



CATALOGUE OF SERVICES FOR BUSINESS CUSTOMERS



WE HELP HIRE EMPLOYEES

The last few years have been a very serious challenge for Polish entrepreneurs. First the unexpected COVID-19 pandemic, then the outbreak of the war in Ukraine, and currently the quickly rising inflation. All of these factors made entrepreneurs more concerned about the future, and many of them had to verify their business plans. What has not changed, is the openness of the Gdańsk Labour Office to the constantly emerging needs of local employees and its commitment to provide high-level services. Our most important solutions are described on the further pages of this publication. I believe that you will be particularly interested in our services regarding the effective recruitment and selection of potential employees. In times of rising demographic crisis, looking for new employees is not a simple and cheap task. However, with support from GLO's customer advisers having a long-year professional experience in HR, it will be certainly be easier for you to carry out even the most difficult recruitment procedures.

Financial forms of support for employers are traditionally an important part of the catalogue of our services. Because of their flexibility and diversity, they can be used both by companies planning to increase employment and entrepreneurs expecting support in the development of their current human resources.

Like many Polish entrepreneurs, the Gdańsk Labour Office is not afraid of upcoming changes, so we will be glad to support companies that boldly invest in prospective and innovative sectors of economy: IT, renewable energy sources, sustainable transport or, for example, health care. We invite you to contact us directly even if you have not found your ideal service in this publication. I believe that together we can work out a solution that will meet even the most demanding needs.

Roland Budnik
Director of the Gdańsk Labour Office



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RECRUITMENT AND SELECTION

PRIMARY SERVICE OF THE LABOUR OFFICE

One of the main tasks of the labour office is to help in the effective recruitment of the best candidates. We try to improve our services and ourselves every day. We start looking for the best candidates as soon as we receive a job offer. You can submit it electronically (via praca.gov.pl and the application form available on www.gdansk.praca.gov.pl), by e-mail to: posrednictwo@gup.gdansk.pl), by phone (/58/ 743-13-49, -51,-58, /58/ 743-14-57) or personally to the seat of the Gdańsk Labour Office. Submitting an offer is a sign for us to start the recruitment procedure. We begin with promotion. Each advertisement is published on the website of

i Submission of job offers Recruitment of candidates

the office and on our partners' websites. In each case, we can assign an individual co-ordinator in charge of the efficient processing of the offer. Trying our best to provide professional services, we analyse each offer thoroughly. Therefore, one of our business customer advisers may meet you in order to become familiar with your workplace or the specificity of duties in the given position.

WE ARE TRUSTED BY THE BEST

LEARN WHICH COMPANIES HAVE ALREADY TRUSTED US

We intensively support local entrepreneurs in the development of their human resources. Today we co-operate with the best. Our partners include such recognised brands as Jeronimo Martins, Radisson Hotels or Leroy Merlin. Consequently, we are a part of multi-sector investments that change our region. We have actively engaged, among others, in recruitment processes for the Pomeranian Metropolitan Railway and in the deve-

„Radisson Hotels, Leroy Merlin, DPD or Auchan are only selected examples of companies that we can proudly call our partners. I believe that your company will soon join this list, too.”

-Roland Budnik, Director of the Gdańsk Labour Office

lopment of professional human resources for the innovative BPO sector. We are also very proud of our activities addressed to small and medium-sized enterprises (SME). We proved this during the COVID-19 crisis. The SME sector received the most part of financial support granted by us at that time. We co-operate with business organisations. We are endorsed by the Employers of Pomerania, the Pomeranian Chamber of Crafts of Small and Medium-sized Enterprises, the Regional Pomeranian Chamber of Commerce and the Pomeranian Business Club.



NATIONAL TRAINING FUND

SMART INVESTMENT IN THE MOST VALUABLE RESOURCES

Modern economy is increasingly based on knowledge, modern technologies and innovations. As an employer and an entrepreneur, you certainly know that it takes a special effort and engagement in the acquisition of key skills to stay at the forefront of the business sector. This refers both to entrepreneurs and their employees. However, an investment in the most valuable resources does not have to be costly and complicated. All you need is to take advantage of the offer of the Gdańsk Labour Office and the resources of the National Training Fund. The NTF's resources can be used for paying the costs of professional training and other courses, as well as postgraduate studies and examinations. It is also possible to cover expenses related to educational processes, such as the determination of the employer's needs, fees for medical and psychological tests or accident insurance. The coverage of costs of continuous training can be requested by all employers who fit into the priorities of disbursement of the NTF's funds determined by the competent minister and the Labour Market Council. The NTF's funds are available according to identical rules also to employers who want to improve their professional qualifications. In order to take advantage of financial support, you only need to submit, within the deadlines announced by the GLO, a correctly filled form for the financing of activities related to the continuous

training of employees and the employer as a part of the NFT. The form is available on the website of the Gdańsk Labour Office. We encourage you to apply for support electronically. Submitting requests via ePUAP platform or praca.gov.pl makes the procedure easier and considerably reduces the time of waiting for the receipt of funds.

i Training courses for employees Training courses for employers

If you submit your request in electronic form, remember that it has to bear:

- a) a secure electronic signature verified by means of a valid qualified certificate in accordance with the rules specified in legal provisions on electronic signatures, or
- b) a signature confirmed by the trusted profile of the public administration service e-platform.



