

99007039009000

Online-Stellenangebot Beauftragung

Heruntergeladen am 27.06.2025

<https://fimportal.de/xzufi-services/102716393/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99007039009000
Leistungsbezeichnung I	Online-Stellenangebot Beauftragung
Leistungsbezeichnung II	Apply online for an employer service with a job offer
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Bund
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	
Verrichtungskennung	Beauftragung (9)
SDG-Informationsbereich	Gesetzlich oder durch Rechtsverordnung geregelte Beschäftigungsbedingungen einschließlich Arbeitsstunden, bezahlter Urlaub, Urlaubsansprüche, Rechte und Pflichten in Bezug auf Überstunden, Gesundheitskontrollen, Beendigung von Verträgen,

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	Kündigung oder Entlassungen)
Lagen Portalverbund	Personal finden (2030100), Personal einstellen (2030200)
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	17.08.2022
Fachlich freigegeben durch	Federal Ministry of Labor and Social Affairs (BMAS)
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_2/_16.html https://www.gesetze-im-internet.de/sgb_3/_35.html
Teaser	If you are looking for personnel for your company, you can commission the Employer Service of the Federal Employment Agency in your region with the search.
Volltext	Do you want to fill vacancies and recruit the workers and specialists you need, but don't want to look for suitable people on your own? The Employer Service of the Federal Employment Agency (BA) offers you its services for this purpose. You can also use this service online and therefore completely electronically. All you have to do is create a job offer online on the "arbeitsagentur.de" portal and place an order for placement. This requires the access data for your user account on the arbeitsagentur.de portal. The access data can be requested either by telephone or via the contact form in your responsible employer service. Once you have registered individually, you can take advantage of further benefits of the BA's online services, for example you can contact potential applicants. Alternatively, you can also submit the job offer to the relevant Employer Service via the online job registration form. You do not need any access data for this. You will then be assigned a personal contact person at the relevant employer service. Within 48 hours, this person will coordinate the next steps in the search for applicants, the pre-selection of applicant proposals

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	and the online collaboration with you.
Erforderliche Unterlagen	None
Voraussetzungen	None
Kosten	Gebühr: Es fallen keine Kosten an There are no costs.
Verfahrensablauf	You can instruct the employer service of the Federal Employment Agency responsible for you to search for applicants electronically, in writing or by telephone. You can place the placement order electronically via the portal of the Federal Employment Agency: • Visit the website "arbeitsagentur.de". • Log in to your user account with your personal login details. • On your personal start page you will find the link "New job offer" in the applicant search area, click on it. • Enter the required data for your job offer in the input mask in the order shown: Type of job offer: for workers, apprentices/dual students, interns/trainees, self-employed, artists Job info: Describe the position to be filled Conditions: Enter information on working hours, remuneration, start of employment, time limit if applicable, place of practice Requirements: What professional training, (management) skills and licenses should your future workforce possess? Contact details: Name a contact person in your company and select at least one type of application procedure, for example: by telephone, in writing, e-mail, via the portal. • If you have created a job offer in your user account, you can place a placement order for it: You then confirm the query about the transfer when creating the job offer. You select the "Place placement order" button on the overview page of the job offer. Alternatively, click on the "Place placement order" icon in the job vacancy overview. You also have the option of submitting the placement order electronically using the online job registration form: • Visit the website "arbeitsagentur.de".

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- Select the "eServices" button, switch to the company view and select the "Report vacancy" tile under eServices. An online job registration form will open.
- The form can be completed online and sent directly to the relevant employer service. It is not necessary to register on the Federal Employment Agency portal.

You can also place the placement order verbally (in person/by telephone):

- To do this, get in touch with your personal contact at the EmployerService.
- Discuss with him/her the data required for the job offer as listed above in the job entry section of the portal.

Once you have placed the placement order, agree on an individually tailored procedure. This may include publication, pre-selection of applicants, submission of proposals or cooperation via the [arbeitsagentur.de](https://www.arbeitsagentur.de) portal.

Bearbeitungsdauer

0 - 48 Stunde(n)
 You will receive initial feedback from the Employer Service within 48 hours of placing the placement order.

Frist

There is no deadline.

weiterführende Informationen

<https://www.arbeitsagentur.de/unternehmen/arbeitskraefte/stellenangebot-online-aufgeben>
<https://www.arbeitsagentur.de/ausbilden/azubis-online-finden>

Hinweise
Rechtsbehelf

None

Kurztext

- Online job offer assignment
- Companies looking for staff can send a placement order for a job vacancy to the relevant employment agency.
- The company can create the job offer electronically directly online via the "arbeitsagentur.de" portal and submit the placement order to the relevant employment agency.
- Alternatively, there is the option of registering the job

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	offer via an online job registration form, which can be sent to the employer service by post, e-mail or fax. • Employers are assigned a personal contact person at the Employer Service when they first make contact - in this case by placing the placement order. • Employer Service manages the job offer, coordinates the procedure with the employer, searches for and pre-selects potential applicants and submits placement proposals, for example • Responsible: Federal Employment Agency
Ansprechpunkt	
Zuständige Stelle	
Formulare	Forms available: No Written form required: No Informal application possible: Yes Personal appearance necessary: No Online services available: Yes
Ursprungsportal	Online-Stellenangebot Beauftragung, Online-Stellenangebot Beauftragung