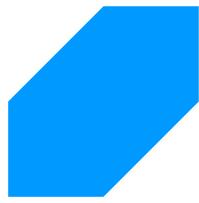


GROWING TOGETHER



A LUXEMBOURG EMPLOYER'S TOOLKIT FOR
HIRING INTERNATIONALS WITH CONFIDENCE



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 WORK IN
LUXEMBOURG

**HIRING TALENT FROM ABROAD
CAN FEEL OVERWHELMING—
BUREAUCRACY, VISA REQUIREMENTS,
CULTURAL DIFFERENCES, HOUSING,
INTEGRATION AND MORE.**

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**MANY EMPLOYERS SHARE
THE SAME QUESTIONS, SO
WE HAVE CREATED THIS
EMPLOYER'S TOOLKIT TO
ANSWER THEM FOR YOU.**



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As Luxembourg continues to grow as a dynamic hub for innovation and business, the ability to attract and retain international talent has become increasingly important. A 2023 estimate by the Chamber of Commerce suggested that 270,000 additional workers will be needed in the country by 2030¹. As future-focused industries evolve quickly, help from abroad is required.

Enter Work in Luxembourg, an initiative funded by the Ministry of the Economy aimed at enhancing the Grand Duchy's attractiveness as a global talent destination. This includes working together with the private sector to increase the competitiveness of Luxembourg for international workers and addressing labour shortages in key economic sectors.

In today's global economy, talent knows no borders. This Employer's Toolkit will connect you with the resources to cultivate a diverse, skilled and international workforce.

This guide breaks down the international hiring journey into four easy-to-navigate phases:

1. PLANTING THE SEEDS

Understand your needs, your legal obligations, and how to create an inclusive culture.

2. NURTURING GROWTH

Recruit internationally with confidence, using tools, checklists, and expert tips.

3. SUPPORTING SUCCESS

Make your new team member feel at home with onboarding and integration strategies.

4. SEEDS OF OPPORTUNITY

Access communication resources to share Luxembourg's liveability story along with that of your own company.

Think of this as your gardener's almanac for growing international talent. Just as Luxembourg has fostered a reputation as a welcoming home for worldwide business, we are committed to creating an environment where workers from across the globe can thrive.

LET'S MAKE IT HAPPEN.

¹"Luxembourg needs 270,000 extra workers by 2030," Chamber of Commerce Luxembourg, February, 2, 2023, <https://www.cc.lu/en/all-information/press-articles/detail/luxembourg-needs-270000-extra-workers-by-2030>



WHERE CREATIVITY BLOOMS, DIVERSITY THRIVES AND EVERYONE'S FUTURE PROSPERS SUSTAINABLY.

Work in Luxembourg is an initiative by the Ministry of the Economy to increase awareness of the Grand Duchy as a global talent destination. The main activities are marketing Luxembourg's attractiveness in strategic geographic markets as a place to live and work, enhancing its competitiveness for international workers in occupations of critical need, and connecting candidates with locally based companies who are hiring. Combined with other efforts to develop our nation's skilled workforce, this talent attraction and retention programme is designed to maintain Luxembourg's standing as a world-class economic engine.

As a Government, we are committed to helping employers grow, innovate, and thrive. International talent brings fresh perspectives, specialized skills, and global energy to your organization. Let us work together to make international hiring simple, sustainable, and successful.

WANT TO KNOW MORE?

Work in Luxembourg will continuously evolve in the years to come. To stay connected and informed, visit us at workinluxembourg.com where you can sign up to receive alerts. You can also follow us on social media.

-  [company/luxembourg-lets-make-it-happen](https://www.linkedin.com/company/luxembourg-lets-make-it-happen)
-  [luxembourg_lets_make_it_happen](https://www.instagram.com/luxembourg_lets_make_it_happen)
-  [LuxembourgLetsMakeltHappen](https://www.facebook.com/LuxembourgLetsMakeltHappen)

Do you have questions?
Contact us directly through the website.
workinluxembourg.com

Work in Luxembourg is a joint initiative of:



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of the Economy



AGENCE POUR
LE DÉVELOPPEMENT
DE L'EMPLOI

CONTENTS

SECTION 1: PLANTING THE SEEDS

Preparing to hire international talent

Pre-hiring considerations	7
Building an inclusive workplace culture	8
Regulatory overview	9
• Key employment laws & regulations to know	9
• Cross-border workers in neighbouring countries	11
• EU Blue Card	12
• Tax & social security considerations	13
• Working with authorities	13

SECTION 2: NURTURING GROWTH

Running a smooth international recruitment process

Working with ADEM	15
Common pitfalls in international recruitment	15
International recruitment checklist	16

SECTION 3: SUPPORTING SUCCESS

Onboarding & integration

Pre-arrival assistance	19
Settling in: Housing & location support	20
Family considerations	22
Understanding cultural differences	25
Onboarding checklist	26

SECTION 4: SEEDS OF OPPORTUNITY

Tools to sell Luxembourg's appeal as a live-work destination

Access the digital toolkit	29
• Where to find brand & visual assets	29
• Utilise ready-to-use content	29
How to talk about Luxembourg	30
• Why Luxembourg?	31
Stay connected	33

6

7

8

9

9

11

12

13

13

14

15

15

16

18

19

20

22

25

26

28

29

29

30

31

33

PLANTING THE SEEDS

Preparing to hire international talent

Bringing in talent from abroad starts long before the job offer is published. This phase is about laying the right foundation—understanding your company's needs, preparing your team, and ensuring compliance with Luxembourg's legal and administrative requirements. Think of this as your preparation stage: the better you plan, the smoother the process.

Why hire internationally?

It typically takes longer, costs more, and demands additional organisational resources compared to local recruitment. Yet the investment in accessing global talent pools often yields rich returns through diverse perspectives and specialised skills. It also unlocks new sources of qualified candidates which are otherwise in short supply at home. Taking time to assess your needs, prepare your teams, and understand the commitments involved helps create a strong foundation for sustainable growth.



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Pre-hiring considerations

Before embarking on international recruitment, companies should evaluate several key factors that distinguish it from local hiring processes. While the basic principles of recruitment remain the same, international hiring requires additional planning, resources, and organisational readiness.

