hiring Outsourcing

Handling the recruiting and hiring processes can be challenging. With this nation's extensive recruiting and hiring regulations, you may want expert advice and assistance. When you choose Globalization Partners as your global PEO, also known as an Employer of Record, you can outsource your hiring processes to us.

We provide:

- **Efficient onboarding.** Once you find candidates for your company, we can help you onboard your team in a few days. If there are any concerns with employees, our HR team can guide you through them.
- **Country-based knowledge.** Our team consists of HR and legal experts in over 180 countries. We provide advice for the best recruiting practices and handle hiring in a way locals expect.
- **Legal compliance.** We know labor laws inside and out, allowing our team to meet all employment compliance needs. You can gain peace of mind by shifting all legal risk to us, and we ensure your processes run smoothly.

Turn to Globalization Partners for Hiring Outsourcing in Laos

Streamline your international expansion with help from Globalization Partners. We find top talent and develop a team full of people who support your company's growth. With our existing entity in the country, we hire and onboard your team members in as little as a few days. You can get to work fast and know that all your processes are compliant.

Get in touch with us today to learn more about our services.