

TRAINING PROGRAMME

OPEN AND IN-HOUSE SESSIONS – MAJORELLE MOBILITY × HALCYM MOBILITE INTERNATIONALE

Hiring a Foreign Employee in France

Securing the legal process, achieving successful integration

Target audience:

- HR Directors, HR Managers and HRBPs in charge of recruiting foreign candidates
- Recruitment and talent acquisition managers and officers
- Managers welcoming a foreign employee into their team
- SMEs and mid-sized companies without a dedicated mobility or immigration team

Learning objectives:

Hiring a foreign employee in France is a familiar topic in principle, but its practical implementation is often poorly mastered: securing residence permits, work authorisations and contractual specifics on the one hand; achieving successful integration and a positive employee experience on the other. This course offers a comprehensive legal and HR approach to the recruitment journey of a foreign employee.

By the end of the course, participants will be able to:

- Identify the legal framework applicable to hiring a foreign employee (EU/EEA or third-country national).
- Secure hiring formalities and prevent the risk of illegal employment (employing a foreign national without a valid permit).
- Apply the specific rules governing the foreign employee's employment contract and social security affiliation.
- Design an integration pathway suited to intercultural challenges (onboarding, support for the employee and their family).
- Identify the levers of a successful employee experience, from recruitment to taking up the position.

Prerequisites:

No technical prerequisites. Prior experience of recruitment in France is an advantage to put the specific features of foreign profiles into context.

Duration and format:

1 day, i.e. 6 hours (9 am–12 pm / 2 pm–5 pm), in person or remotely (virtual classroom). Approximately two thirds of the time is devoted to the legal framework of recruitment (employment and immigration law), and one third to integration and the employee experience.

Detailed programme:

This programme reflects the latest applicable legislative and regulatory developments (October 2026).

Part 1: The legal framework of recruitment (approx. 4 hours – Clarisse Delaitre)

1. Identifying the candidate's situation

- Distinguishing between situations: EU/EEA nationals, third-country nationals
- Procedures for obtaining work visas
- Residence permits allowing employment and how they interact with work authorisations
- Overview of the main procedures: Talent Passport, employee permit, intra-group mobility (ICT), secondment, change of status from student, etc.

2. Securing the hiring process

- Pre-hiring checks (permit verification, period of validity)
- The offence of employing a foreign national without a valid permit: legal regime, penalties and joint financial liability
- Reporting formalities (pre-hiring declaration (DPAE), medical examination, employee representative information/consultation where applicable)

3. The foreign employee's employment contract and social security coverage

- Drafting the contract: specific clauses and points of attention
- Affiliation to the French social security system, special cases
- Applicable tax considerations (French inpatriate tax regime where relevant)
- Recent legislative, regulatory and case-law developments

Part 2: Achieving successful integration – the employee experience (approx. 2 hours – Sandrine Mathelin)

4. The objectives of onboarding

- The key challenges of successful support: administrative formalities, housing, family, settling-in, HR and providers coordination
- Introduction to intercultural management: understanding cultural differences to manage and communicate more effectively
- Feed-back, company best practices & key points to watch
- Case study: designing an onboarding pathway

5. Designing a successful onboarding programme

- The key steps of the onboarding journey: before arrival, upon arrival, during the first months
- The key stakeholders and their roles and responsibilities
- Case study: designing an onboarding pathway

Teaching methods:

The course combines expert input, analysis of regulatory and HR issues, case studies drawn from real situations, practical workshops and exchanges of practice between participants.

Throughout the course, the trainers alternate between legal and HR perspectives to bridge theory and the practical implementation of procedures and HR recommendations.

Remote sessions: virtual classroom; the connection link and course materials are sent to participants before the session.

Trainers:

Clarisse Delaitre – Partner, Head of Majorelle Mobility (Majorelle Avocats)

An experienced, English-speaking lawyer specialising in international employment law, Clarisse Delaitre advises companies on all employment matters in an international context, in both advisory and litigation work: recruitment and secondment of foreign employees, expatriation, business immigration and securing international mobility. She advises French companies deploying employees abroad as well as foreign companies setting up in France.

Sandrine Mathelin – Founder of Halcym Mobilité Internationale (subcontracted trainer)

As an HR consultant specialising in international mobility, Sandrine Mathelin supports companies in developing and structuring their international mobility HR practices: mobility policies, compensation packages, employee experience and mobility governance. Her operational experience complements the legal perspective to provide a 360° approach to internationale mobility challenges.

Course materials:

- Training materials provided to each participant (PowerPoint / PDF format)

Monitoring and assessment:

- Pre-course questionnaire sent to participants 15 days before the course to assess their level and expectations
- Case studies during the course
- End-of-course quiz assessing learning against the learning objectives
- Satisfaction survey at the end of the course
- Attendance sheet (signed for each half-day)
- Certificate of completion / certificate of attendance

Access arrangements and lead times:

- Open sessions: registration up to 10 working days before the session, subject to availability.
- In-house sessions: date to be scheduled by mutual agreement.
- A training agreement is sent to the company before the course begins, together with a joining notice for each participant.

Performance indicators:

New course: performance indicators (participant satisfaction rate, objective achievement rate) will be published after the first sessions.

Fees and practical details:

Date	Format	Fee	Duration	Contact
To be agreed	In-house – in person or remote	Upon quotation	1 day (6 hours) 9 am–12 pm / 2 pm–5 pm	cdelaitre@majorelle-avocats.com
11 December 2026 18 February 2027 25 May 2027	Open session – in person or remote	€1,500 excl. VAT per participant Reduced rate from the 2nd participant from the same company	1 day (6 hours) 9 am–12 pm / 2 pm–5 pm	cdelaitre@majorelle-avocats.com

Training provider and funding:

Training delivered by MAJORELLE RH, a training organisation registered under activity declaration number 52440909044 with the Prefect of the Pays-de-la-Loire region (this registration does not constitute State approval).

MAJORELLE RH holds Qualiopi certification (French national quality certification) for the “training actions” category. This course may be eligible for funding by the company's OPCO (skills operator), subject to its criteria. Certificate No. F3321-1-I dated 13 May 2025.

Majorelle Mobility (Majorelle Avocats) and Halcym Mobilité Internationale deliver the course on behalf of MAJORELLE RH, which is responsible for contracting, organisation and quality monitoring.

Programme updated on 09/10/2026