Some key questions to ask when considering whether to recruit internationally include:

- **What specific skills gaps can not be filled locally?**
Look beyond technical criteria to assess language abilities, market knowledge, and cultural expertise that might benefit the organisation.
- **Does your organisation have the infrastructure to assist international employees?**
Assess language capabilities of your HR team, payroll systems that can handle international workers, and capacity for relocation support.
- **What is your timeline?**
International hiring can take 3-6 months longer than local recruitment when taking into account all the different steps including immigration procedures, relocation, and settling-in periods.
- **Have you budgeted for the full cost?**
Depending on the level and specialisation of the openings, hiring might require relocation assistance, temporary housing, and potential family integration costs beyond the standard recruitment budget.

Success in international recruitment often depends on preparation within an organisation. It is important to prepare for additional administrative conditions, brief hiring managers on timeline expectations and cultural considerations, and assess the workplace's readiness for increased language and cultural diversity.

International recruitment is a long-term investment. The initial costs and preparation time are often offset by accessing broader talent pools, unique skillsets, and bringing diverse perspectives to your organisation.



Building an inclusive workplace culture

Before beginning international recruitment, assess and prepare your existing workplace culture for increased diversity. Start with the fundamentals: establish clear language policies that outline which languages will be used for different business purposes, from job postings to daily operations. This transparency helps both candidates and current employees understand communication expectations and demonstrates your commitment to international integration from the start.

Beyond language, prepare your teams for working in a more diverse environment. Brief hiring managers on cross-cultural interview techniques, train HR teams on international qualification assessment, and ensure current employees understand the business value of building global teams. Many Luxembourg employers find success by involving existing staff in the recruitment process, particularly those who have international backgrounds themselves or have experience working in multicultural teams.

Key areas to consider include:

- Language access: Are key materials available in English or the candidate's language?
- Team mindset: Are current employees open to working across cultures?
- Internal support: Do you have a "buddy system" or mentorship for new arrivals?

Small changes equal big impact. Even just preparing your team with a cultural introductory session can go a long way.



Regulatory overview

Hiring international talent in Luxembourg follows clear but distinct pathways depending on whether candidates come from neighbouring countries as cross-border workers, other EU/EEA countries or third countries. Recent reforms have streamlined many processes, especially for highly skilled workers (EU Blue Card) and shortage occupations, though prerequisites still differ significantly from local hiring.

Understanding these differences - from employment pathways to tax implications - helps encourage smooth transitions for your international hires. While Luxembourg welcomes global talent and aims to keep the process simple, it is recommended to seek counsel from legal experts when navigating individual situations that are more complex.

Key employment law & regulations to know

Luxembourg's employment framework combines EU and national legislation to create a structured, yet welcoming environment for international talent. Reforms in recent years have significantly streamlined processes for employers hiring internationally.

How can companies qualify to recruit internationally?

When recruiting new staff, employers in Luxembourg must first submit a job vacancy declaration to ADEM, the country's public employment service. Hiring an EU/EEA national is straightforward, as they benefit from freedom of movement within the EU, allowing them to work and reside in any Member State.

For hiring third-country nationals, employers must obtain a certificate from ADEM, which is granted if no suitable candidate is available on the national labour market. However, for occupations in severe shortage, this certificate is issued within five working days, without a prior labour market check. When hiring a highly qualified worker (EU Blue Card) there is no need for an ADEM certificate.

Luxembourg labour law (Code du Travail) applies to all work performed within the country, regardless of employee nationality. As with hiring locally, employment contracts must be in French, German, or English, with the employee's preferred language specified. Standard working hours are 40 hours per week and minimum paid leave is 26 working days per year. Notice periods vary based on employee tenure.

What is a highly qualified worker?

A highly qualified worker is a third-country national, who:

- possesses advanced professional qualifications (proven through documentation),
- has secured a six-months-plus employment contract for a skilled position,
- and commands a salary of at least 1.5 times the average gross annual wage (or 1.2 times for certain professions).

While most foreign workers must undergo a labour market test to work in Luxembourg - which requires employers to prove no suitable local candidates are available - highly qualified third-country nationals applying for an EU Blue Card are exempt from this requirement.



International recruitment comes with specific conditions depending on the nationality of the individual. Here is a summary of the two primary paths.

EU/EEA citizens

- Immediate access to labour market (no work permit required).
- In order to reside in Luxembourg beyond 90 days, resources and a legal address have to be provided (e.g. work contract, proof of self-employment). Same employment rights as Luxembourg nationals.

Third-country nationals

- Work permit is generally required before starting employment, even when staying for less than 90 days. For some nationalities, an entry visa is also required.
- Salaried workers staying for more than 90 days must apply for temporary authorisation before entering the country and if subject to visa requirements, obtain also a type D visa, in order to enter Luxembourg. Once they arrive, they must declare their arrival, undergo a medical check and apply for a residence permit.
- Employers must demonstrate local recruitment efforts first, except for shortage occupations. Employers must apply for a foreign workforce certificate, except for highly qualified workers – EU Blue Card.
- Third-country nationals who have a 'family member' residence permit are authorised to work in Luxembourg without any limitations in sector or profession.
- Beneficiaries of temporary protection (BPT) have unrestricted access to the job market in Luxembourg without the need for a specific authorisation, as long as their temporary protection certificate is valid.
- Beneficiaries of international protection (BPI) who have received a favourable final decision from the General Department of Immigration of the Ministry of Home Affairs on their application for international protection have the right to work in Luxembourg just like any other resident without any limitations.

Cross-border workers in neighbouring countries

Cross-border workers living in Belgium, Germany or France and working in Luxembourg are subject to the same work permit policies based on their nationality. From a tax standpoint, Luxembourg taxes cross-border workers at source like any other resident employee, meaning income is taxed where they work (Luxembourg) rather than in their country of residence. Cross-border workers employed in Luxembourg but working outside the Grand Duchy (e.g., working from home) can benefit from bilateral double taxation agreements that prevent them from being taxed in both their country of employment and their country of residence. Additionally, Luxembourg's agreements with Belgium, Germany, and France currently allow cross-border workers to work outside Luxembourg for up to 34 days per year without becoming subject to taxation in their country of residence.





