Create employment in the Smart Portal

To create a new job, you can go to "New job" in the top right-hand corner of your job overview.

Budget

A personal budget must be selected for a new job. Only one employment is possible in each budget at a time, with the exception of paused employment (parental leave, educational leave, etc.). There are two possible personal budgets per user: SMartAt e. Gen. (cooperative) and smart@work GmbH. The affiliation of the occupational groups to the two companies can be found in the descriptions of the individual job profiles.

Start of employment

Enter the desired start date of employment here. Please note that only one date in the future is permitted. If you would like to start on the same day, please contact the Smart Team by telephone. We cannot guarantee the start of employment on the same day.

End of employment

The end of employment is not a mandatory field. If it is a single clearly defined project, a date can be entered here. If it is not yet certain how the employment will develop, the field remains blank and the employment contract is issued for an indefinite period in this case.

Occupation

Enter the occupation that will be performed during your employment at Smart, e.g. director, translator, software developer.

Place of work (state & city)

The place of work is where the activity is carried out. If a large part of the activity takes place abroad, the place of work in Germany must be entered here. Information on posting abroad must be submitted to the Smart Team in good time before the start of the trip.

Salary category

The overview of the salary category pre-calculations can be found **here**. If a salary category is selected, the weekly hours are calculated automatically. If a different number of weekly hours is required, this can be communicated to the Smart Team via the comment field.

Finally, the **request must be sent**. Click on "Cancel" to exit and delete the form.

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