

E-BOOK 27

AKADEMIA

Mistrzostwa Kadrowo-Płacowego
i Zarządzania Zasobami Ludzkimi
o HR, kadrach i płacach z pasją



POLISH LABOR MARKET FOR FOREIGNERS

TIPS TO TURN YOUR JOB HUNT INTO
A SUCCESS AND THE BASICS OF EMPLOYMENT
LAW.



[HRnaszpilkach.pl](https://hrnaszpilkach.pl)

pracuj.pl

HR

NA SZPILKACH

monikasmulewicz.pl

INTRODUCTION

The Polish labor market offers plentiful professional opportunities and is open to candidates from outside Poland. Finding one's feet in a new job is not always as straightforward as we would have liked – it may be down to the language barrier or various formalities that need to be met on time. This gives rise to questions, concerns, and doubts. We would thus like to share our knowledge and experience with you in order to improve the job search process and make it less stressful. We hope that the information shared in this guide will prove of help and support in challenging moments.

THIS GUIDE PROVIDES ANSWERS TO THE FOLLOWING QUESTIONS:

- *Where to look for a job in Poland?*
- *What opportunities do Polish employers offer?*
- *Where to look for more information on employers?*
- *What tools and solutions make it easier for foreigners to navigate the Polish labor market?*
- *How to write an effective CV and prepare for a job interview?*
- *What is worth knowing about recruitment in Poland?*
- *How to evaluate and put a price tag on your competencies?*

This guide will take you on a step-by-step journey through market trends and help you find a stable and safe employment.

You will learn how to conclude a legally binding employment contract, what are the benefits and protection afforded by an employment contract, and what are the terms and conditions of employment in Poland.

Let's go!



pracuj.pl



Monika Smulewicz

Managing Director at the Akademia Mistrzostwa Kadrowo-Płacowego i Zarządzania Zasobami Ludzkimi

An ever growing number of foreigners are getting hired in Poland! According to data collated by the Social Insurance Institution in Poland there were 970,000 foreigners registered for old-age and disability insurance at the end of April 2022, with the largest group among them - 700,000 - coming from Ukraine. Systemic solutions implemented by the Polish government by way of the Special Act on assistance to the citizens of Ukraine directly translated to simplified work permit procedures enabling as many as 132,000 people to find employment.

Employers point towards staff shortages and inadequate competencies available on the labor market among the reasons for the economic growth slowdown. Estimates show that the Polish labor market may be short by up to 1.5 million employees in 2025! Domestic enterprises are very open to workers coming from abroad and this may prove to be the answer to the staff shortage problem. This, however, brings about many challenges of its own, such as cultural integration, that needs to be addressed on a number of levels - both in terms of substantive support regarding employment law issues as well as in terms of social aspects of integration, related to the language barrier and cultural differences.

When looking for employment in Poland, it's worth asking potential employers about ways in which they support the integration of their foreign employees with Polish co-workers. Are there solutions in place aiming to minimize adaptation obstacles? Do they enforce anti-discrimination policies within their teams? And what about the company corporate culture and its values - does the management team promote equal treatment? Be direct during your job interview and ask whether the company employs foreigners and what is the company track record in this regard? By doing so you will gain additional knowledge about your future workplace and safely adapt to the new environment. You feel confident and focus on showing your true potential right from the start. I sincerely wish you do so!

And to the employers who employ or plan to hire foreigners and are looking to score high on integration - pay special attention to interpersonal relations in your office. The employer, the HR department, and the management team must work together to establish conditions conducive to frequent contacts between foreign employees and their Polish co-workers as well as ensure foreign employees are genuinely invested in such contacts. Proper management of cultural differences at every company aims to maximize contacts between local and foreign employees, so that they get to know each other and gain mutual trust.

Monika Smulewicz

HOW TO LOOK FOR A JOB AND WHERE TO LOOK FOR IT?

Honest, fair, friendly, giving a sense of security – aren't we all looking for a company like that? That's why using official and reliable sources of information as well as professional job posting websites is an avenue worth exploring.

Pracuj.pl (and similar websites) allow their users to learn both about the job offers as well as the employers who posted these job offers online. Job offers posted on Pracuj.pl are prepared in accordance with current recruitment standards. Company location is a good example, as the job posting template allows the exact location – marked on a map – to be included, alongside the company's address. Company name and detailed information about it are key, so their absence should be an instant red flag for any potential candidate. The job posting should also include a job description, set out employee responsibilities and requirements, as well as contain information on the type of contract, employee benefits, and development opportunities. Stay extra vigilant whenever you come across a job posting with very little substance but promising quick and easy money in exchange for next to no work done. Also, do not reply to messages where the sender tries to extract sensitive data from you. Fake job posters may try to extort your PESEL (personal ID) number, ID card, or your bank account numbers.

OFFERS FOR CANDIDATES FROM UKRAINE

Pracuj.pl boasts functionalities that facilitate browsing job postings on their website for Ukrainian citizens. The Po6ora tab is dedicated to job postings from employers who are open to hiring candidates from Ukraine. Also, you will find useful info and recruitment tips in Ukrainian here: <https://porady.pracuj.pl/ua/>. Finally, go to <https://konsultacjecz.pracuj.pl/> where Pracuj.pl experts are on hand to chat about your CV – completely free of charge.

The following websites may come in handy when you're looking for a job:

<https://zielonalinia.gov.pl/pomoc-dla-obywateli-ukrainy>

<https://psz.praca.gov.pl/pomocdlaukrainy>

<https://oferty.praca.gov.pl/>

WHERE CAN I LEARN MORE ABOUT EMPLOYERS?

Get information from multiple sources:

- *Company website*
- *The 'Career' tab on the company website or a dedicated page covering recruitment, apprenticeships, internship programs, etc*
- *Company presence in social media*
- *Employer profiles at the Pracuj.pl website: <https://pracodawcy.pracuj.pl/>*

HOW TO LOOK FOR A JOB AND WHERE TO LOOK FOR IT?

