

A man and a woman are in a modern office setting, celebrating. The woman, with long blonde hair and sunglasses on her head, is laughing and clapping her hands. The man, with a beard and glasses, is also laughing and clapping. They are standing behind a wooden desk where a laptop is open. The background shows large windows and modern office decor.

**Are you  
ready to hire  
your first  
employee?**

**securex** 



# Find the answers to all your questions here!

It may have been a long journey, but here you are, you've decided to take the plunge. You are going to hire your first member of staff! It would be a pity not to **take advantage of the reduction from social security contributions on this first recruitment.**

But now that the decision has been made, questions are surely popping into your head. Maybe stress is starting to build up too. And that is quite normal. After all, this is the first time you've ever stepped into the shoes of a recruiter.

So, to make things easier for you, we've put together this mini-guide. Exactly how much will you be able to save as a result of this provision? What skills do you look for in a candidate? How to find and attract the ideal employee?

**We will answer all these questions, and many other ones, to enable you to recruit quickly and well. Enjoy reading!**







## Hire your first employee and profit from the target group reduction

In Belgium, more than 8 out of 10 people subject to VAT are self-employed but don't have any employees. Admittedly, there is a cost involved in taking the plunge to hire your first employee. It's a cost that you may not want to incur in these difficult times, but hopefully the economy will bounce back.

The cost of an employee is not limited to the salary he or she is paid. Add to this base insurance costs, holiday pay and, of course, the well-known NSSO (National Social Security Office) employer contributions. At least, that would normally be the case, because for the first recruitment you can benefit from a reduction of these NSSO employer contributions. You will also receive EUR 36.45 every quarter to cover the costs of affiliation to an approved social secretariat or payroll processor.

### Who exactly can benefit from this?

The first hire provision is available to any business person looking to hire their first employee. The only condition is that they have been working independently for at least one year. No matter what sector they work in or how long they have been in business.

All they have to do is complete the quarterly NSSO declaration.

As for the new recruit, there are virtually no constraints there either. There are no age, unemployment or academic requirements to qualify for this initial employee reduction. Only students, apprentices and casual workers are excluded.







The icing on the cake is that the reduction is in no way linked to an individual. Has your first employee jumped ship? Don't worry, you lose nothing. The system remains the same in every respect for his or her successor(s).

Substantial savings

As from 2022, the amount of the NSSO reduction is limited to 4,000 EUR per quarter. This restriction prevails both for the employers applying this measure even as before 2022 and for those who will start calling upon them from 2022 onwards.

As an employer, you pay about 25% of base NSSO employer contributions on your employee's gross pay. Based on this percentage, you will nevertheless have to pay NSSO contributions for your first employee if his or her gross monthly pay exceeds 5,330 EUR.

Our [online calculator](#) will give you a clear idea of how much your first employee will cost you. Here are a few examples:



You employ	You save on average
A qualified baker	18%
A salesperson	17,5%
A dishwasher	16,7%
A highly experienced physio	22,6%







## Benefits for the next 5 new employees as well

If you want to recruit more than one person, or if you already have an employee, the provision applies to you as well. There are also incentives for the next 5 new appointments. In this case, you are entitled to flat-rate reductions in employer contributions. This will apply for 13 quarters:

	Quarters 1 to 5	Quarters 6 to 9	Quarters 10 to 13	Total
2nd recruitment	1,550€	1,050€	450€	13,750€
3rd to 6th recruitments	1,050€	1,050€	450€	13,750€



So, do you have enough work to expand your company? Or would you like to integrate new skills to diversify and/or enter the digital age? Maybe the solution is hiring.





## Which professionals can help me hire faster?

Recruitment can take time, a rare commodity that you may not have. Fortunately, various types of professionals can guide you in your choices and make the process easier.





Recruitment takes time, especially if you are not used to the job.

So why not get some help? After all, even big companies do it to find talent. Of course, your needs won't require a headhunter - and you probably can't afford one - but other professionals may prove very helpful.

## Points of contact for doing the groundwork

Many self-employed people are reluctant to hire, being frightened off by the cost of recruiting. But there are all sorts of allowances specific to recruitment, both at the federal and the regional level. You find allowances aimed at certain target groups, such as aid for first-time recruitment, as well as sectoral allowances.

It can be a heavy-going offer, and sometimes a little complicated to grasp. So, in Brussels, the 1819 website will help you to sort through the options online, as well as by telephone, or even by appointment. 1890 serves the same function in Wallonia, while in Flanders entrepreneurs are invited to consult the VLAIO website or call 0800 20 555.