The EU Blue Card

An EU Blue Card gives third-country nationals who are highly-qualified workers the right to live and work in Luxembourg provided they have higher professional qualifications, such as a university degree or have at least 5 years of experience in the same field; respectively for the IT sector, have acquired at least 3 years of relevant professional experience within the last 7 years, and an employment contract or a binding job offer for at least 6 months. The EU Blue Card applies in 25 of the 27 EU countries (Denmark and Ireland are exceptions).

Luxembourg's recent legislative reforms have significantly enhanced the appeal of the EU Blue Card programme for highly skilled workers. The most notable change reduces the required employment contract length from 12 months to just 6 months, making it easier for companies to bring in specialised talent for shorter-term projects or trial periods.

The programme now features a standardised salary threshold equivalent to the average gross annual salary, which currently is €63,408 across all sectors, replacing the previous complex system of varying thresholds. This simplification makes it easier for employers to determine candidate eligibility and streamline their recruitment planning.

Another significant improvement is the accelerated path to labour market mobility. Blue Card holders can now gain unrestricted access to Luxembourg's job market after just one year, rather than the previous two-year requirement. This change gives talented professionals more flexibility in their career development while helping employers access a broader pool of experienced international workers.

The reforms also strengthen intra-EU mobility rights, allowing Blue Card holders more freedom to work on short- and long-term assignments across EU member states. This enhanced mobility makes Luxembourg an even more attractive base for international careers while giving employers more flexibility in deploying talent across their European operations.

Family integration has been streamlined as well. Family members of Blue Card holders now enjoy immediate access to Luxembourg's labour market upon receiving their residence permits, eliminating previous waiting periods and administrative hurdles. This change significantly improves the relocation experience for families and increases the likelihood of successful long-term assignments.

Working with authorities

You are not expected to navigate this alone. Various institutions are here to help, including:

Agency	Assistance with...	More information
Government of Luxembourg Information Portal	Information on various administrative procedures	guichet.public.lu
Public Employment Service - ADEM	Preselection of candidates and recruitment services	adem.lu
Ministry of Home Affairs	Residence permits	maint.gouvernement.lu
Joint Social Security Centre (CCSS)	Healthcare and benefits	ccss.public.lu
Tax Administration	Tax cards and compliance	impotsdirects.public.lu

Coming up next: Now that the foundation is set, we will guide you through recruiting international talent—from posting jobs to evaluating candidates and avoiding common pitfalls.

Tax & social security considerations

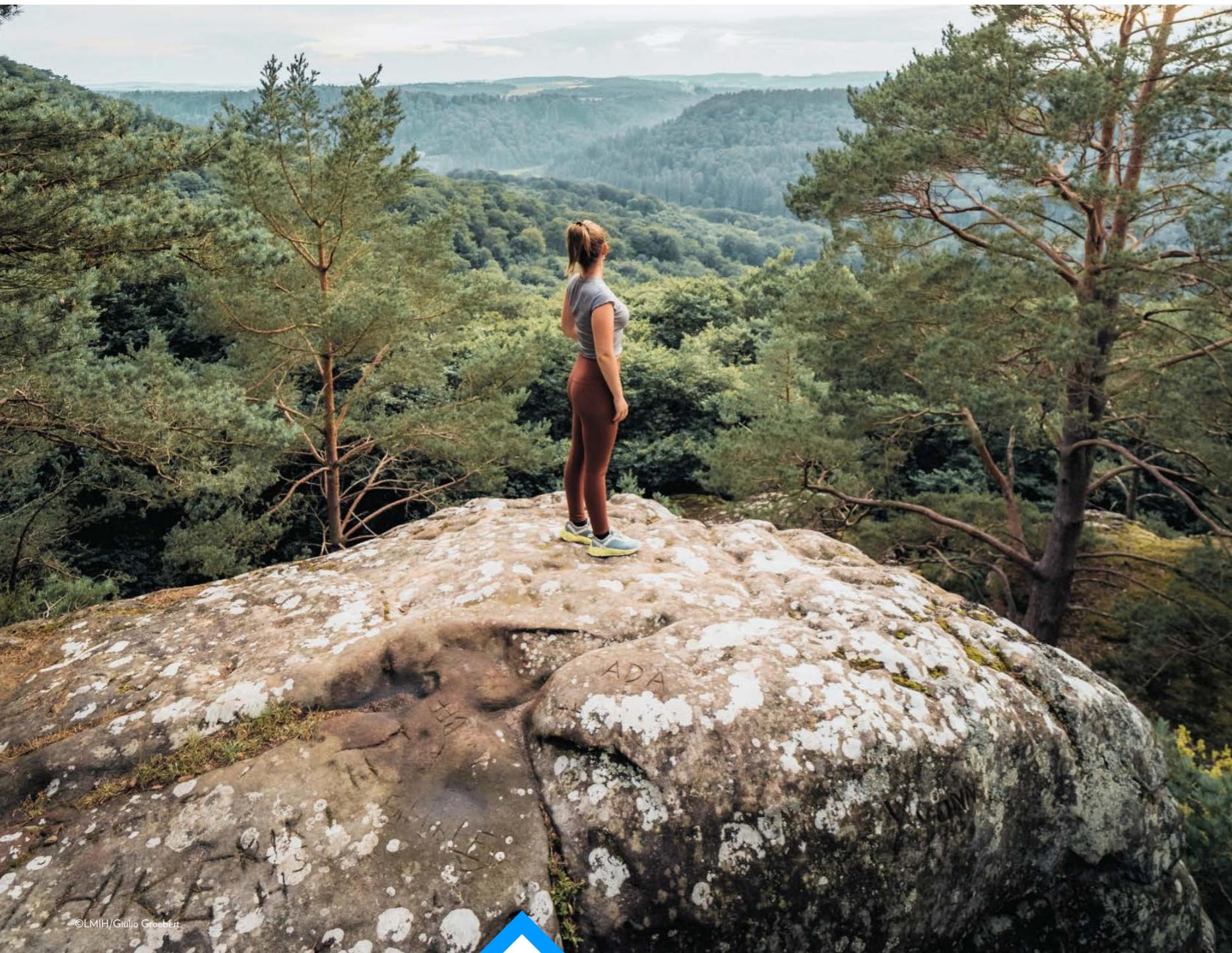
Luxembourg offers tax advantages to highly qualified employees recruited from abroad through a modernised inpatriate tax regime introduced in 2025. Eligible employees relocating to Luxembourg will benefit from a straightforward 50% tax exemption on their annual gross remuneration, up to €400,000, with a minimum annual base remuneration of at least €75,000.

