



## What service does your request relate to?

Do you have a vacancy that needs to be filled? Choose the service below which best meets your needs

You found the right candidate for a vacancy and you want Projob to handle the recruitment and administration process

### TEMPING/TEMPORARY WORKING

The temporary deployment of an employee whereby there is no intention to form a future employer-employee relationship at the VU

Factor: 2,3261 / 988 hours

### ON THE BASIS OF HOURS DECLARED

Weekly remuneration and invoicing of effective hours worked

Shared Recruitment  
Factor: 2,1507

### RECRUITMENT

The long-term deployment of an employee where the intention is to form a future employer-employee relationship at the VU

Initial employment via temping/temporary work:  
Factor: 2,3261 / 988 hours

After 988 hours > contract take-over by the VU or rate adjustment to shared recruitment rates,  
factor: : 2,1507

### PhaseB/TEMPORARYWORKING

After 52 weeks worked in Phase A, the employee is required to move to Phase B (fixed-term contract)

Phase B:  
Factor: 2,2073

### FREELANCERS/INTERIM PROFESSIONALS

The deployment of experienced specialists for temporary assignments in the fields of: HR, finance, marketing, management support, law, organisational consultancy and project management.



## Temporary placements

Projob is available to assist you with all supporting roles in all faculties at MBH, HBO and at university level. We can support you in the event of understaffing, in replacing sick employees or those on maternity leave. Hiring temporary staff is also a solution for project-based work. If you need temporary staff on a regular basis we can set up a flex pool for you.

Projob places great value on finding the right match for temporary placements, not only on paper (CV) but also in terms of fitting in with the culture of the VU.

We are fast, professional and experienced. Our invoices are error-free and we will take on the employer's responsibility in the event of staff sickness or vacancies.

## Recruitment

As well as recruiting for temporary positions, Projob also recruits for permanent positions within the same function groups as temporary staff.

Our experience, knowledge and network are extensive, our CRM system is fully customised and our sourcing and social media knowledge is always up-to-date. This enables us to offer you a selection of screened and personally interviewed candidates at short notice.

## Shared recruitment

If you have found a suitable candidate to hire but do not wish to employ them yourself, Projob will gladly take on the role of employer for you. This reduces risks such as continued payment in the event of long-term illness, plus you are more flexible when it comes to the duration of the working contract.

Every employee you register with us is invited to our office for a personal intake and a contract meeting. All work carried out is covered by the ABU Collective Labour Agreement for temporary agency workers. Projob will create a temporary employment contract, manage social legislation and will pay the salary.

Our Business Support department is available from Monday to Friday to answer questions from clients and candidates concerning pay slips or invoices, the Collective Labour Agreement for temporary agency workers, the flex act and working law in general.

Because of our experience in this field and the level of detail with which our support staff carry out their work, we guarantee error-free salary administration and invoicing.

## Interim Professionals

An interim professional or freelancer doesn't just possess the knowledge and skills required for the job. They will also make a valuable, sometimes even influential contribution to your company. Of course you will want to know more about the person behind the professional.

Our interim professionals work in: HR, finance, marketing, management support, law, organisational consulting, Project management, from support level through to management level.

For more information please contact Ivo Neuvel: [welkom@projob.nl](mailto:welkom@projob.nl) / 020-5738300



*The stages of temping/recruitment/interim placing*

**1. Post a vacancy**

Via contact form: <https://www.formdesk.com/projob/VU-Vacature>  
Via telephone with contact partners: Tess Willemsen, Nanuq Blankennagel en Danee Gijse  
020-5738300/welkom@projob.nl



**2. Receive feedback from Projob within two hours on the expected staff supply time**

Additional information on the position is collated by Projob

Recruitment is initiated by Projob



**3. Initial candidate proposals will be submitted to VU within 4 business days**

CV + brief motivational letter from selected candidates provided by Projob

Initial feedback from the VU on proposed candidates within 2 working days



**4. Projob organizes interviews at the VU**

Same-day contact by telephone. Feedback on the interview

VU makes a decision on the candidate. Start date and conditions are agreed upon and fixed



**5. VU receives confirmation of the assignment from Projob**

The candidate signs a contract with the Projob support department



**6. Projob carries out an intermediate check on the first day, first week and first month**

Projob will check that the candidate has arrived for the first day of work (via telephone)

Progress checks: By telephone in the first week and face-to-face meeting within the first month



**7. Projob logs the hours worked online via our system 'HelloFlex'**

We take the liberty of pronouncing our invoicing 100% error-free!