## Don't underestimate the power of your network

Are you looking for that rare pearl? You don't necessarily have to look very far. Trainees, apprentices, former employees - people working in your sector will surely know others whose profile might meet your expectations. So start canvassing your contacts, nothing beats a good recommendation.

## The usual channels for finding candidates

Once your own network is exhausted, expand your circle. Even though many trades are in short supply, job seekers and even some of those already working are always on the lookout for a nice job opportunity. Don't hesitate to ask for help from employment agencies, such as Actiris in Brussels, Forem in Wallonia or the VDAB in Flanders. Or you can consult the ads published on specialist sites. This will put you in contact with employees who match your criteria.

**Another thing** - if you are not looking for an experienced employee and prefer to rely on in-house training, you should also consider getting in touch with colleges and training centres. They will no doubt be able to advise you on one of their recent graduates or



qualified workers.

## Your social secretariat - the all-inclusive answer

Still finding the task difficult to get to grips with? Then consider joining a social secretariat. 9 out of 10 entrepreneurs have already made this choice to benefit from the many services available, including recruitment assistance.

Calculating wage costs, meeting your legal obligations, defining the wage package, drawing up the employment contract - your personal advisor will guide you through the whole process. The main advantage is their in-depth knowledge of your case and your company, which makes them the people best equipped to meet your needs - now and in the future...

## Which channels do you use to find the ideal first employee?

When recruiting your first employee, you don't always know where to start. Where do you publish an advertisement, how do you advertise, how do you source candidates...? We will explain all the options available to you.

The good old-fashioned method of publishing a job advertisement in the newspapers is no longer in fashion today. In order to recruit effectively, you need to use all the communication tools at your disposal. Here is a short step-by-step guide to help you find the ideal candidate.

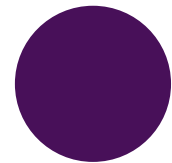
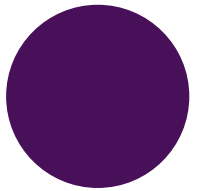




# 1 Write the advertisement

Whichever channel you use, it is important to write an advertisement that stands up to the test and, above all, attracts people. It is not enough to simply copy and paste a job description and hope it works. Describe the job, the goals, the personality you are looking for. Briefly state the benefits you offer (holidays, working from home, car etc.). The rule is to be concise so that the candidate reads the advertisement to the end.

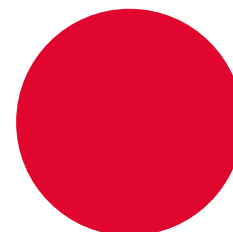
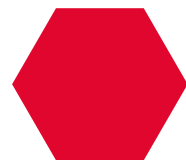
Use a tone appropriate to the position. An accountant is not addressed in the same way as someone creative or a community manager. If your company has a start-up mentality, you can slip a spot of humour and lightness into your advertisement to make it even more attractive.



# 2 Publish on job sites

Once written, your advertisement still needs to be published. Use the traditional channel of job boards.

There are official and free sites such as [Actiris](#), [Forem](#) the [VDAB](#). You can also use commercial sites ([Indeed](#), [Monster](#), [Stepstone](#), [Jobat](#), [References](#), etc.). Generally, publication is free of charge, but there may sometimes be a small fee to promote your advertisement for example. If you do not, your ad will be gradually swamped by others. It will still be in the search results, but in a worse position.



# 3 Share on social networks

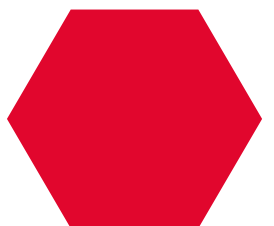
Use the voice of social networking to let people know you are recruiting. Share your ad on every social network. LinkedIn, the professional network, is the most suitable for this, but Facebook or Instagram (for more creative profiles) can be very useful for reaching a large number of potential candidates quickly.

Thanks to LinkedIn, it is also possible to source candidates. This means that you can search for profiles that meet your criteria. If the "I'm listening" feature is activated, you will be able to contact them directly and suggest them to apply.

Don't hesitate to work on your «employer branding». Your employer branding is very important on social networks to position yourself in the battle for talent and make sure that rare pearl comes to you rather than your competitor.

# 4 Use your real-life network

It's not just about social networks, it's also your real-life network. Family, friends, acquaintances at the gym or in an association ... these are all people who may know someone who might be interested in what you are offering.





## 5 essential qualities to look for in a candidate

Today, everyone agrees on one thing: rather than hiring technical skills, hiring the right person is mainly about hiring a personality. You just need to work out which one...