- *Employer rankings and other 'Top Employer' awards*
- *Festivals and job fairs (for e.g. <https://jobicon.pracuj.pl/>)*
- *Industry events, career days, company open days*
- *Information about the company on the Internet*
- *Coverage in industry media (publications, articles, stories)*

Company data and legal information on its business activity can be found on the CEIDG (Central Register and Information on Economic Activity) and KRS (National Court Register) websites.

Employees are the best brand ambassadors. Find out what they say about the workplace atmosphere, development opportunities, company values, and working conditions. Internet forums, discussion groups, and websites for people to share their opinions about former employers are all valuable information sources. Go ahead and read them but bear in mind that the information you'll find there may not be reliable. Some of the posts you will come across are highly subjective, may have been written in a negative emotional state, and some of them may simply not be true. If you know someone who works in the industry you wish to explore further – make sure you talk to that person. Perhaps someone in your circle of friends and acquaintances will

have helpful tips and recommendations for you. Spend some time reviewing substantive content regarding your potential employer, i.e. information on company activities and their products/ services, cooperation with the market environment, growth and hiring plans, CSR strategy, participation in industry competitions, and awards won. Familiarize yourself with the company mission and vision – are they in line with your values and beliefs? Are they coherent with how you perceive employment?

As many as 78% of candidates said they pay attention to company reputation during the hiring process..

Source: Pracuj.pl study:
"Polacy w nowym środowisku pracy"

THE FIRST STEP, I.E. YOUR NEEDS VS THE LABOR MARKET

Before you start browsing job postings, pause for a moment and think about the kind of job you are really looking for. Do you want to work on-site or remotely? What criteria should your potential employer meet and what boxes should they tick? What do you genuinely care about and what's definitely out of the question? Job offers you'll find on job boards may serve as a fairly good indicator of the current market trends and employers' expectations – analyze them in order to compare your expectations with market realities, and find out what competencies you should work on to increase your chances during the hiring process.

HOW TO WRITE AN EFFECTIVE CV?

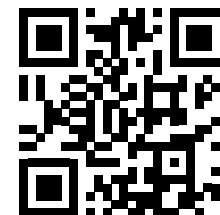
Your CV is your showpiece – by replying to the employer's job offer you actually offer your competencies, knowledge and experience in return. That's why it will pay off to ensure the document is of the highest quality and does not skip over important bits. How to stand out from the competition? How to attract the

recruiter's attention? Key is to shape and adapt your CV properly, i.e. adjust its contents to the job offer in question. Your CV is not about listing and describing in detail all the experiences and professional activities you engaged in. The trick is to select information and highlight the bits that will be crucial for the position you're applying for. Check the job description and responsibilities/requirements listed in the specific job offer when writing or updating your CV – that's how you'll remain focused on the relevant things that make you more employable than others.

CV WIZARD – A USEFUL TOOL

The free [Pracuj.pl CV Wizard](#) will help you create and generate job application documents. Start off by choosing the type and template that suits you most. Are you applying for a technology position? Go for a more technical CV highlighting your hard skills and knowledge of different programs, applications, and tech solutions. And what about students or recent graduates looking for that first job? Choosing a student CV with a matching content layout is tailored to that particular stage of your professional life.

Keep in mind that you can apply for some of the positions on Pracuj.pl without submitting your CV. Learn more about it right here: <https://cv.pracuj.pl/poradniki/aplikuj-bez-cv-czesc-ogloszen-na-to-pozwala/>



THE FIRST STEP, I.E. YOUR NEEDS VS THE LABOR MARKET

WHAT TO INCLUDE IN EVERY CV - KEY COMPONENTS

Personal data - name, surname, e-mail address, phone number.



Providing your residence address or city is not mandatory. You may or may not indicate your current address - it's entirely up to you. In case you're willing to relocate for the job then it's worth to emphasize your mobility and readiness to move to another city of region when summarizing your professional experience.

Professional experience - what really matters in this section is the description of responsibilities and duties entrusted to you thus far. It is of paramount importance to keep it concise and specific so that it clearly illustrates the scope of your competencies. Remember the reverse chronology rule - start by describing your most recent position

Education - if you are a university graduate, all you need to do is provide the name and field of study as well as the exact start and end dates. You don't need to focus on your secondary education here.

Hard and soft skills - list all your competencies that match the employer's requirements. Hard skills are particularly important so if you're well-versed in an industry-specific system, computer program or other tools needed at work - make sure you mention it. Knowledge of technology and coding languages are essential in the IT industry, so include them in your CV. Soft skills include things like teamwork, public speaking, and/ or analytical skills

Languages - when listing foreign languages make sure to specify your proficiency level, in accordance with the Common European Framework of Reference, for e.g. A1, B2, C1.

Courses and trainings - list activities that are relevant to the position you are applying for. Make sure all certificates and authorizations you obtained are mentioned here.

Hobbies - do not paint your interests with a broad brush. Avoid general terms like 'sports' or 'literature' and be more precise instead. Rather than 'sports' say that you enjoy 'playing volleyball', and specifically mention that you like 'science fiction literature'. Do you have an unusual hobby? It's the right place to tell the recruiters about it.

Links - do you have a website? Link it in your CV and guide the recruiter to your portfolio, achievements they can read about on the Internet, a list of publications or pieces you have created or written, a blog you are curating, etc.

THE FIRST STEP, I.E. YOUR NEEDS VS THE LABOR MARKET

70% of respondents believe that having an interesting hobby can be a real asset during a job interview. 52% declare that hobby-related experience turned out to be helpful at work. Standout hobbies include playing an instrument, sewing, and fishing.