The compliance landscape also differs for international hires. While basic requirements like social security registration apply to all employees, international hires require additional declarations and monitoring. Employers must track days worked outside Luxembourg to ensure compliance with tax treaties and social security agreements. For third-country nationals, employers have ongoing obligations to maintain work permit compliance and report any significant changes in employment conditions. These criteria demand more robust tracking systems and regular compliance reviews than typically needed for local employees.

NURTURING GROWTH

Running a smooth international recruitment process

Once you are ready to start the search, this section will help you find the right talent—efficiently and confidently. We will walk you through the key steps, help you avoid common mistakes, and give you tools to make the process faster and clearer.



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Working with ADEM

As the national public employment agency, ADEM is a key partner in building Luxembourg's talent pool and fulfilling regulatory compliance for hiring. ADEM offers valuable resources for employers seeking both local and international talent, serving as a bridge between your organisation's needs and available workforce solutions.

Through their Employer Service, you can access personalised assistance in defining job specifications, identifying qualified candidates, and understanding available financial incentives. As a member of the EURES network, ADEM also connects employers to a broader European talent pool through the EURES jobs portal and advisor network.

For international recruitment beyond the EU, ADEM plays a key role. When employers declare a job vacancy to ADEM, they can request a certificate granting them the right to hire a third-country national. For occupations in very high demand these certificates are issued within five working days. If the position is not classified as such, ADEM assesses whether suitable candidates are available within the national labour market.

To access these services and begin working with ADEM, visit adem.public.lu/en/employeurs.

Common pitfalls in international recruitment

International recruitment often stumbles in predictable ways. For example, underestimating timelines for immigration procedures and settling in can derail promising hires when the length of time extends beyond the immediate need. Failing to clearly communicate relocation support expectations – both what you offer and what the candidate must handle – can also lead to late-stage negotiation breakdowns.

Many employers discover too late that their salary packages, while competitive locally, have not accounted for candidates' current international compensation structures or relocation costs. Addressing these important issues with transparency early on can help pre-qualify serious candidates.

It is important to watch for misalignment between job descriptions and immigration processes, particularly regarding years of experience or specific qualifications. Making assumptions about language abilities is also challenging, as “fluent English” can mean different things in different contexts. It is recommended to set clear language expectations and test candidates during the interview process.

Lastly, assessing international qualifications requires looking beyond direct equivalencies. Instead, it is helpful to focus on competency-based assessments: what skills can the candidate demonstrate, regardless of where they were acquired? Remember that years of experience may carry different weight in different markets, so focusing on actual accomplishments and proven abilities rather than time served is advised.

Insight from industry bodies who understand international standards in your sector is another option. Many regulated professions have established frameworks for evaluating international credentials.



SUCCESSFUL RECRUITMENT CENTRES AROUND EFFECTIVE PREPARATION

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International recruitment checklist

This checklist helps you prepare for successful international recruitment by outlining key considerations and necessary steps before and during the hiring process. Before you make an offer, make sure you have covered the essentials.

Before you begin

- Document the business case for international hiring, including skills gaps and market analysis.
- Define clear language requirements for the role as well as your company's own internal communication needs.
- Allocate budget for recruitment costs including visa/residence permit processing, relocation support, and potential tax advisory.
- Prepare internal teams for multicultural workplace integration:
 - Train interviewers on cross-cultural communication and expectation-setting.
 - Brief hiring managers on international qualification equivalencies and common pitfalls with international hiring.
 - Establish clear internal processes for visa/residence permits sponsorship.
- Understand and follow ADEM criteria for recruiting third-country nationals:
 - Review the current high-shortage occupation list, which will impact what procedures need to be followed.
 - Declare your vacant position to ADEM and apply for a certificate allowing you to hire a third-country national
 - Set realistic timelines accounting for administrative procedures.

During recruitment

- Develop job descriptions that use internationally recognised job titles and qualifications, clearly state visa/residence permit sponsorship availability and specify required language proficiency levels.
- Stay in contact with ADEM's employer service and seek support in finding suitable candidates. Your job vacancy will be automatically posted on ADEM's Job Board and, if you wish, on the EURES portal (European candidates).
- Define comprehensive relocation package details:
 - Housing support parameters.
 - Relocation cost coverage.
 - Family integration assistance.
 - Initial settlement support.
- Implement an interview process that accommodates different time zones, includes cultural fit assessment and tests required language skills practically.

Next up: Hiring the right person is just the start. Next, we will help you set them up for success in their first days, weeks & months.

SUPPORTING SUCCESS

Onboarding & integration

Hiring someone is one thing - helping them feel at home is another. Successful integration begins before new talent arrives. This section shows you how to make the transition smooth, welcoming and sustainable.

The new hire is not just changing jobs – they are changing countries, sometimes with partners and children. A well-supported employee is more likely to stay, contribute and become an ambassador for your company culture.



Pre-arrival assistance

The weeks between job acceptance and arrival are crucial for setting up your new hire for success. A well-structured pre-arrival programme addresses three key areas: administrative preparation, financial planning, and early integration.

Administrative support

Begin with visa and immigration specifications. While Luxembourg has worked to streamline processes for international workers, this is one area where you might decide to partner with experienced providers to navigate the details involved. Regardless, your HR team or relocation partner should create a clear timeline working backward from the intended start date, accounting for document processing times and any in-person appointments needed.

Financial readiness

Help your new hire understand Luxembourg's cost of living and plan their transition. Many employers offer relocation allowances or temporary housing to ease the financial burden of the move.

