

Your employees are the ones who make a difference in your company. When it comes to running day-to-day operations, you need employees you can trust to build up your new location in Vietnam. Unfortunately, it's not always easy to find the time to hire employees in Vietnam while you're trying to establish a company. During the processes of recruiting and hiring, you'll need to study up on Vietnamese culture as well as the local laws regarding employment.

Globalization Partners can help with our Vietnam hiring outsourcing services. We'll find top talent to work for you and make sure you stay compliant throughout the hiring process.

## Recruiting in Vietnam

Recruiting in an unfamiliar country can be stressful, especially if you're unfamiliar with the local workplace culture and business etiquette. A simple cultural misstep or miscommunication could cause your company to miss out on a partnership with a talented employee. However, the majority of candidates will be willing to work with you as long as you have an open mind and a willingness to learn about their culture. Remember the following guidelines as you begin the process of staffing in Vietnam.

### 1. Bring Plenty of Business Cards

Exchanging business cards is essential when you meet a prospective employee for the first time. If you really want to make a good impression, you should have the card printed in English on one side and Vietnamese on the other. When you give one of your cards to a job candidate, you should present it with both hands and make sure the Vietnamese side is facing up.

When you accept a business card, you should take a moment to look it over before carefully putting it away. Placing the card into your bag without looking at it might come across as a sign of disrespect. For the same reason, you should never write on a business card or put it in your back pocket.

### 2. Prioritize Time Management

Punctuality is essential in Vietnam, especially when it comes to business. If you're running late for a meeting or interview with a job candidate, be sure to call them to let them know in advance and apologize for the delay.

### 3. Shake Hands

In Vietnam, offering a handshake and a slight bow is the best way to say hello and goodbye in a business setting. If you're meeting with a group, be sure to shake hands with the eldest member of the group first. Some Vietnamese women may prefer to greet you with a bow rather than a handshake, so you should wait for them to initiate the greeting and respond accordingly.

## A Look at the Recruitment Process in Vietnam

Planning for the practical aspects of staffing and recruiting in Vietnam is just as important as understanding the cultural nuances. No level of preparation for the interview process will ensure a successful recruitment process unless you start by sourcing the right candidates.

In Vietnam, social media is one of the best ways for employers to connect with potential hires. As in many other countries, LinkedIn is a popular platform. You might also focus on establishing a presence on other social media platforms to build a pool of candidates.

Recruiting firms and executive search services are also popular in Vietnam, but many of these options tend to come with steep fees. If you're interested in pursuing this option, you might be better off partnering with a global PEO that includes recruitment as a part of their platform.

## Legal Requirements for Recruiting in Vietnam

It's essential to make sure your company is compliant with Vietnamese law throughout the process of staffing your international team. In Vietnam, employees are protected against discrimination based on the following characteristics:

- Race
- National and social origin
- Skin color
- Ethnicity
- Age
- Religion
- Beliefs
- Gender
- Family responsibilities
- Pregnancy
- Marital status

- Political views
- Disability
- HIV status
- Participation in a trade union or internal employee organization

As you meet with prospective employees during the recruitment process, you should be sure to avoid any direct inquiries about these characteristics. You should also be mindful of the language you use in your job postings. Don't mention any specific traits that aren't true requirements for the position.

## How to Hire Employees in Vietnam

It's essential to focus on Vietnam's culture when you're hiring employees. Vietnamese people often participate in small talk, share personal information about their families and hobbies, and ask about their conversation partner's background. Participating in these tasks are seen as relationship building and can make a difference in someone choosing your company over another.

The concept of "face" is important in Vietnam, and you should make sure you don't damage anyone's face. The Vietnamese often don't say no, so you should always follow up to make sure you understand the entire negotiation process.

## Vietnam Employment Compliance Laws and Regulations

One Vietnam employment compliance law is that you must have a written employment contract for every employee you hire. This contract should spell out compensation, benefits, and termination requirements in the local language. You should also include the salary and any other compensation amounts in Vietnam dong instead of a foreign currency.

The Vietnamese employees you hire should work a maximum of eight hours per day and six days per week. You are legally required to give employees one full day off per week, typically Sundays.

## Onboarding Employees in This Country

Once you hire employees in Vietnam, you need to onboard them to make them familiar with the company, their position, and their coworkers. While Vietnam employment compliance laws do not dictate one way to onboard employees, you can take steps to make these

individuals more comfortable.

Try to travel to Vietnam for an employee's first day or week with your company. You can go over the employment contract together, your company's code of conduct, and other resources. Onboarding multiple employees at one time can also help establish a sense of camaraderie and simplify the process for your company.

## Benefits of Vietnam Hiring Outsourcing

You have a lot to focus on when you're expanding your company and hiring employees, from understanding how to hire Vietnamese employees to meeting all Vietnam employment compliance laws. If you outsource the hiring process, you won't have to worry about finding the right talent, but you'll still be held accountable for compliance.

Globalization Partners' Vietnam hiring outsourcing services are different. We'll source top talent for you and remain responsible for compliance as the Employer of Record. With Globalization Partners on your side, you can feel confident that your hiring process is in great hands.

## The Reason to Choose Globalization Partners

Globalization Partners is more than just another vendor your company can work with. We truly want to be your partner throughout your expansion. [Contact us today](#) to learn more about our services.