Source: Pracuj.pl study „Polacy w nowym środowisku pracy”



GOOD TO KNOW

Attaching a photo to your CV is not mandatory. However, if you do have a high-quality photo that you believe fits a particular hiring process then it may be a good idea to include it. Cases where employers may request a photo during the hiring process are discussed in more depth on page 18 of this study.

INFORMATION CLAUSE ON PERSONAL DATA PROCESSING

In light of the regulations currently in force in Poland, the personal data processing clause contained in CVs is – theoretically speaking – not mandatory. In practice, majority of companies have updated their data protection and data processing policies in connection with the GDPR coming into force. Many

organizations use job posting websites such as pracuj.pl, which block users from proceeding unless they tick all the relevant consent boxes with regard to data processing. To err on the side of caution, including a short note – like the one below – should be just fine:

I hereby consent to the processing of my personal data by (insert the name of the company you're applying to here) for the purposes of the recruitment process.

More extensive clauses (like the ones referring to specific legal provisions) which you can find on the Internet may also be used here. When giving consent to data processing you do not have to indicate the legal basis. However, please bear in mind that companies will often use their own version of the data processing clause which may slightly differ from the one commonly used:



THE FIRST STEP, I.E. YOUR NEEDS VS THE LABOR MARKET

INFORMATION CLAUSE ON PERSONAL DATA PROCESSING

I hereby consent to the processing of my personal data for the purposes of the recruitment process (pursuant to the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and pursuant to the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR).

Best course of action here is simply to copy the above version directly from the job offer and paste it into your CV. The consent clause should be placed towards the end of the document.

SUMMARY - DISTINGUISH YOURSELF FROM THE REST!

Career summary is placed at the top of a CV. That's where you can briefly describe the most important activities you engaged in or achievements you earned, summarize your career path thus far, and define further career goals – how do you want to grow, what exactly do you want to do professionally or what type of work environment are you most interested in. Crucially, despite its brief nature, make sure your interests and hobbies, aspirations, values, and motivations do shine through. In the best-case scenario they will be a direct response to what your potential employer is looking for in their job posting. And in case your professional experience is not that extensive just yet – because you have just changed/ are in the process of changing a profession or are taking your first steps in a new industry – indicate how are you going to use your competences and previous activities/ achievements, even if they are not directly related to the new position. Show that you're eager to learn and open to new tasks.

THE FIRST STEP, I.E. YOUR NEEDS VS THE LABOR MARKET

CV TEMPLATE

UX Designer

Pictures, words, communication. This is my passion and one I've been lucky enough to call a job for over a dozen years now. I am a UX designer – I simplify things by making the customer journey as seamless and convenient as possible. I would relish working in an international environment and developing digital products that increase the quality of life.

Anna Kowalska

E-mail: anna.kowalska@ox.com
Phone: +48 543 210 000
DOB: August 9, 1983
City: Warsaw

Professional Experience

Jan 2020 – Apr 2022

UX specialist / XCYvZACb2m / Warsaw

Responsibilities:

Conducting workshops with customers and users

Creating mockups and prototypes of e-commerce applications

Carrying out research projects

Conducting UX audits

Feb 2016 – Sep 2019

Graphic designer / xZy9AbxBbJ9 / Warsaw

Responsibilities:

Graphic design for e-commerce

Customer journey analysis

Aug 2008 – Dec 2015

Graphic designer / XzY3LldWnK1 / Kraków

Responsibilities:

Designing marketing materials

Copywriting and creating product descriptions

Education

Oct 2002 – Jul 2007

Jan Matejko Academy of Fine Arts in Krakow

Major: Graphic Design

Degree: master

Languages

English: advanced (level C1), Italian: intermediate (level B2)

Skills

Proficiency in: Figma, Miro, InDesign, Photoshop. Analytical skills, knowledge of UX research methods, knowledge of the 'Plain Polish' communication standard

Courses, trainings, and certificates

Jan 2022

Course: UX Writing

Organized by: U7VcABC8Hw

Oct 2021

Training: UX Research and Qualitative Research

Organized by: C5nBxYt4AL

Sep 1-10, 2019

Course: Digital UX

Organized by: Cz7Xvv8KlJ

Hobbies

decoupage, travel literature, playing the guitar

Links

www.annakowalska_portfolio.pl

THE RECRUITMENT PROCESS – WHAT TO EXPECT?

The recruitment process may consist of one or two stages but it may also be more complex – it all depends on the position and the company you're applying to. A short, over-the-phone interview the employer may wish to conduct with a candidate may help them find out more about the candidate's drivers and check or supplement their CV. Job interview – a conversation with a potential employer, recruiter or an HR department person, future supervisor, manager or team leader – is the focal point of every recruitment process. Your competencies are verified in a variety of ways, including: tests, work samples, role plays or presentations. Some companies organize Assessment Center sessions that allow them to better understand whether a candidate will fit their team and corporate culture.

Some employers go for the unorthodox or less frequently used recruitment tools, like gamification.

This particular approach enables them to engage participants in the delivery of particular tasks – like developing an app – while allowing them to get to know the company and its products. In turn, the company learns about the candidates' abilities and competencies.



THE RECRUITMENT PROCESS – WHAT TO EXPECT?

RECRUITMENT PROCESS GLOSSARY

RECRUITMENT TESTS	ASSESSMENT CENTER
Candidates may be asked to take the following tests:	
Language Proficiency Test – gauge proficiency in a foreign language	<p>Assessment Center sessions consist of tasks typical for the position candidates applied for and thus validates their competencies. Candidates are supervised by assessors while undergoing tests and solving tasks. These may include talking to other candidates or analyzing case studies and coming up with out-of-the-box solutions.</p> <p>It's a good idea to find out how long is the session going to be and whether it's going to be a group or an individual exercise. Experts recommend to just go in and be yourself during AC sessions rather than trying to second-guess the assessors and playact a character you're not.</p>
Job Knowledge Test – assess candidates' knowledge of regulations, industry-specific issues, etc.	
Competency Test – including: personality tests, intelligence tests	
Psychological Test – including: personality tests, intelligence tests	
Numerical Reasoning – verify the ability to think logically	

THE RECRUITMENT PROCESS – WHAT TO EXPECT?

