International hiring legal checklist

1. Entity and employment setup

- ☐ Check if the client has a legal entity; if not, arrange a compliant EOR solution.
- ☐ Specify the role type: full-time, part-time, or contract-based.
- ☐ Match the employment model to the actual working style.
- ☐ Assess compliance readiness.

2. Contract & classification

- ☐ Try to align the offer with the local employment classification.
- ☐ Add essential clauses (probation, bonuses, etc.)
- ☐ Use bilingual contracts, if possible.
- ☐ Add IP, confidentiality, and non-compete clauses.

3. Payroll & taxes

- ☐ Set up a local payroll.
- ☐ Automate tax, security, and deductions.
- ☐ Define pay frequency and currency.
- ☐ Consider inflation indexing if needed.

4. Data & privacy

- ☐ Use secure platforms for storing candidate data.
- ☐ Log consent for data collection and processing.
- ☐ Avoid personal chat apps unless approved by the candidate.
- ☐ Follow local data retention rules.

5. Mobility & work authorization

- ☐ Verify work eligibility.
- ☐ Check visa timelines, dependents, and processing limits.

- [ ] Avoid restricted regions.
- [ ] Confirm the legality of remote work in the region.
- [ ] Plan exit terms for visa issues.

6. Compulsory benefits

- [ ] Include all required benefits, such as healthcare, pension, and leave.
- [ ] Include local perks, such as holidays and meal vouchers.
- [ ] Clarify salary expectations.
- [ ] Ensure EOR benefits.