



RECRUITMENT OFFICES

Procedure

A. The following procedure must be strictly followed by the recruitment office, in the order described below:

1. Belnet sends the profiles to the recruitment office. Belnet is committed to providing detailed profiles specifying the required degree, the associated salary range, the minimum number of years of experience required and the opening language of the position (the opening language of the position determines the candidates' mother tongue or at least a C1 level).
 2. The recruitment office shall proceed to:
 - a. profile matching based on the job description
 - b. verification of the conditions relating to the degree (**degree issued in Belgium or certificate of equivalence**) - salary expectations must also correspond to the scales of the federal authorities.
 - c. Sending a summary email to Belnet including the above elements
- ⇒ CVs of candidates who meet the profile (including mother tongue or C1 equivalent) and degree requirements and whose salary expectations correspond to the scales are sent to Belnet at jobs@belnet.be
- ⇒ All applications submitted by a recruitment office shall remain the responsibility of that recruitment office for a period of one year from the date on which the complete and validated profile is sent.
3. Belnet conducts a pre-screening with the coordinator of the position to be filled and gives initial feedback to the recruitment office.
 4. The candidate approved by Belnet will be able to register on the website www.selor.be. The only way for candidates matching the required profile to take part in the formal recruitment process is to register on the Selor website and then apply for the vacancy advertised on the same website.
- Please note: uploading your CV alone is not enough.
- The degree certificate must also be downloaded
 - The years of experience must be clearly outlined.
- a. The candidate is obliged to respond to the Selor advertisement as soon as Belnet has decided to publish the job offer on www.selor.be (usually 1 to 2 weeks). The website is public. Anyone who is interested can register. Candidates **MUST** therefore register at this point if they wish to be considered for the next stage of the procedure. If they do not, we cannot consider their application. The search for candidates for this profile will therefore end at the expiry of the deadline stated in the publication; Belnet will then no longer accept new candidates.



- b. For candidates under 26 years of age, Belnet can directly offer a Starter Job Agreement while waiting for the offer to be published on the Selor website. The Starter Job Agreement does not exempt candidates from passing the Selor selection. We only do this for contracts of minimum 1 year.
5. Screening of CVs by Belnet: Belnet receives the CVs from Selor and screens them based on the degree requirements and the required experience.
6. The Selor tests:
 - a. For technical/ICT profiles: a single test consisting of a technical preparation (possibly with a concrete case), an interview and a PC test, allowing Belnet to test the generic and technical skills, as well as the motivation and knowledge that the candidates have of Belnet.
 - b. For administrative profiles: a first test, Module 1, which takes place at Selor's premises, consisting of 3 PC tests: a situational judgement test, an in-tray exercise, and an abstract reasoning test. Successful completion of Module 1 is a prerequisite for access to the second test, Module 2, which consists of an interview and a PC test. This procedure takes more time!
7. The minutes of the Selor interview are drawn up by the President appointed for this purpose and sent for approval and signature to the Managing Director of Selor, after which the results are communicated to the successful candidate(s).
8. Concrete contract proposal by Belnet to the selected candidate
 - a. ONLY the best candidates are selected according to the number of positions to be filled. They receive the offer (pay scale, holidays, etc.) from Belnet. The recruitment office will be copied on the emails to the candidates to ensure transparency.
 - b. The other successful candidates are listed. If Belnet believes they have the right skills, they can be offered another position directly (with an additional test). The list of successful candidates is valid for one year.
 - c. If no candidate is selected at the end of this process, or if no successful candidate accepts Belnet's offer of employment, the entire process may be repeated.

B. The following obligations must be scrupulously respected by the recruitment office:

1. The form and content of the recruitment file to be submitted (= substantial conditions)

If the successful candidate accepts Belnet's offer, a number of documents must be submitted immediately by the selection office to Belnet in order to complete the recruitment file, as these documents are essential for the final approval of the contract proposal.

Required documents:

- a. Degree(s) of the successful candidate (Belgian or equivalent)
 - b. Certificate of good character of the successful candidate
 - c. Certificate of years of experience from previous employers. Please note: only useful experience and full months (from the 1st to the 31st of the month) can be approved.
 - d. Standard Belnet document (name, address, civil status, etc.)
2. Obligations regarding the signing of employment contracts:
 - The collaboration is based on the principle of 'no cure, no pay'.
 - The collaboration is concluded on a non-exclusive basis.



- The remuneration is only due to the recruitment office when it is established that the successful candidate who signs the employment contract with Belnet was first proposed by that recruitment office within 365 days.
- When the same candidate is proposed by several recruitment offices, the 'first come' principle prevails. The date, and possibly the time of sending the e-mail, will indicate the chronological order of receipt of the proposals.