HOW TO PREPARE FOR A JOB INTERVIEW?

In order to cut the stress levels associated with a job interview make sure you're really well prepared. Perhaps you will have to brush up on your skills and knowledge prior to the interview. Look for information about the company, its mission and corporate culture. Review your CV and think about presenting your professional career in a confident and convincing fashion. You may want to engage in a spot of storytelling to make it sound appealing (learn more about it here: <https://cv.pracuj.pl/poradniki/storytelling-w-cv-opisz-swoja-historie-i-przy-ciagnij-uwage-rekrutera/>). Always stay true to yourself when describing how you acquired and used a specific skill or why you opted for a specific profession or field of study.



W naturalny, wiarygodny sposób opowiedz o podejmowanych przez Ciebie działaniach, jak zdobywałeś i wykorzystywałeś konkretne umiejętności albo dlaczego wybrałaś taki właśnie zawód czy kierunek studiów.

RECRUITMENT FAQ – EXAMPLES:

• Why do you want to work for us?

Point to specific things that make the brand stand out from its peers – for e.g. refer to its set of values or the development opportunities on offer. Talk about things you consider crucial in the context of your career.

• Tell us something about yourself.

Be yourself. Think about what your potential employer may find important and focus on your strengths, personality traits that make you a great hiree, your crucial competencies, your goals or your values and priorities..

• What was your greatest professional achievement?

In addition to or instead of this question, you may also be asked to describe your greatest strengths in more detail. Crucially, don't just list a bunch of general terms such as 'ambitious', 'hard-working', 'good communicator', etc. Consider using what's known as the language of benefits. So, instead of adjectives, it's much better to use dynamic verbs that will emphasize your proactive stance in life – like 'develop', 'create', 'change', 'improve', 'implement', 'learn', 'do'. The following is a good example – instead of saying: I am creative and well-organized, you may want to say: *I develop creative concepts, or I built my own tool, or I developed a new method, or I managed multidisciplinary projects.* As you prepare for 'Your greatest achievement' question, think about what exactly are

THE RECRUITMENT PROCESS – WHAT TO EXPECT?

you going to say and recall specific elements that contributed to the success story you wish to talk about. Numbers, statistics or examples of the positive impact your achievement has had will go a long way, too.

- **What are your weaknesses?**

First of all, do not avoid answering this question or cutting off the conversation by simply saying that you have no weakness or flaws. At the same time, there's no point in going into details. Rather, focus on features that, on the one hand, may be a disadvantage but on the other may prove beneficial, such as perfectionism.

- **What do you expect from the company?**

Focus on the benefits associated with working for that particular employer. Job postings often mention them, so it's worth spending some time going over these prior to the actual interview. Your answer to this question will show what your goals are and how have you set out to achieve them. It will also give you an opportunity to demonstrate your knowledge of the company.



Expert's Take

Konstancja Zyzik,

Konstancja Zyzik, Talent Acquisition
& Capabilities Development Manager at
Grupa Pracuj

I am well aware that many people will find talking about long-term plans or putting specific dates regarding their stay in Poland an arduous task. Nevertheless, preparing for such questions is a smart move. Bear in mind that employers always want to know what is the

potential hiree's attitude. Are they only looking for a temporary job or are they in it for the long haul? Do they want to stay in the company for a few weeks, months, or maybe commit their future for a longer term? Such questions may be asked during the job interview. I also encourage all candidates to prepare a list of their own questions they would like to ask. Usually, this comes up towards the end of an interview but unfortunately not all recruiters mention it. Many candidates are not aware that they may ask questions – that, in fact, it is welcomed and viewed positively because it demonstrates candidate's commitment and drive.

That's why we shouldn't be afraid to ask and clear up any doubts or misconceptions lingering on from earlier stages of the process. Ask about the corporate culture,

THE RECRUITMENT PROCESS – WHAT TO EXPECT?

company values, how the company cares about the comfort and safety of its employees, and whether it is socially responsible. Questions may also concern the team – its structure, members, cooperation frameworks, and knowledge sharing, as well as working methods or the management style of the potential supervisor. Other aspects you may want to ask the recruiter about concern: development opportunities, incentives, access to study support tools, communication and teamwork culture in the remote work model. In case you haven't received information on what comes next in the recruitment process, reach out to the recruiter and ask when are you going to receive such information.

REMOTE RECRUITMENT – NEW OPPORTUNITIES

Online job interviews became standard practice across a host of industries. It proved successful during the Covid-19 pandemic, meaning employers are now happy to use it and save time, both for themselves and for the candidates. Online interviews allow employers to reach more people from different geographies. If the job posting says that the recruitment process will take place online, make sure you're ready for it..

- *Take care of technical issues – ensure you have a stable Internet connection and access to the relevant communication program.*
- *Check the volume and camera settings – pay attention to the lighting and neutral background.*
- *Pick a quiet spot for the call – stay away from distractions and loud noise.*
- *Dress neatly – choose clothes appropriate for a job interview.*

- *Spend time prior to the interview thinking about your answers to the frequently asked recruitment questions.*
- *Stay proactive – listen actively and ask questions.*

When in doubt, don't be afraid to ask the recruiter for support. This may even include a test call prior to the actual job interview.



PROTECT YOUR PRIVACY – PERSONAL DATA IN THE RECRUITMENT PROCESS

What personal data can you entrust to a potential employer during the recruitment process?