In recent years, the well-known soft skills have become a priority for human resources departments. But how do you sort through all the behavioural skills? Here are top 5 qualities to look for when recruiting an employee.

# #1

## Showing an interest

Not everyone can be passionate about their job, but showing some interest in the subject or sector is essential for creating and maintaining motivation. Beyond their technical skills, do candidates show a particular fascination for the job? Does he or she ask questions about the activity or the position? There is no doubt that the curiosity that animates the candidate during the interview says a lot about his/her level of enthusiasm.

# #2

## Having a team spirit

Of course, your employee will not necessarily be working as part of a team, especially if this is a first recruitment. But they will be working with you and there's no guarantee that you won't be hiring more people in the future. Finally, this new employee will no doubt have to work with partners, suppliers or service providers with whom he/she will have to collaborate closely. Listen out for their turns of phrase. Do they sometimes say 'we' to describe their past successes, or just «I»?

# #3

## Having a desire to learn

Although they obviously remain important, technical skills are now far from enough. After all, these can be learned. And, furthermore, linear careers are over. In the future, a person will have to reinvent themselves several times in the course of their life. To do so, they will need to be flexible and motivated... to learn!

# #4

## Being a good communicator

They don't need to be a professional speaker - they just need to be able to clearly state their thoughts, either orally or in writing. But they also need to be able to listen to what the people they are talking to are saying, and to ask them the right questions. This will avoid any misunderstanding and therefore any conflict or loss of time. Do not hesitate to test the candidate during the interview, for example by means of a role-play.

# #5

## Being in tune with your corporate culture

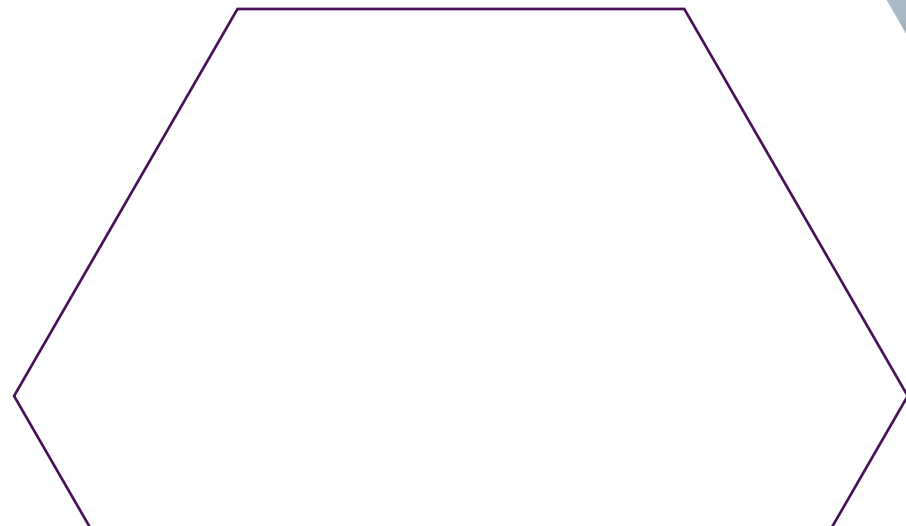
Don't forget to take into account your future employee's expectations. It has been proven that a happy employee is more motivated and therefore more productive. Is your organization and workspace suitable for the candidate sitting across the table from you? Is the relationship you plan to establish with them satisfactory from their point of view? Are their values in line with yours? These are a few examples of questions that are best answered before hiring an employee for the long term, otherwise you may end up faced with unpleasant surprises.



## Employee or contractor: which status do you choose for your first recruitment?

Your business is growing and you are ready to make your first appointment. But what status should you choose, employee or contractor? We can help you by reviewing the advantages and disadvantages of both statuses.

Your company is growing, and you want to recruit for the first time. However, how do you decide between an employee or contractor status for this colleague? We explain how to choose:





## Employee

The status of employee is a bit of a Holy Grail for any job seeker. And for good reason, it holds many advantages for the employee. First of all, this collaborative relationship stems from a **contract of employment** whose terms are governed by social legislation. But you cannot just do whatever you want with an employment contract. It must be specific and cover **the hours, the place of work, the salary and fringe benefits**. The employment contract gives the right to **seniority**, as well as **rights and obligations in the event of a breach of contract**.

The employee is not responsible for the administration of his or her remuneration. The **administration of the salary, deduction of social security contributions** and exemption tax at source are the responsibility of the employer or his social secretariat.

The advantage for the employer is that the employee is entirely under his **hierarchical direction**.



