

Your international business needs a team of dedicated employees to encourage growth and execute your company vision. To find this team, you'll need recruiting and hiring processes that reflect the labor laws and the business culture in your area of expansion. When it comes to recruiting Papua New Guinea workers, Globalization Partners offers the resources you need for success.

## The Recruitment Process in Papua New Guinea

When you start the recruitment process, you should consider the recruiting laws described in the Employment Act. To legally recruit employees in Papua New Guinea, you must be an employer working on your own behalf or be a worker-recruiter.

As an employer, you're always allowed to recruit employees for your own company. However, if you choose to work with other people, they need to have the authority to do so. The Secretary must permit an individual to recruit if they are not an employer.

Another notable condition of recruiting is off-limit areas. The Minister has the right to declare a location in the country as off-limit to recruiters. They may never use this declaration, but they'll always post them in The Gazette when they do. Be wary of this possibility as you begin your recruitment process.

Once you understand the country's employment laws, you can move forward with your recruitment process. For the best results, you should create a plan for your recruiting steps and maintain that process for every position you want to fill. You should:

- Write job descriptions for your vacancies.
- Make an advertisement plan for your open positions.
- Determine your location for conducting interviews.
- Come up with questions to ask candidates.
- Figure out your decision-making process for narrowing down interviewees.

When you create your job description, you'll want to include details about the daily responsibilities, necessary qualifications, and helpful skills for the position. These descriptions

are also ideal for describing your company and mission.

## Where to Find Talent

A significant part of your recruitment process is knowing where to look for candidates. To reach a broad audience, you should post your vacancies in various locations. Different platforms have different readers, allowing you to find candidates that qualify for your position.

An excellent place to post your positions is in popular newspapers. The Post-Courier has a classifieds section for employers to post jobs, making it a valuable resource for your recruitment.

You can also post vacancies on job sites like PNGworkforce.com. This site allows you to post listings after you make an account. You may rely on social media sites to spread awareness about your company and openings.

## How to Hire Papua New Guinea Employees

The first step in the hiring process is creating an employment contract. The country's labor laws allow written and oral agreements, but you need a written record of the terms if you use a verbal contract. It's in your best interest to use a written contract whenever possible.

Your agreement should include all terms related to employment, including working hours, wages, and when the employee receives their paychecks. You'll want to guarantee that your employment terms meet all the required conditions outlined in the labor laws. Consider provisions like:

- Minimum wage.
- Vacation leave.
- Sick leave.
- Limitations on working hours.

Once you've created your employment contract, you can gain essential employee information. You'll need your worker's tax identification number (TIN) and membership ID for the Superannuation Fund. You may also ask for bank account information to set up direct deposit.

With the correct identification numbers, you'll be able to deduct income taxes and contributions from paychecks.

## **Employment Compliance**

Meeting all the requirements described in the Employment Act is crucial for compliance. Other aspects you should note are regulations on hiring women. Employers cannot discriminate against women for their sex, and they should make equal wages to a man in the same position.

However, women aren't permitted to perform heavy labor or work underground. Women are also not allowed to work between 6 p.m. and 6 a.m. unless they hold a managerial position or work in health care.

Contract attestation is something else to consider for employment compliance. This process involves presenting your complete contract to a labor officer. The officer will determine if the contract is compliant and if all parties are willingly engaged in the employment relationship. Attestation is not required for a legal contract, but it does make the employment more legally binding. It also allows employees and employers to appear before a court if the opposing party disobeys the terms.

## **The Onboarding Process**

After completing the hiring process, you'll move on to onboarding procedures. This step is vital for helping your new employees adjust to the workplace and understand their positions' expectations. As a global employer, you may want to fly into the country to meet

your new workers and welcome them to your company.

Onboarding is an excellent time to review employment contracts. Refreshing your new hires on their terms can foster a sense of trust and ensure they know what to expect in terms of working hours and wages. This time can also be valuable for establishing a code of conduct. These rules will create a shared understanding of behavior in the workplace.

One of the more critical sides of onboarding is your training program. When you create your program, you'll want to consider your employees' skill levels and the daily tasks they'll contend with. Training programs could be one day of learning basic processes like clocking in and out and taking lunch breaks. They may also be several days or weeklong activities that cover software use or machinery handling.

## **The Advantages of Hiring Outsourcing**

As a business owner who's found success at home, you understand what it takes to manage the recruiting and hiring process. When you take your company abroad, you'll need to handle this step in a new business culture. You may find yourself challenged by different candidate expectations or language barriers.

With Globalization Partners, you can confront recruiting with confidence. Our team of legal and HR experts will keep your hiring processes compliant while helping you navigate new territory. With our knowledge of over 180 countries, we know where to look for talent and how to maintain the best hiring practices for the area.

When you've found your new team members, our HR staff will guide you through the onboarding process to confirm you and your employees feel confident about your workplace. While our hiring outsourcing gives you the guidance you need for success, you also offload all legal risks to us. Find peace of mind knowing you've released liability and taken care of your new workforce.

## Look to Globalization Partners for Hiring Outsourcing

Globalization Partners will help you build the international team you need for long-term success. [Contact us today](#) to learn more about our expansion services.