Additionally, there is a special impatriate tax exemption available for qualifying employers bearing a significant percentage of moving, housing, travel, child-education, and other costs. Under this special tax regime, these costs may be reported as operating expenses. A highly qualified worker who is hired by or posted to a company located in Luxembourg may, under certain circumstances and for a limited period of time, receive a full or partial tax exemption for the expenses in kind or in cash related directly to the move to Luxembourg. With this program, you can use it within your job offer to make it more appealing for the candidate. More information is available at www.aoshearman.com/en/insights/overview-of-the-new-luxembourg-tax-measures-to-improve-talent-atraction-and-retention.

Early integration

Start building connections before your new hire arrives, such as:

- Virtual team introductions and coffee chats.
- Access to internal communication channels.
- Digital welcome packages with practical information.
- Introduction to other international employees.
- Virtual tours of the office and neighbourhood.
- Staff-sourced recommendations on things to do in and around Luxembourg.

Preparation reduces anxiety. Clear points of contact for different aspects of the move can go a long way, as can maintaining regular communication throughout the pre-arrival period.



Settling in: Housing and location support

Finding suitable housing can be one of the most challenging aspects of international relocation. Housing assistance often determines how quickly a new hire can settle into their role, which is ultimately what you are looking for. Supportive guidance during this process significantly impacts the candidate's transition experience.

If you plan to hire internationally for many of your positions, it could be worth building relationships with real estate agencies and relocation providers who understand international clients' needs and can offer priority access to suitable properties. Here is some other guidance to help manage the needs of your new hires.

Understanding the market

Luxembourg's housing market is dynamic and can be competitive, particularly in and around Luxembourg City. Many individuals rely on local online platforms that gather advertisements from different real estate agencies. For short-term or furnished options, there are specialised providers that cater specifically to international professionals.

To navigate the market, information to share about Luxembourg's housing costs can include:

- Rental deposits, which are 2 months.
- Agency fees, to be shared between the owner and the tenant, which are usually one month's rent plus VAT.
- Utility costs and connection fees, including energy.
- Home insurance requirements.
- Local property taxes (if the person is buying).
- Potential financial support that is offered by the Government, including:
 - In case the gross salary of the candidate is under a threshold, there is also the possibility of receiving monthly financial support from the Government in the form of a rent subsidy.
 - A partial tax exemption has been introduced for young employees under 30 for premiums paid by companies for the purpose of renting. The amount of the tax exemption will be capped at €1.000 per month, a quarter of which will be exempt from tax.

Additional practical support

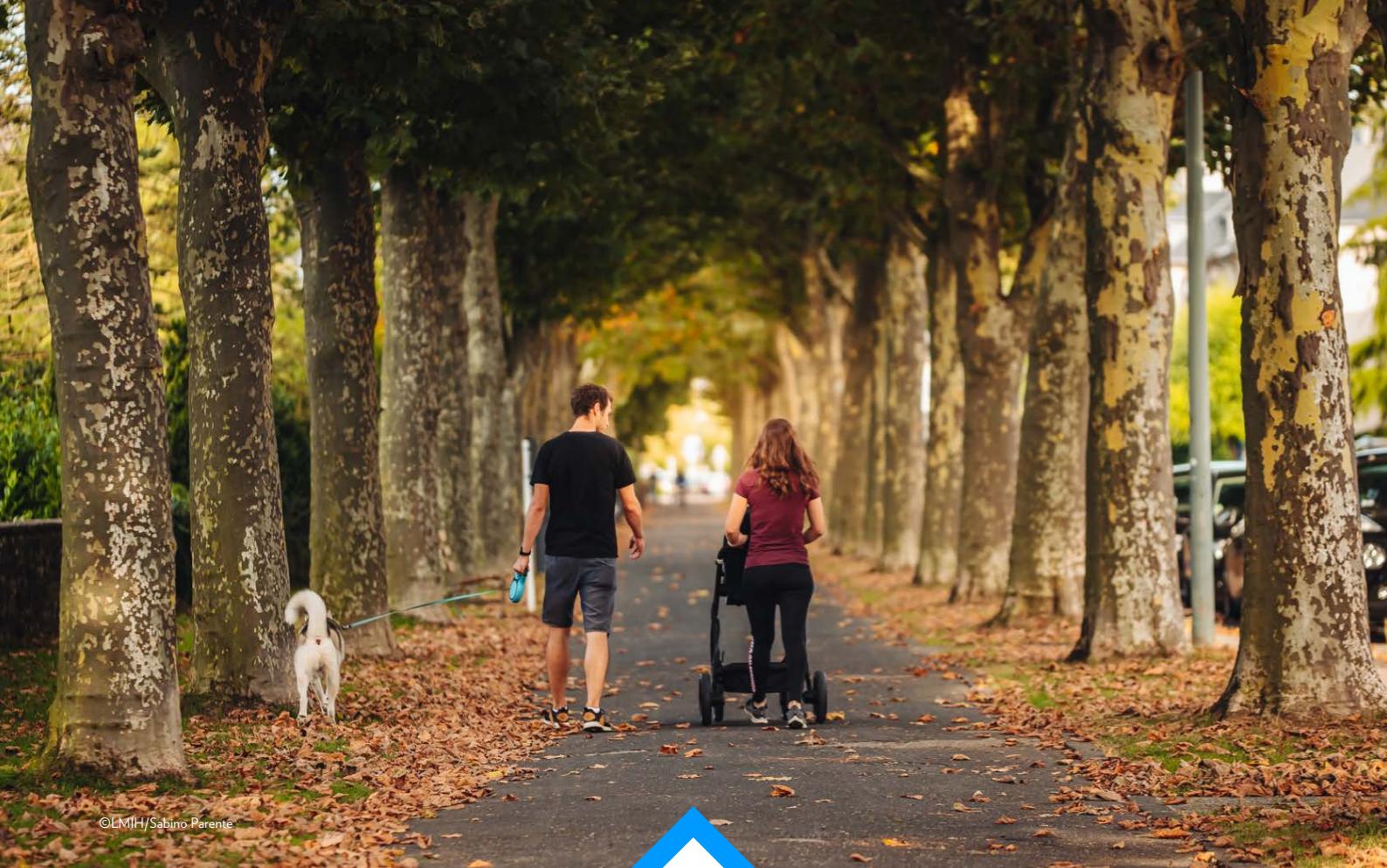
Other resources to consider providing new hires include:

- Housing search assistance through relocation providers.
- Translation aid for rental contracts.
- Guidance on typical rental prerequisites and deposits.
- Help understanding utility setup and contracts.
- Information about tenant rights and responsibilities.