Preliminary CV analysis precedes every recruitment process. A CV is the first document sent to a potential employer so it determines whether the company is interested in the candidate or not. Candidates often try to outdo each other and cram all the really appealing information about themselves in order to increase their chances of landing a job. However, there are instances where employers – blissfully unaware of the legal framework in place and the consequences of inappropriately obtaining and processing personal data – require candidates to provide data that should not be taken into account in the course of the recruitment process.

People looking for a job should educate themselves on the type of personal data a potential employer may ask from them – made easier by the fact it is an exhaustive list in the Polish Labor Code.



Art. 22 s.1 of the Labor Code

[Employee's personal data]

1. An employer may require an applicant to provide the following personal data:

- 1) name(s) and surname,
- 2) date of birth,
- 3) contact details indicated by the applicant,
- 4) education,
- 5) professional qualifications,
- 6) employment record

Employer may request information regarding education, professional qualifications, and employment record only if it is necessary for a specific type of work or for a specific position

PROTECT YOUR PRIVACY – PERSONAL DATA IN THE RECRUITMENT PROCESS

Recruitment processes for certain positions – such as physicians, nurses, attorneys-at-law, pilots, etc. – require candidates to present qualifications prescribed by other provisions of the law. Candidates applying for such positions will have to submit documents confirming qualifications which are ‘necessary for a specific type of work or for a specific position’ and not listed in Art. 22 s.1 of the Polish Labor Code. However, in these instances, employers shall be obliged to securely process data concerning education, professional qualifications, and employment record.

Processing by a potential employer of data other than data listed in Art. 22 s.1 of the Polish Labor Code, provided by an applicant at the request of the employer or personal data provided to the employer on the initiative of the applicant, **shall only be possible with the consent of the applicant.**



Requesting a candidate to provide data other than data listed in Art. 22 s. 1 ss. 1 of the Polish Labor Code shall only be permitted where the obligation to provide such data stems from other provisions of the law or the data subject consents to it. Absence of consent or its withdrawal shall not, however, form the basis for **unfavorable treatment of the applicant**, and shall not have any detrimental effect. In particular, absence of consent or its withdrawal shall not be grounds for refusal to hire an applicant..

PROTECT YOUR PRIVACY – PERSONAL DATA IN THE RECRUITMENT PROCESS

PROTECT YOURSELF FROM SCAMMERS PHISHING FOR YOUR PERSONAL DATA – A CHECKLIST

Personal data extortion (also known as phishing) by way of approaching innocent people through fake recruitment processes has grown into a huge problem in recent years. Stay vigilant! Job seeking is stressful enough by itself – chiefly for financial reasons. Keep in mind that, no matter what, you'll need to stay extra careful and sharp-eyed during an online recruitment process.

- *Do not provide any sensitive data, including your PESEL number and your ID card number*
- *Do not provide scans of your ID card or other identification documents – ID cards and similar identification documents are required at no stage of the recruitment process; they may, however, be used by fraudsters to take out a loan in your name*
- *Be careful and double check the suggested salary – if it exceeds the standard salary range within your industry then it may be a sign you are dealing with a fraudster*
- *Only use reliable job posting websites to ensure your CV will not be leaked and sold to third parties for commercial gains*
- *Do not share your data after clicking on unknown, unsafe links directing to fake recruitment websites or phishing websites; they may be designed to intercept data from your device*

- *Do not send your CV to unknown, private e-mails – you are putting yourself at risk of infecting your device with malware!*
- *No one has the right to charge you any fees during a recruitment process! Don't transfer any money, even if it's only a tiny amount! Participating in a recruitment process or placing a job opening is free of charge*

Can the employer require a candidate to include a photo in their CV?

The right to demand your image (photo) to be attached to a CV is not grounded in the provisions of Polish employment law. An employer may require candidates to submit a personal data sheet – note that a photograph is not among the data specified in the CV template attached to this guide. As already mentioned, attaching your photo to a CV is not mandatory and may not be requested by your potential employer. It may, however, turn out to be quite troublesome for them...

Pursuant to **Art. 18 s.3a ss. 1 and Art. 18 s.3b ss. 1** of the Polish Labor Code, an employer may be accused of discrimination in employment. The phrase 'in employment' means that protection applies and extends to both employees and applicants. After all, a photo may additionally reveal a disability, race, religion, nationality, ethnic origin, and even denomination.

PROTECT YOUR PRIVACY – PERSONAL DATA IN THE RECRUITMENT PROCESS

Please bear in mind that the principle of equal treatment in employment shall not be violated by:

- *a refusal to establish an employment relationship due to applicant's age, sex, etc. where this is justified by the nature or conditions of work or occupational requirements;*
- *differentiation on the grounds of religion, denomination or belief, where, by reason of the nature of the activities of churches or other religious associations and organizations, a person's religion or belief constitutes a genuine and justified occupational requirement.*

Pursuant to Art. 23 of the Polish Civil Code, a person's image is a legally protected personal right. Image is closely related to a specific person and, as such, is an inherent right protected by the operation of the law. The consent of the person concerned shall be decisive for the use of their image. Therefore, in the absence of a specific legal ground, there is no right to simply request a candidate's photo.

It may therefore be assumed that only an employer with objective and justified reasons for requesting the candidate's photo will ask for it to be attached to their application documents. In particular, this concerns positions where a person's image plays an important role and a pleasant appearance becomes a 'work tool' as it facilitates interpersonal relations, and improves liaising with clients – by that, we mean positions such as a hostess, receptionist, flight attendant. In conclusion, the final decision whether or not to include one's image in their CV will always reside with the candidate.



HOW TO PUT A PRICE TAG ON YOUR COMPETENCIES?