## Contractor

As a self-employed individual, a contractor is **not bound by an employment contract** but by a **commercial relationship**. This is based on terms agreed between the parties via an agreement that establishes the **nature of the assignment**, the **duration**, and the **amount of the fees** linked to this service.

In terms of administration, a company that takes on an external contractor **only has to pay the invoices** linked to the services. It is up to the contractor to join a social insurance fund and to pay the quarterly contributions and exemption tax him-/herself.

In the context of a commercial relationship, there is no direct link of authority between the company that needs the services of a colleague and the provider of the service. The latter therefore retains his/her independence and has the right to refuse the assignments offered.

## Beware of bogus self-employed workers

The self-employed status can be tempting for a first appointment within your company because it represents less administrative hassle and lower costs. However, it is forbidden to use an external contractor as an employee. If you do, the contractor is considered to be a 'faux indépendant' - a bogus self-employed worker. This is a status that entails a number of risks for both the contractor and the company.

The NSSO may claim arrears of personal and employer social security contributions going back three years.

Using bogus self-employed workers is subject to penal and administrative sanctions that can be very heavy.





## What salary package do you offer to attract and retain talent?

While salary remains an important criterion for choosing an employer, it is far from being the only one. Fringe benefits are increasingly enabling companies to stand out from the competition.







Long gone are the days when a big salary was enough to attract talent. The balance of power has shifted, it is now the candidates who are in the driver's seat. So much so that companies must compete creatively to stand out from the competition, thanks in part to a wide range of fringe benefits. But don't panic if you can't afford to compete with what the bigger companies are offering. There are alternatives.

## A certain conservatism

There are no radical changes in Belgium for the moment. Meal vouchers or allowances remain the most popular benefit, ahead of hospital insurance, group insurance and eco vouchers.

But these are not essentials. These two types of insurance are mainly part of the packages offered by large companies. Other options also allow you to attract the best people, especially among the younger generations.

## Increasingly popular alternatives

Reimbursement (partial or total) of travel expenses between home and work completes the top 5 most popular benefits in Belgium. But that situation may not last, because it is the only category that does not attract more companies year after year, unlike the mobile phone or laptop.

It must be said that, along with flexible working hours and workplaces, mobile technology tools are of serious interest, to both you and your employee. This is backed up by the fact that working from home now ranks 9th among the most popular fringe benefits, just behind the good old company car - and its fuel card, of course. Today, 1 vehicle in 10 in Belgium is company-owned.








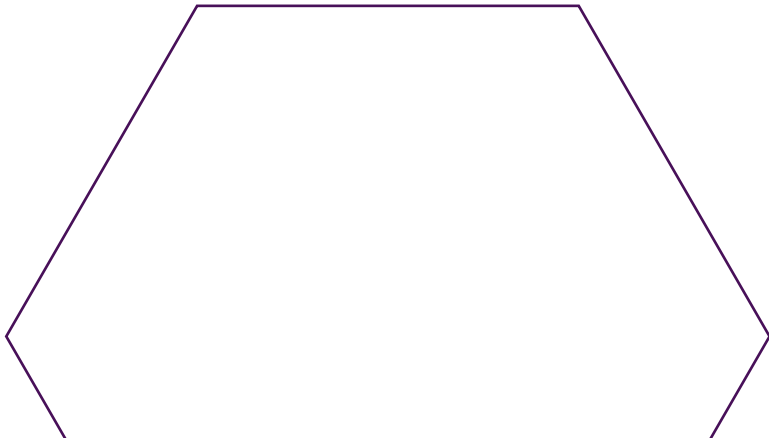
## A tailor-made plan

Do you want to attract people? The ideal situation is obviously to adapt your salary package to the type of candidate you want: a mobile phone or laptop for an employee who is often on the move, working from home for a thirty-something with children, a public transport card for a full-time city dweller, etc. And why not even leave the choice to your future colleague with a «pick-your-own» cafeteria-style plan? After all, 7 out of 10 employees say they want flexible pay.

## Win-win advantages

In most cases, your employee will not be the only one to benefit from these fringe benefits. Many of them allow you to optimise your wage costs. This is the case, for example, with meal vouchers, eco vouchers, or birth and marriage bonuses, which are very often exempt from taxes and social security contributions.

Tax benefits also apply to salary bonuses, if targets are met, as well as to the reimbursement of commuting expenses. These are absolutely not obligatory from a legal point of view, but they will help you to hire an employee. Moreover, they will also help you to retain them by strengthening the relationship of trust you will have with them.







## How can we help you?

Do you want to find out more about our products and services? Or do you have a specific question?



Contact us via email

