

## Guideline/Information for Employers

Dear Employers and Customers,

We thank you for your interest in cooperating with the Student Job Office of Studentenwerk Leipzig – a service provider under public law.

Our service is free of charge for you and the students, but it is not gratuitous.

### We pursue two goals.

1. We want to place the students we are responsible for in a serious job quickly and easily

and

2. give you an opportunity to use your limited time resources in such a way, you do not have to deal with the search for personnel.

### In order for the job placement to be successful, we would like to provide you with some important information for our prospective cooperation.

1. Publishing your job offer on our job portal is free of charge.
2. We place student assistants for activities of all kinds, with the exception of job offers or activities that violate applicable law and morality or appear ethically and/or morally unacceptable (e.g. activities with direct or indirect erotic reference) considering Studentenwerk Leipzig's fiduciary duty towards the students.
3. Your placement request reaches us when you register on our job portal. After registration, you can post your job offer on the portal. In exceptional cases it is also possible to send us your job offer by e-mail or telephone. Please note that the placement of internships (whether paid or not) is not part of our service.

### In order to be able to carry out a smooth placement, the following information is mandatory:

- Job assignment
  - Information on place and time of work
  - Compensation per hour
  - Desired employee requirements
4. We kindly ask you to formulate your job offer as concrete and precise as possible. The student should be able to identify exactly which future job he or she is to carry out for you and which knowledge and skills are essential. At the same time, you may be rather brief when formulating your company's image.
  5. We would like to inform you that there are high expectations on our students as well. In order to receive a concrete job offer, our students have to introduce themselves in person at the Student Job Office and also register on our job portal. This is the only way to create the prerequisites for receiving the contact details of the future employers and thus an interesting job offer.
  6. In order to guarantee a successful placement, we keep the number of students per job offer very low. The aim is for you as an employer to be able to fill vacancies quickly without a great deal of work. At the same time, the students have the highest possible

placement chances. If you indicate an excessive number of placement requests, it is possible that these might not be considered.

7. For one-off, short-term employments (e.g. removals, gardening, temporary help at trade fairs, etc.), we only place as many students as you have requested. We kindly ask you to consider only those students who have a job placement certificate (see point 5).
8. As of now, you have the opportunity to give us a prompt feedback on the applicants (the respective function can be found in your job portal account).
9. **Please note that we only act as an intermediary for the students; the actual employment relationship is concluded between you and the student. Your employment contract should comply with the respective legal regulations.**

The students you hire shall be regarded as equal to your employees with all their rights and obligations. Particular care should be taken to ensure that the legal provisions on occupational safety and health and the applicable labour laws are complied with.

Employed students must be compulsorily insured within the framework of an existing accident insurance by the responsible professional association. In the event of an accident at work, please report the accident immediately to your liability insurance association and ask the student to visit an accident insurance consultant.

If you employ students in a private household, you must register them with the Minijobzentrale by means of a household cheque and pay a lump sum. Further information can be found at: [www.minijob-zentrale.de](http://www.minijob-zentrale.de)

10. Since Studentenwerk Leipzig's Student Job Office only acts as a mediator, you agree the wage level directly with the employee. Nevertheless, as an institution under public law, we reserve the right not to include job offers with a very low wage level (below the statutory minimum wage or below the usual industry level) on our portal.

Through the placement of students, you will already receive employees who have a valuable school degree, who may also have completed an apprenticeship and, in some cases, have acquired extensive knowledge in various specialist areas during their studies.

**We look forward to a good cooperation!**

*The Student Job Office  
Studentenwerk Leipzig*