*The stages of shared recruitment*

**1. Register your shared recruitment enquiry**

Via contact form: <https://www.formdesk.com/projob/VU-flexmedewerkers>  
Via telephone with contact partners: Sonja Kos and Maxime Pool 020-5738333 / support@projob.nl



**2. Your enquiry is received by the Projob support department**

The VU receives an acknowledgement of receipt. Projob processes the registration for new hires within 5 working days



**3. The temporary worker immediately receives a registration form from Projob**



**4. Projob invites the temporary worker for a personal intake and contract meeting in our office or through video-call**

In certain situations, i.e. in the case of (guest) lecturers or a long distance to the location, Projob will manage the process digitally



**5. VU receives confirmation from Projob and Projob assumes the role of employer**

Projob creates a temporary employment contract, manages the social legislation and pays the salary



**6. The invoice is issued weekly and is based on the time registration system**

1 Invoice per candidate to:  
invoice@vu.nl

The VU pays the invoiced amount in accordance with the agreed limit of 30 calendar days

Projob guarantees error-free salary administration and invoicing



## VU temping rates 2024 – VU Salary scales 1-1-2024

Salary scale 1 to 9

Monthly salary in euro's and based on full working hours = 38 hours

Salary scale									1-8-2023	1-8-2023	1-8-2023
1	2	3	4	5	6	7	8	9	Monthly Salary	Hourly wage	Rate VU
0									€ 2.618	€ 15,90	€ 36,98
	0								€ 2.618	€ 15,90	€ 36,98
1		0							€ 2.618	€ 15,90	€ 36,98
	1	1	0						€ 2.618	€ 15,90	€ 36,98
2			1						€ 2.618	€ 15,90	€ 36,98
3	2	2		0					€ 2.618	€ 15,90	€ 36,98
4			2						€ 2.618	€ 15,90	€ 36,98
5	3	3		1					€ 2.618	€ 15,90	€ 36,98
6	4		3		0				€ 2.618	€ 15,90	€ 36,98
	5	4		2	1				€ 2.618	€ 15,90	€ 36,98
	6	5	4						€ 2.618	€ 15,90	€ 36,98
	7	6	5	3	2				€ 2.618	€ 15,90	€ 36,98
		7	6	4		0			€ 2.693	€ 16,35	€ 38,04
		8	7	5	3	1			€ 2.770	€ 16,82	€ 39,13
		9	8	6	4				€ 2.846	€ 17,28	€ 40,20
			9	7	5	2			€ 2.920	€ 17,73	€ 41,25
			10	8	6				€ 2.995	€ 18,19	€ 42,31
				9	7	3	0		€ 3.072	€ 16,66	€ 43,40
				10	8	4			€ 3.149	€ 19,12	€ 44,48
					9	5	1		€ 3.226	€ 19,59	€ 45,57
					10	6			€ 3.298	€ 20,03	€ 46,59
						7	2	0	€ 3.377	€ 20,51	€ 47,70
						8			€ 3.456	€ 20,99	€ 48,82
						9	3	1	€ 3.539	€ 21,49	€ 49,99
						10	4		€ 3.636	€ 22,08	€ 51,36
							5	2	€ 3.720	€ 22,59	€ 52,55
							6		€ 3.796	€ 23,05	€ 53,62
							7	3	€ 3.877	€ 23,54	€ 54,77
							8		€ 3.963	€ 24,07	€ 55,98
							9	4	€ 4.036	€ 24,51	€ 57,01
							10		€ 4.103	€ 24,92	€ 57,96
								5	€ 4.185	€ 25,41	€ 59,12
								6	€ 4.332	€ 26,31	€ 61,19
								7	€ 4.494	€ 27,29	€ 63,48
								8	€ 4.640	€ 28,18	€ 65,55



