

Report of a vacant position to the ADEM [Agency for the Development of Employment]

Employers in search of a new employee are required to report the vacant position to the ADEM (Agence pour le Développement de l'Emploi).

A interactive form for reporting the situation vacant is available on the ADEM website in French, English and German.

The situation vacant must be reported at least 3 working days before it appears in the press or through another means of communication. Any employer who fails to comply with this requirement shall be liable for a fine of €250 to €2500 upon the first violation.

Vacant position declarations are considered as job offers. Except in specific cases, these offers are published anonymously on the ADEM terminals. Jobseekers must contact their professional advisor who will make sure that the jobseeker's profile matches the position before passing on the details to the company.

The offer is considered as open for two months. After the two months, the employer must inform the ADEM that he wishes to keep the job vacancy open.

When the employment administration ADEM has identified a registered jobseeker whose profile matches a position offered by an employer, it will provide the jobseeker with an assignment card and request him to introduce himself to the employer. The employer will receive a copy of the assignment card together with an explanatory note. Whatever his decision (recruitment or not), the employer must return the job offer form to the Adem duly completed, explaining the reasons for his decision.

For more information, do not hesitate to contact our Legal Department: legal@securex.lu

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