Immediate accommodation

Depending on the level of your candidate and how large a budget you have, arranging temporary housing for your new hire's first few weeks might be appropriate. This gives them time to explore neighbourhoods and make informed long-term housing decisions. Options include:

- Corporate housing services.
- Serviced apartments.
- Extended-stay hotels.
- Short-term furnished rentals.



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Family considerations

Family integration is often the decisive factor in whether international assignments succeed. Luxembourg's family-friendly environment offers numerous advantages, but proper guidance during transition is essential.

Trailing partners

Among the biggest reasons that international workers do not work out and end up returning to their home country is because a partner is unable to integrate into the job market or social fabric. Luxembourg's high concentration of expats and diverse language skills makes this less of a concern, but the risk is still there.

To help minimise this, it is recommended that companies provide resources to their international employees on everything from reskilling and volunteer opportunities to popular associations, clubs, language courses and other social opportunities. Some companies even create a crowd-sourced "top things to do" list from their existing employees to help new hires transition easier and feel more at home.

Also helpful is, if HR managers have suggestions on which local job boards are best, as well as which other companies in other industries tend to hire internationals. Providing these suggestions to someone with a trailing partner improves the welcoming reception and may be valuable in helping the other partner connect more deeply to Luxembourg.

Education

To address the needs of Luxembourg's diverse school population, the nation maintains an international schooling system with flexibility. A large offer in terms of languages and programs/teaching concepts is available throughout the different regions of the country.

School attendance is compulsory between the ages of 4 and 16 years (will increase to 18 in 2026). It includes a minimum of twelve years, divided between primary school (école fondamentale) and secondary education. In order to ensure a proper integration, the Government has set up the School Integration and Welcoming Service that welcomes all families who have recently arrived in Luxembourg, offers information and counselling for the pupils and their parents on all questions related to the Luxembourgish school offer, and provides individual monitoring for two years.

Primary schools

Luxembourg standard public primary schools are located in each municipality and alphabetisation takes place either in German or French, and the second language is introduced one year later. In addition, there is a large offer of primary international (public and private) schools with a diverse language offering and teaching concepts, located in all parts of the country.

Detailed information can be found in the following link: <https://men.public.lu/en/systeme-educatif/fondamental/offre-scolaire-organisation/organisation-enseignement-fondamental.html>.

Secondary education

As for primary schools, there is a large offer in terms of teaching concepts and languages. Next to the standard curriculum, which leads either to the general and the classical secondary school leaving diploma, other (private or public) schools throughout the country offer curriculums leading to either to the International Baccalaureate (EN/FR), European Baccalaureate, A-levels, French diploma or the German and Luxembourgish diplomas.

A list of schools following international curricular can be found here: <https://men.public.lu/en/grands-dossiers/systeme-educatif/offre-internationale/en.html>.

Vocational training

As part of the diversification of the schooling available and in addition to the education offered by schools with an international outlook, a number of vocational training courses leading to the technician's diploma (diplôme de technicien, DT) or the vocational aptitude diploma (diplôme d'aptitude professionnelle, DAP) are available in English.

Information available at mengschoul.lu.

Childcare and non-formal education

Luxembourg has numerous childcare and activity options as well, though availability can be limited. The aim is to integrate children into life in their municipality and preparing them for Luxembourgish society and its schools. Make sure your employees know:

- Both public and private childcare facilities are available and are subject to high educational quality standards from the Government.
- Childcare in Luxembourg is partially subsidised through the chèque-service accueil system. This system ensures, depending on your child's age, free childcare during work hours, multilingual education in childcare facilities, or even free main meals for school children.
- Help with homework for school children is also available at no additional cost.

- Many international schools offer after-school programmes.
- Local communes organise holiday activities and camps.
- Sports clubs and cultural centres welcome international families.

Connecting new hires with employees who have successfully navigated these transitions is a helpful step. Their practical experience can supply valuable insights and create natural mentoring relationships that benefit both families and your organisation.

More resources that may be beneficial for new hires include:

Resources	Online Information
Schooling	https://men.public.lu/en/grands-dossiers/systeme-educatif/offre-internationale/en.html
Schooling for Foreign Pupils	https://men.public.lu/en/systeme-educatif/scolarisation-eleves-etrangers.html
Inclusion of Special Needs Pupils	https://inclusion-scolaire.lu/en/
Childcare	https://men.public.lu/en/systeme-educatif/enfance.html
Extra-curricular Offer	https://www.snj.public.lu/en/service-national-de-la-jeunesse-2/
Music Education	https://musekschoulen.lu/