## VU Shared Recruitment rates 2024 - VU Salary scales 1-1-2024

Salary scale 1 to 9

Monthly salary in euro's and based on full working hours = 38 hours

Salary scale									1-1-2024	1-1-2024	1-1-2024
1	2	3	4	5	6	7	8	9	Monthly salary	Hourly wage	Rate VU
0									€ 2.618	€ 15,90	€ 34,19
	0								€ 2.618	€ 15,90	€ 34,19
1		0							€ 2.618	€ 15,90	€ 34,19
	1	1	0						€ 2.618	€ 15,90	€ 34,19
2			1						€ 2.618	€ 15,90	€ 34,19
3	2	2		0					€ 2.618	€ 15,90	€ 34,19
4			2						€ 2.618	€ 15,90	€ 34,19
5	3	3		1					€ 2.618	€ 15,90	€ 34,19
6	4		3		0				€ 2.618	€ 15,90	€ 34,19
	5	4		2	1				€ 2.618	€ 15,90	€ 34,19
	6	5	4						€ 2.618	€ 15,90	€ 34,19
	7	6	5	3	2				€ 2.618	€ 15,90	€ 34,19
		7	6	4		0			€ 2.693	€ 16,35	€ 35,17
		8	7	5	3	1			€ 2.770	€ 16,82	€ 36,18
		9	8	6	4				€ 2.846	€ 17,28	€ 37,17
			9	7	5	2			€ 2.920	€ 17,73	€ 38,14
			10	8	6				€ 2.995	€ 18,19	€ 39,12
				9	7	3	0		€ 3.072	€ 18,66	€ 40,12
				10	8	4			€ 3.149	€ 19,12	€ 41,13
					9	5	1		€ 3.226	€ 19,59	€ 42,13
					10	6			€ 3.298	€ 20,03	€ 43,07
						7	2	0	€ 3.377	€ 20,51	€ 44,11
						8			€ 3.456	€ 20,99	€ 45,14
						9	3	1	€ 3.539	€ 21,49	€ 46,22
						10	4		€ 3.636	€ 22,08	€ 47,49
							5	2	€ 3.720	€ 22,59	€ 48,59
							6		€ 3.796	€ 23,05	€ 49,58
							7	3	€ 3.877	€ 23,54	€ 50,64
							8		€ 3.963	€ 24,07	€ 51,76
							9	4	€ 4.036	€ 24,51	€ 52,71
							10		€ 4.103	€ 24,92	€ 53,59
								5	€ 4.185	€ 25,41	€ 54,66
								6	€ 4.332	€ 26,31	€ 56,58
								7	€ 4.494	€ 27,29	€ 58,70
								8	€ 4.640	€ 28,18	€ 60,60



## VU Phase B rates 2024 - VU Salary scales 1-1-2024

Salary scale 1 to 9

Monthly salary in euro's and based on full working hours = 38 hours

Salary scale									1-8-2023	1-8-2023	1-8-2023
1	2	3	4	5	6	7	8	9	Monthly salary	Hourly wage	Rate VU
0									€ 2.618	€ 15,90	€ 35,09
	0								€ 2.618	€ 15,90	€ 35,09
1		0							€ 2.618	€ 15,90	€ 35,09
	1	1	0						€ 2.618	€ 15,90	€ 35,09
2			1						€ 2.618	€ 15,90	€ 35,09
3	2	2		0					€ 2.618	€ 15,90	€ 35,09
4			2						€ 2.618	€ 15,90	€ 35,09
5	3	3		1					€ 2.618	€ 15,90	€ 35,09
6	4		3		0				€ 2.618	€ 15,90	€ 35,09
	5	4		2	1				€ 2.618	€ 15,90	€ 35,09
	6	5	4						€ 2.618	€ 15,90	€ 35,09
	7	6	5	3	2				€ 2.618	€ 15,90	€ 35,09
		7	6	4		0			€ 2.693	€ 15,73	€ 36,10
		8	7	5	3	1			€ 2.770	€ 16,82	€ 37,13
		9	8	6	4				€ 2.846	€ 16,62	€ 38,15
			9	7	5	2			€ 2.920	€ 17,06	€ 39,14
			10	8	6				€ 2.995	€ 17,49	€ 40,15
				9	7	3	0		€ 3.072	€ 18,66	€ 41,18
				10	8	4			€ 3.149	€ 18,39	€ 42,21
					9	5	1		€ 3.226	€ 18,84	€ 43,24
					10	6			€ 3.298	€ 19,26	€ 44,21
						7	2	0	€ 3.377	€ 19,72	€ 45,27
						8			€ 3.456	€ 20,18	€ 46,33
						9	3	1	€ 3.539	€ 21,49	€ 47,44
						10	4		€ 3.636	€ 21,23	€ 48,74
							5	2	€ 3.720	€ 21,72	€ 49,87
							6		€ 3.796	€ 22,17	€ 50,88
							7	3	€ 3.877	€ 22,64	€ 51,97
							8		€ 3.963	€ 23,14	€ 53,12
							9	4	€ 4.036	€ 24,51	€ 54,10
							10		€ 4.103	€ 23,96	€ 55,00
								5	€ 4.185	€ 24,44	€ 56,10
								6	€ 4.332	€ 25,29	€ 58,07
								7	€ 4.494	€ 26,24	€ 60,24
								8	€ 4.640	€ 28,18	€ 62,20