

PROTOCOL FOR EMPLOYMENT OF NURSES IN ITALY:

Phase 1 - Selection process

What?	Who?	How?	Note
Registration	Each candidate personally	Registration on the website of I'm Job www.imjob.rs	Fill out the CV form to register
I Interview	I'm Job HR recruiter	Psycho-motivational interview Online interview to check the candidates suitability and motivation	Send a photo of the original diploma and valid registration certificate
II Intervju	I'm Job HR recruiter with the Professor of Nursing	Professional interview Online interview to check the candidates professionalism	Professional examination of the candidate's knowledge and thinking
Contract signing	Candidate and I'm Job HR recruiter	Signing the necessary documentation to enter the process	This step implies the completion of the selection and the transition to the phase of preparation of candidates for employment
* Translation and certification of required documentation	Indian partner	Translation and certification of the diploma, registration certificate and apostilles	Translation of the additional marriage certificate if needed
Organized Italian language course	Indian partner under I'm Job supervision	Course organized by Indian partner, pre-established educational program, to get the best results and knowledge	Online video course, duration 5 months up to about level A2

Phase 2 – Candidate preparation process - documentation and language knowledge

Italian language evaluation of the previous knowledge and continuing language learning	I'm Job Italian language professors	Intensive course, professional medical terminology	Plan and program specialized for nurses, intensive course of professional medical terminology 4 times a week for an hour and a half
Presenting candidates to employers Final selection	Employer with the support of I'm Job HR team	Presenting the candidate to the future employer and vice versa; Going through the needed questions and topics	Online video call
Preparation of a work visa in Italy	I'm Job Attorney	With the power of attorney of the employer in the competent institution	With a previously signed pre-contract
* Work visa - Italian Embassy in India	Candidates with the help of Indian partner	Scheduling an appointment with a previously provided work visa	The costs of a work visa are paid by the candidate

Phase 3 – The process of going to Italy

Travel to Italy	Airplane	I'm Job operators will welcome the candidates in Italy, together with the employer and will place you in a predestined accommodation	Travel expenses are paid by the candidate with the possibility of compensation
Accommodation	Employer	In apartments intended for employees	Accommodation is free for the first months, depending on the employer's offer (1-6)
* Work and residence permit	Candidate	With the support of the employer	At the local police
EMPLOYMENT	Candidate	Application for employment to the competent authorities	In accordance with the Italian Law and the previously stated conditions from the pre-contract

Note: During all phases of this protocol, all the way to departure and accommodation in Italy, one ***I'm Job Operator*** will be in charge of coordinating the whole process. The primary role of our ***operator*** is to prepare candidates for the best possible professional and social integration in the country of his new employment.

*** Apart from personal expenses marked with an asterisk (translation and certification of documents, living expenses, fees provided by law, etc.), candidates are not obliged to pay any other amount. The I'm Job management especially emphasizes that no one from the company, as well as no one on behalf of the company, can ask the candidate to charge for employment mediation, which is prohibited by law.**