As you browse through job postings what you will notice is that some of them contain information on the suggested salary. This is particularly common practice in the IT industry. Other industries may not be as forthcoming with regard to remuneration – it may so happen that you will only find out about the salary range during your job interview. That's why you need to make sure that you specify your salary expectations prior to the meeting. Don't underestimate the value of your competencies and experience. Don't beat around the bush when talking about it! Estimate what you will consider as proper remuneration both in the context of your professional achievements as well as your needs. You've got to feel that your salary meets your expectations, gives you a sense of security, and serves as an incentive to keep you moving forward. Learn more about salaries from industry reports, analyze data for a given city or region, and compare similar positions – that will help you gain a proper insight. Go to <https://zarobki.pracuj.pl/>: **salary calculator** for a really useful tool that will enable you to compare earnings according to the type of contract (employment contract, contract of mandate, specific task contract, B2B), and convert gross into net and vice versa.



Expert's Take

Konstancja Zyzik,

**Talent Acquisition & Capabilities
Development Manager w Grupie Pracuj**

If you are looking for a new job in a position or a profession that you have worked in back in your home country then you already know quite a lot about it and know what to expect in terms of salary. This will make your life a lot easier when setting your current expectations. If you decide to work in a completely different position – on

the assumption that this is only a temporary solution because, ultimately, you want to return to your previous profession – think about how long this temporary arrangement will last and what you need to do in order to achieve your goals. Perhaps when taking up gainful employment you'll focus on improving your qualifications, training, developing foreign language skills or completing the courses required to return to your chosen profession as soon as possible. Make sure you put aside enough time to thoroughly consider whether the job offer in front of you meets your criteria – of course including your salary expectations. There are many industries in Poland with a noticeable worker shortage. This problem is most obvious in the IT sector but it also extends into tourism, hospitality, catering, elderly care, education, and care facilities. The Polish labor market needs Ukrainian speakers qualified to work as educators, psychologists,

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HOW TO PUT A PRICE TAG ON YOUR COMPETENCIES?

therapists, and many more. A completely new group of professions is opening up as we speak. It includes positions such as: Ukrainian language teachers, doctors, dentists, etc. – that is, client-facing jobs where fluency in the Ukrainian language enables such employees to provide services to Ukrainians living in Poland. Additionally, such employees will have a competitive edge over their peers if they quickly learn to speak Polish fluently. However, let's not lose track of the fact that there are professions and industries where English is key, for e.g. in corporations or the tech industry. Lack of or poor knowledge of Polish will not constitute an obstacle when applying for positions within such industries. If, on the other hand, you're planning to switch careers then look for opportunities that will enable you to put your new skills to practice, and when interviewing for a job make sure to emphasize your motivation, passion, and commitment. Make a point of reading job postings in your new industry – this way you'll learn a lot about the obligations and requirements in a given position, as well as employment conditions.



POPULAR BENEFITS IN POLAND – LEARN MORE!

Company benefits constitute a worthy addition to the pecuniary aspect of every job. Information on this matter is usually included in the job posting; although the job interview is also a very opportune moment to find out more about benefits. In case the suggested salary is not what you expected it makes sense to inquire about additional benefits that could constitute a kind of compensation. Flexible working hours, postgraduate studies or language course sponsorship by the employer are some benefits that may come in handy here.

Remote work has become the preferred model for a large number of employees, which is why they often expect it when changing jobs. If you're in this group, make sure to inquire about the number of days per week or month you can work off-site. Another aspect worth knowing with regard to remote work is what kind of support – organizational, financial, etc. – is provided by the company. This may include things like reimbursement of remote work expenses.

Most popular benefits in Poland include: private medical care, sports cards, and life insurance. Some companies offer even more sophisticated and out-of-the-box benefits, such as providing a cafeteria system where employees pick and choose whatever suits them best.

Examples of company benefits:

- *Private medical care*
- *Holiday subsidies/ sponsorship*
- *Sports cards*
- *Training(s) sponsorship*

- *Language courses sponsorship*
- *Kindergarten/ nursery for employees' children*
- *Gift certificates*
- *Commute/ transportation benefits*
- *Insurance packages*
- *Psychological support*
- *Pension scheme*
- *Remote work*

69% of respondents receive at least one benefit
Source: Pracuj.pl 'Benefity – czyli co motywuje pracowników?' report.

Source: Pracuj.pl 'Benefity
– czyli co motywuje pracowników?' report

Searching for a job is a process so it's important not to get your head down and always keep moving forward. Make use of support on offer and ask questions about things you don't quite understand.

We keep our fingers crossed and wish you all the best in landing your dream job!

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

Types of contracts in the Polish legal system	
1	Employment contracts
	Legal basis – Polish Labor Code
	1.1 Employment contract for a trial period
	1.2 Fixed-term employment contract
1.3 Employment contract for an indefinite period	
2	Civil law contracts
	Legal basis – Polish Civil Code
	2.1 Contract of mandate
	2.2 Specific task contract

EMPLOYMENT CONTRACTS – EVERYTHING YOU NEED TO KNOW TO TAKE UP EMPLOYMENT

An employment contract is the basic form of entering into an employment relationship. It specifies, among others: the employment commencement date, working time (standard full-time is 8 hours per day in an average five-day working week), the place of work, position, term and conditions, as well as remuneration. **An employment contract must be concluded in writing!** Prior to the conclusion of an employment contract, the future employee shall be

directed by the employer (at the employer's expense) for a pre-employment medical examination obligatory before taking up employment in a given position. Once the occupational medicine physician decides a candidate is fit for work, the company/ employer may enter into an employment relationship with that person via an employment contract and allow them to work.

EMPLOYEE RIGHTS

A person employed on the basis of an employment contract has the following rights:

- *equal treatment irrespective of sex, age, disability, beliefs or trade union membership*
- *safe and hygienic working conditions*
- *fair remuneration*
- *rest*
- *access to his/ her employee records (for e.g. personal or payroll files).*

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

The principal obligation of an employee is to perform work conscientiously and with due diligence, and comply with the work-related instructions of his or her superiors, unless these are contrary to the provisions of the law or the employment contract.