Understanding cultural differences

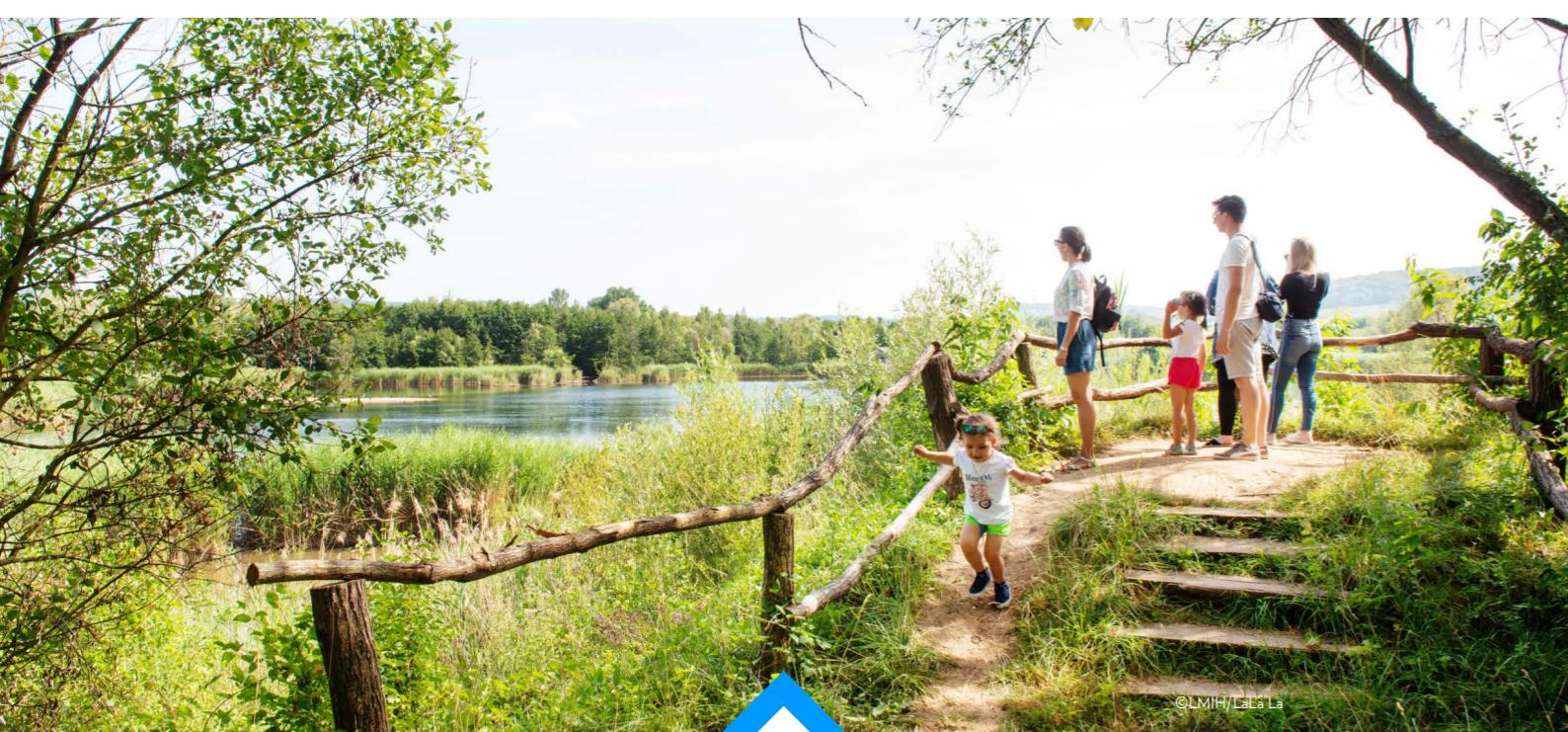
Luxembourg's multicultural environment is both an advantage and a challenge. While our diversity creates a welcoming atmosphere, new arrivals still need help navigating cultural nuances.

Key areas to address

- Local business culture, particularly around meetings, decision-making, and communication styles.
- Working hours and work-life balance expectations.
- Social norms around networking and relationship-building.
- Common misunderstandings that arise from cultural differences.

One idea is assigning a “culture buddy” – a colleague who can help your new hire navigate both workplace and social norms during their first months. This informal guidance often proves more valuable than formal cultural training.

Remember that adaptation is a two-way process. While international hires adapt to Luxembourg's environment, your existing team may also need guidance on working effectively with colleagues from different cultural backgrounds.



Final section: We provide tools and messaging to help you sell Luxembourg as an attractive international talent destination.



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Onboarding checklist

A successful international relocation requires careful planning and coordination across multiple touchpoints. This checklist outlines key actions for your HR team to ensure a smooth transition for new international hires. While not every item will apply to every situation, this list helps avoid missing critical steps in the onboarding journey. Adapt this timeline based on your organisation's needs and the specific circumstances of each hire.

Pre-arrival (2-3 months before start date)

- Send formal offer letter and contract.
- Begin visa/residence permit process.
- Establish relocation support level and budget.
- Connect hire with relocation service provider if applicable.
- Create a welcome package with essential Luxembourg information. Our Relocation Guide can be helpful.
- Schedule virtual team introduction.
- Share Luxembourg-specific medical information including healthcare registration requirements.
- Share schooling timelines, especially if approaching registration timelines for the new academic year starting in September.
- Supply guidance on weather/climate and appropriate work attire.
- Connect with other team members from same country/region if possible.
- Share information about language conditions and learning opportunities.

One month before arrival

- Confirm temporary or permanent housing arrangements.
- Set up local bank account assistance.
- Schedule first-week orientation.
- Arrange workplace access/security credentials.
- Prepare workstation and necessary technology.
- Send detailed first-day instructions.
- Share public transportation information and setup (Mobiliteit.lu app).
- Share local phone/internet provider options.

First day

- Office tour and introductions.
- Complete remaining paperwork.
- Share emergency contact information.
- Review work schedule and expectations.
- Set up computer/phone/access credentials.
- Assign “buddy” for daily questions.
- Explain multilingual workplace practices and expectations.
- Share office lunch customs and local options.
- Review cross-border worker provisions if applicable.

First week

- Review job responsibilities and expectations.
- Introduce key team members and stakeholders.
- Review internal company tools and systems.
- Schedule required training sessions.
- Review HR policies and procedures.
- Check in regarding housing situation.
- Share staff-sourced information for personal recommendations on what to do, where to visit and any other FAQs that arise.
- Guide through commune registration process.
- Explain Luxembourg-specific holidays and leave policies.
- Share local shopping guides (including Sunday closures).

First month

- Schedule regular check-ins with manager.
- Review initial progress and address concerns.
- Ensure social security registration is complete.
- Confirm school/childcare arrangements.
- Connect with team social activities.
- Begin language training.