WE SUPPORT THE ACTIVE: HOW WE CAN HELP CREATE JOBS

Have you ever wondered which investments bring most benefits to your company or how to make a success in the business world? In the Gdańsk Labour Office, we assume that the source of the biggest achievements are people, their passion, knowledge and the pursuit of even the most ambitious projects. Therefore, we want to support employers in creating new workplaces and building strong and creative human resources. For this purpose, we have prepared a diverse and attractive offer considering the possibilities and expectations of the business community. Our first proposal is the **reimbursement of workplace equipment costs for a new employee**. The amount of support may be up to six times the average remuneration or 15 times the average remuneration. Funds will be granted on condition that the employee's workplace is maintained for a period of two years (or, in the case of disabled persons, three years). Another proposal are **intervention works**. Here, the GLO offers the reimbursement of a part of the remuneration and social insurance premiums for hiring a new employee in an amount not exceeding the benefit and social insurance premiums (the employer's retirement, disability pension and accident insurance premiums) on the refunded remuneration for a period of up to 6 months. The employer undertakes to continue to employ the employee (for a minimum period

of three months) on a full-time basis under an employment contract. An interesting proposal is the **employment voucher** – a guarantee for the refund of a part of remuneration and social insurance premium costs to the employer. The employer will receive such refund

i **Intervention works**
Employment voucher
Workplace equipment

if they receive a job application from a registered unemployed person below 30 years of age who has received an employment voucher from his/her customer adviser. On the basis of the voucher, under the concluded contract, the employer who will receive such an unemployed person for a minimum period of 18 months will receive a refund of a part of remuneration and social insurance premium costs amounting to 100% of the unemployment benefit. Such refund will be paid out for a total period of 12 months.



INTERNSHIPS

A PROVEN RECRUITMENT METHOD

Today, it would be difficult to indicate so clearly a more popular form of support than internships. They are used by many unemployed persons and employers every year. The former appreciate it as an opportunity to acquire new skills and valuable professional experience, and companies have an occasion to “test” a future employee and induct him into his/her professional role. Moreover, the employer does not bear any expenses related to the organisation of the internship, excluding costs of medical tests and OS&H training. The trainee’s stipend (paid every month, amounting to 120% of the unemployment benefit) is fully covered by the labour office. In addition, the GLO funds travel costs if the seat of the organiser of the internship is located outside the trainee’s place of residence and refunds costs of taking care of a child up to the age of 6 or a dependent person. An important advantage of this form of support is also its availability. In order to organise an internship, it is only necessary to fill in the request form available for download on www.gdansk.praca.gov.pl. In this form, it is necessary to specify requirements regarding the trainee’s qualifications, skills and level of education and to prepare an internship program. When filling in the form, the organiser of the internship can also specify the name of the unemployed person whom they would like to engage for such an internship. If they do not specify such

a person, the selection process will be handled by the labour office. Another important part of the request form is the undertaking of the employer to employ the trainee upon completion of the internship for a minimum period of three months. The lack of such a guarantee may exclude the employer from eligibility for this type of support. Contrary to popular opinion, internships are not available only to young people. This way of obtaining new qualifications and practical skills is available to persons of every age. The main requirement is the lack of professional experience longer than six months in the position where the internship is to take place.



EXPERIENCE COUNTS

SENIORS' WORK CENTRE

The Seniors' Work Centre is a proposal of the Gdańsk Labour Office for persons aged 60+ who still want to be professionally, socially and culturally active after retirement. It is also a proposal for employers who appreciate employees with a rich professional experience. The Centre is located in Gdańsk at al. Grunwaldzka 30/32. From Monday to Friday, experienced advisers are at employers' disposal there: they receive notifications of job vacancies (on a full-time or part-time basis) and provide employers with information about seniors living in Gdańsk who meet the requirements specified in the job advertisement. The SWC is also the point where companies can learn everything about the Festival of Seniors' Work and Ac-

really lots of benefits. The most important ones are certainly the capital of knowledge, experience and proven skills. Moreover, persons above 60 years of age are not only more loyal, but also much more motivated to work than their younger colleagues. They are also more patient and quiet, which helps them fulfil their duties reliably. And, last but not least, employed seniors much less often decide to change their employer. To learn more about the Seniors' Work Centre, call /58/ 500-56-34, /58/ 500-56-36, visit the point in person (opening hours: Mon-Fri, 8:30 a.m. – 2.30 p.m.) or enter the website: www.pracadlaseniorow.pl.

i Employment of mature people

tivity held in October. It is one of the most important events held by the GLO – an opportunity for employers to meet directly seniors looking for a job. The event is held in the form of a fair visited by up to a few thousand mature Gdańsk inhabitants every year. But why it is actually worth employing persons aged 60+? There are