EMPLOYEE OBLIGATIONS

A person employed on the basis of an employment contract has the following obligations:

- *comply with the working hours established at the workplace,*
- *comply with the workplace regulations,*
- *care for the interests of the workplace, protection of its property, and confidentiality of information the disclosure of which could expose the employer to damage,*
- *respect secrecy as defined in specific provisions of the law,*
- *respect the principles of social coexistence at the workplace,*
- *protect employer's property,*

- *comply with the rules and principles of occupational health and safety (including: use protective equipment, work clothing, and footwear; perform work in compliance with OHS principles; take care of the proper condition of machines, devices, tools, and equipment as well as workplace tidiness and order; immediately notify the supervisor about an accident or a threat to human life or health noticed in the workplace).*

WHAT CONSTITUTES WORKING TIME?

Working time – basics
8 hours a day
40 hours in a five-day working week
48 hours on average per working week,
including overtime

Pursuant to Art. 128 of the Polish Labor Code, working time shall mean any time during which an employee remains at the disposal of an employer in an establishment or in any other place where work is performed.

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

Pursuant to Art. 128 of the Polish Labor Code, working time shall mean any time during which an employee remains at the disposal of an employer in an establishment or in any other place where work is performed.

In order for a given period of time to be considered working time, two conditions must be met:

- *the employee must remain at the employer's disposal, where disposal shall mean the readiness to perform employer instructions or actual performance of such instructions*
- *the employee must be present in the workplace or other location designated for work.*



[Excerpt from the Polish Labor Code] Article 134

If the employee's working time in a 24-hour period is at least 6 hours, the employee is entitled to a rest break of at least 15 minutes that is included in his working time.

READINESS FOR WORK

Readiness for work is not synonymous with being present at the designated location at the designated time. The psychological and physical state of the employee must be such that he or she can actually perform the work – i.e. it must indicate that they are ready and able to perform the tasks they are entrusted with. Professional as well as health qualifications necessary to perform work also play a role.

Legally speaking, working time shall not include periods of time during which the employee is not at the employer's disposal or is present at the designated location but in a state that prevents the performance of the employer's instructions (for e.g. the employee is intoxicated).

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EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

WHAT DOES NOT CONSTITUTE WORKING TIME?

Working time shall not include periods of time during which consequences of defective work and subsequent defects that result from them are being removed. Defective work shall not constitute overtime work, even if it is performed outside normal working hours. Therefore, where an employee works overtime in order to fix work previously performed in an improper or careless manner, they shall not be entitled to any additional compensation.

OVERTIME WORK

[Emphasis] It must be either directly assigned by the superior or at least given with their consent or approval.

In principle, an employee cannot refuse overtime, unless there are compelling reasons for doing so – for example, it may put health or life at risk.

ANNUAL LEAVE

The duration of the annual leave depends on the employee's length of service and may stand at:

- *20 days per calendar year – where the employee's length of service is less than 10 years,*
- *26 days per calendar year – where the employee's length of service is at least 10 years.*

PROPORTIONAL LEAVE

In case employment relationship lasted for several months during a calendar year, the amount of leave is determined proportionally to that period of employment. Art. 151 of the Polish Labor Code states that in the event of employment for a period shorter than until the end of a calendar year, the amount of annual leave shall be calculated proportionally to the period of employment in that calendar year.

[Excerpt from the Polish Labor Code] Article 155 s.2a



1. When the length of leave is determined pursuant to Article 155 s.1 and 155 s.2, a working calendar month is equal to one-twelfth of the leave to which the employee is entitled in accordance with Article 154 ss. 1 and 2.
2. A part of a working calendar month is rounded up to a full month.
3. If the employment relationship with the former employer is terminated and a new employment relationship is established with a new employer in the same calendar month, the rounding-up to a full month is performed by the former employer.

LEAVE AT REQUEST

Every employee is entitled to **4 days of leave at request** per calendar year, irrespective of the number of employers and the number of annual leave days left. Leave at request can be used as 4 consecutive days or individually at various intervals.

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

LEAVE AT REQUEST IS PART OF ANNUAL LEAVE AND NOT AN ADDITIONAL LEAVE

Leave at request shall be submitted no later than on the day of its commencement and communicated in an effective manner as adopted by the company. Unused leave at request shall not be transferred to the following year. The employer shall not be required to consent to the employee making use of this leave.

CARER'S LEAVE PURSUANT TO ART. 188 OF THE POLISH LABOR CODE

Paid childcare leave is available for **2 days or 16 hours**. It is up to the parent taking the leave to decide how are they going to use it. Unused leave shall not be transferred to the following year.

[Excerpt from the Polish Labor Code] Art. 188

An employee raising at least one child up to 14 years of age is entitled to 16 paid hours or 2 paid days off in a calendar year.



SPECIAL LEAVE

Special leave is a period off work which is granted and used in close connection to the events it concerns – such as a wedding, bereavement or stillbirth. The employer shall be obliged to grant it

- **2-days long** – *employee's own wedding, birth of a child, death and funeral of a child, death and funeral of employee's spouse, death and funeral of employee's mother, father, stepmother or stepfather;*
- **1-day long** – *wedding of the employee's child, death and funeral of the employee's grandmother, grandfather, brother, sister, father-in-law or mother-in-law or death and funeral of another person dependent on the employee or under the employee's direct care.*

TAKE A SICK LEAVE WHEN YOU'RE SICK!

Employment law provisions state that an employee shall be entitled to appropriate remuneration in return for work. Provisions of the law also touch on situations whereby persons employed on the basis of employment contracts receive pecuniary remuneration despite the fact that no work is provided. Sickness absence is one such situation. Any person employed on the basis of an employment contract or a contract of mandate who pays their sickness insurance contribution shall be entitled to remuneration or a sickness benefit.

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

SICK PAY

Sick pay is basically being sick at the employer's expense – this is because it is covered by the employer. Employees receive sick pay for a period of up to 33 days of incapacity for work. If the employee is over 50 years of age their remuneration is due for a period of up to 14 days of inability for work. Sick pay, like sickness benefit, shall be paid for each day of the incapacity for work as declared by the relevant authority, even if the days in question cover employee's non-working days – like Sundays or bank holidays. **Sick pay is payable at 80% of employee's remuneration.**

Sick pay payable at 100% of employee's remuneration shall cover incapacity for work due to:

- *an accident on the way to or from work*
- *illness during pregnancy*
- *medical examinations for candidates for cell, tissue, and organ donors or due to a donation procedure..*

Sick pay is payable for each day of incapacity for work, including non-working days.

SICKNESS BENEFIT

Once the period of 14 or 33 days of sick pay per calendar year lapses, the employee shall be entitled to a sickness benefit up to:

- *182 days*
- *270 days, if the incapacity for work is caused by tuberculosis or it occurs during pregnancy.*

CAREGIVER ALLOWANCE

Granted to an employee who is off work due to taking personal care of:

- *a healthy child at the age of 8 in the case of, among others: nursery or kindergarten closing unexpectedly; illness of the day-carer or nanny; inability of a spouse or a parent taking constant care of the child to do so due to childbirth or hospitalization*
- *a sick child under the age of 14*
- *another family member.*

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

The following shall be considered as family members: spouse, parent, parent of a child, stepfather, stepmother, parents-in-law, grandparents, grandchildren, siblings and children over the age of 14 – provided that they remain in the common household during the period of care.

Caregiver allowance is granted for the period up to:

- *60 days in a calendar year – when taking care of children up to the age of 14;*
- *14 days in a calendar year – when taking care of other family members, including sick children over 14 years of age.*

These periods are independent of the number of people entitled to caregiver allowance and the number of children and other sick family members requiring care.

Caregiver allowance is payable at 80% of the allowance.

Caregiver allowance – necessary documents:

- *Sick note or*
- *Statement concerning the unexpected closure of the child's care facility*
- *Medical certificate of hospitalization of the parent taking care of the child*
- *+ Application for caregiver allowance – form Z-15A (taking care of a child) or Z-15B (taking care of another family member).*

REMUNERATION

In the light of the law applicable in Poland, remuneration for work should be such as to correspond to – in particular – the type of work performed and the qualifications required for its performance as well as the quantity and quality of work performed. Persons employed on the basis of an employment contract shall be entitled to remuneration not lower than the minimum wage determined annually by the relevant ordinance of the relevant authority (for e.g. Ministry, etc.).

EMPLOYMENT LAW IN POLAND – BASICS YOU NEED TO KNOW!

Remuneration for full-time work cannot be lower than the minimum wage. In 2022, minimum wage is PLN 3010 gross.

If you are employed on the basis of a part-time employment contract and your remuneration equals the minimum wage, your monthly wage shall be **proportionate to the number of working hours** you are actually going to work that month.

Compulsory social security contributions (old-age, disability, sickness) and health insurance, as well as personal income tax are deducted from the wage of every full-time employee.

Old-age pension - **9,76%**

Disability insurance - **1,5%**

Sickness insurance - **2,45%**

Health insurance - **9%**



CIVIL LAW CONTRACTS IN POLAND

CONTRACTS OF MANDATE

Contracts of mandate are civil law contracts whereby the contractor undertakes to perform specific legal acts for the principal. Provision of services based on a contract of mandate is regulated by the Polish Civil Code.

Contracts of mandate are also known as best effort contracts, meaning that the contractor seeks to perform the legal acts with due diligence.

As a result of the conclusion of a contract of mandate, a person or entity accepting to perform a specific legal act undertakes to perform it for the benefit of a person or entity that orders its performance. Contracts of mandate are therefore concluded between the contractor and the ordering party. This type of contract can be concluded both orally and in writing; contracts of mandate concluded in writing are, however, much safer moving forward. A contract of mandate should include:

- *information on the contractor and the principal,*
- *the subject matter of the contract,*
- *term,*
- *remuneration and payment method.*

As of January 1, 2020 the minimum wage per hour for those working on the basis of a contract of mandate is PLN 19.70.

The provisions of the Polish Labor Code do not apply to contracts of mandate. This results in no employee rights being afforded to contractors – meaning they have no right to for e.g. holiday leave. Contracts of mandate may be terminated upon notice at any time, subject to the notice period parties agreed to when concluding the contract.

SPECIFIC TASK CONTRACTS

This type of contract denotes a situation whereby the ordering party orders and the contractor (accepting the order) undertakes to perform a specific task, i.e. obtain a specific outcome. Such outcome may be tangible (like painting a picture) or intangible (for e.g. delivering a lecture).

Contractor assumes responsibility for the performance of the task as ordered, i.e. compliant with the agreed outcome of work.

SPECIFIC TASK CONTRACTS ARE ALWAYS FOR A REMUNERATION.

Remuneration is, generally, paid in a single payment upon completion of the task. However, parties may agree to pay the remuneration in installments, meaning tranches of the total agreed remuneration are paid after the completion of the subsequent stages of the task.

CIVIL LAW CONTRACTS IN POLAND

The distinguishing features of a specific task contract are:

- *obligation to deliver the task,*
- *payment of remuneration,*
- *opportunity to pursue claims under statutory warranty for defects,*
- *contractor's liability for the outcome of the work,*
- *opportunity to check on the progress of particular phases of the task*
- *opportunity to monitor that the task is performed properly and according to schedule.*

Specific task contracts do not entitle contractors to social security or health insurance. The ordering party shall deduct personal income tax from revenues generated from a specific task contract.