MODERN SERVICES FOR COMPANIES

LEARN OUR NOVELTIES

Modern technologies are the future of not only the business sector, but also the administration sector. We believe that services in electronic form make it easier not only to arrange the most important formalities, but also to communicate freely and co-operate more smoothly. This is why we have implemented many modern solutions for employers. The most important of them is the [possibility of filing requests online](#). The [praca.gov.pl](#) website makes it possible, e.g., to submit a job offer, to register a proposed internship/traineeship, to apply for funds under the National Training Fund or to submit a statement on hiring a foreigner. The electronic submission of requests not only makes the entire procedure easier, but also often reduces the time of waiting for the decision and potential support. Another new service are [e-consultations 'About the labour market with a cup of coffee'](#). These are virtual meetings of employers with the GLO's advisers on the free ZOOM platform. They take place cyclically according to the pre-determined schedule (available on [gdansk.praca.gov.pl](#)). Thanks to such e-consultations, entrepreneurs can become familiar with forms of support, obtain help in filling in the documentation and learn answers to frequently asked questions about the organisation of internships, intervention works and the use of the employment voucher. Consultations with the use of the ZOOM platform can be orga-

nised also for employers forced to carry out [group dismissals](#). During this type of meeting, the GLO's advisers present forms of support for the unemployed, describe the rules of use of the career guidance service and answer questions about the unemployment benefit. The third proposal are online job exchanges – meetings of unem-

i e-consultations with the adviser e-requests

ployed and job-seeking persons with employers using the ZOOM application. When participating in this type of meeting, the employer can get in touch with more candidates at one time without having to leave the office. In 2022, the [jobmapa.pl](#) website was launched so that unemployed persons could find job offers near their place of residence or particular location. On the map of Trójmiasto (Tri-City), job offers from labour offices in Gdańsk, Gdynia, Malbork, Tczew and Kartuzy and advertisements provided by local schools, offices and public institutions are visible. Employers can also submit their offers to the website. The application form is available on [jobmapa.pl](#).

EUROPEAN ENTERPRISE AWARDS

2015



AWARDS AND DISTINCTIONS

SOLID GUARANTEE OF TOP-QUALITY SERVICES

Our biggest success is the trust that employers put in us. We can enjoy it due to our commitment, novel ideas and innovative solutions. Many of our ideas are recognised not only by entrepreneurs, but also by juries of prestigious competitions. We are the first labour office in Poland to have implemented the ISO 9001 quality management system in 2003. Another important success was the Quality International Award, which we won three times, and the Pearl of Quality awarded by the Business Forum. We became the laureate of the Szanuje.pl campaign and the Best Investment in People 2010 award of the Ministry of Regional Development. After receiving the second of these awards in 2011, we won the national qualification for the European Enterprise Awards and then took the high second place in the international stage of this competition. We have been recognised by the Ministry of Family, Labour and Social Policy. The ministry has already granted us the Pro Publico Bono Gold Medal twice, and we became the laureate of the nationwide competition 'Best Labour Office 2014' at the beginning of 2015. A year later, we were awarded for being the most effective in the professional activation of unemployed persons. We are also proud of our effective co-operation with private job agency service providers. In 2015, we received a Special Award from the Employment Agency Association for this. Our achievements include also a series of courses under the Ta-

ilor-Made Training project. Gdańsk received the Innovative City title for the implementation of this program in 2014. We are also authors of many projects supporting persons who make their first steps on the labour market and stimulating the activity of mature persons. Our solutions in this respect brought us the title of the Leader of the Activation of Young People (2017–2019) and the Pearl of Local Government in the Good Practices in Senior Policy category (2019). In 2020, we were distinguished for the

i The GLO has been frequently nominated in regional, nationwide and international competitions for the implementation of its innovative projects.

effective and quick support of entrepreneurs affected by the economic consequences of the COVID-19 pandemic. We received this award from the Crisis Management Team of Polish Entrepreneurs comprising the most important regional business organisations. In 2023, job-mapa.pl – an online project of the Gdańsk Labour Office allowing job seekers to find job offers on the interactive map of Trójmiasto – won the competition of the IT w Administracji magazine in the E-Services for Citizens category.

CONTACT

WE LOOK FORWARD TO YOUR QUESTIONS, REMARKS AND SUGGESTIONS

Area of activity	Phone number
Submission of job offers, service of employers, job fairs, job exchanges, participation in events	/58/ 743-13-57 /58/ 743-14-57 /58/ 743-13-49 /58/ 743-13-56
Trilateral training agreements	/58/ 743-13-23
National Training Fund	/58/ 743-13-25 /58/ 743-13-24 /58/ 743-13-41
Reimbursement of equipment costs	/58/ 743-13-35 /58/ 743-13-38
Intervention works, employment voucher	/58/ 743-13-37
Internships	/58/ 743-13-31 /58/ 743-14-08 /58/ 743-14-33
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Katalog usług dla pracodawców

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