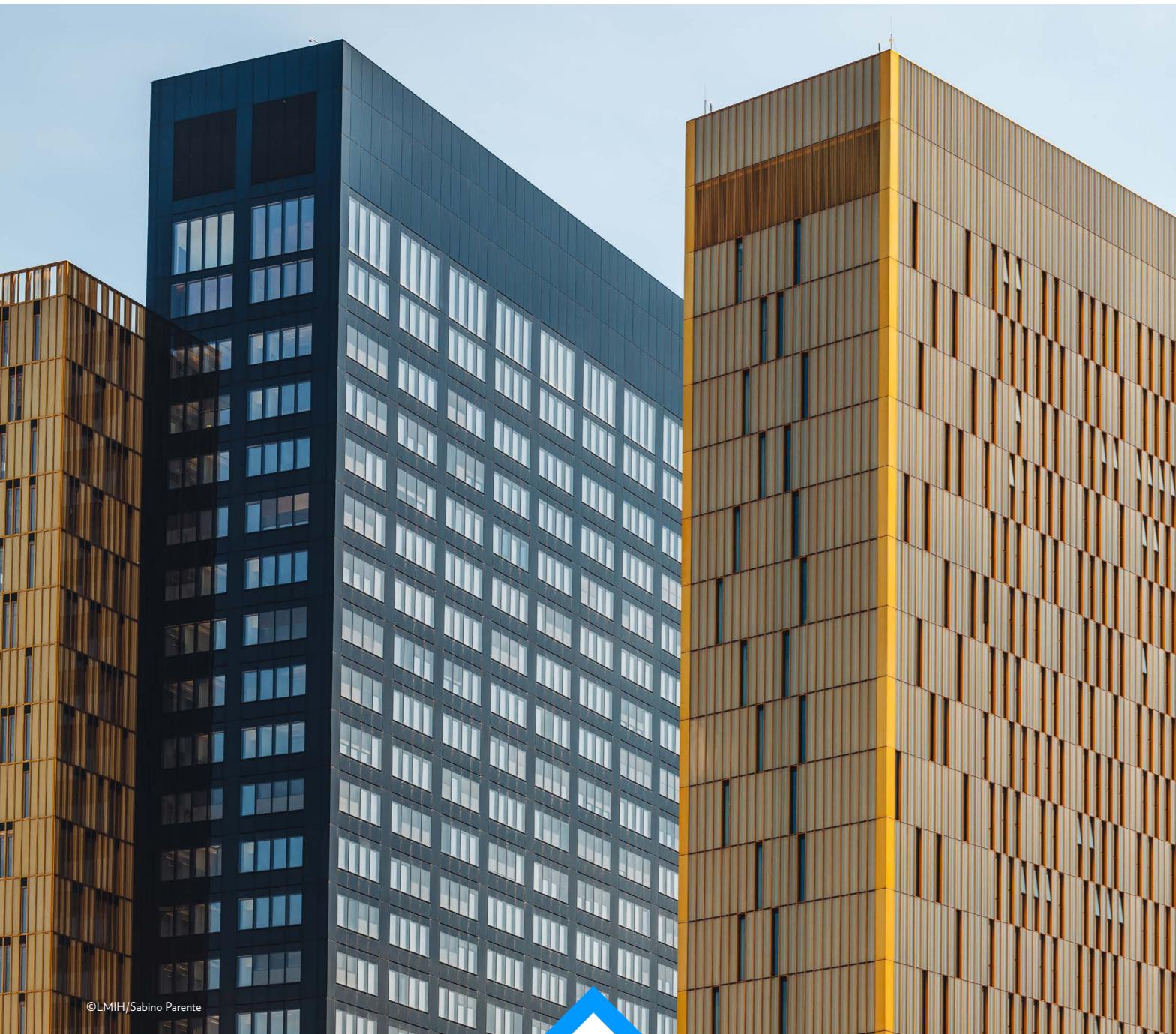
Three-month follow-up

- Conduct formal orientation review.
- Assess integration progress.
- Address any relocation challenges.
- Gather feedback on onboarding process.
- Review long-term development goals.
- Confirm all paperwork/registrations are complete.

SEEDS OF OPPORTUNITY

Tools to sell Luxembourg's appeal as a live-work destination

The Work in Luxembourg initiative represents a unified approach to positioning our nation as a premier destination for international talent. By joining forces with employers like you, we can amplify Luxembourg's voice in the global competition for skilled professionals. This collaborative effort connects your organisation's opportunities with our nation's compelling story of innovation, quality of life, and professional growth.



We welcome you to become an active partner in the Work in Luxembourg initiative by leveraging our shared resources, brand assets, and messaging frameworks to enhance recruitment efforts. From digital toolkits to promotional materials, from social media assets to success stories, we have created resources that make it simple to showcase Luxembourg's advantages alongside your employer value proposition.

Think of this as a way to elevate your recruitment message. While you tell the story of your organisation, we help you tell the story of Luxembourg – creating a powerful narrative that resonates with international talent. Here you will find everything you need to align your recruitment communications with the Work in Luxembourg initiative, amplifying both your voice and ours in the global talent marketplace.

Access the digital toolkit

To access information about the initiative as well as resources to sell Luxembourg as an ideal destination, visit workinluxembourg.com/employer-resources. Also, feel free to share this website with interested candidates who can explore on their own what it is like to live and work in our amazing nation.

Where to find brand & visual assets

To tell Luxembourg's story visually through a collection of assets, visit the LuXembourg – Let's Make It Happen nation brand image website at lmih.lu. It includes an online brand kit and visual assets to help showcase the Luxembourg story. For the Work in Luxembourg logo, visit the Employer Resources section linked above to download that, as well as photography and narratives showcasing daily life and work in Luxembourg.

Utilise ready-to-use content

Save time and amplify your message with our pre-prepared testimonial library. You'll find examples of expat Luxembourgers that are excelling here, showcasing stories of why they made the move and what they enjoy most. This library will continue to expand as time goes on.

There is also our Relocation Guide, which supplies comprehensive information for candidates assessing a move to Luxembourg, which we encourage all employers to utilise.

Online resources

Visit the Work in Luxembourg global talent attraction website and find the following resources:

- Talent testimonials from different nationalities and industries.
- Live-work imagery and narratives to showcase Luxembourg's appeal.
- Updated facts and figures about the country as a place to live and work.
- Content that answers key questions internationals have about Luxembourg.
- A downloadable relocation guide to share with those considering a move.



How to talk about Luxembourg

Luxembourg provides fertile ground for talent to prosper in life and career, right from the centre of Europe. A place where innovators, dreamers and entrepreneurs from around the world cultivate success together. Our nation blends stability with dynamism, tradition with innovation, and career growth with quality of life. Small in size but large in opportunity, we've created an environment where everyone can truly flourish.

Below are several research-backed key messages to share with candidates about what makes Luxembourg unique and why growing numbers of professionals are choosing to make it their home.

**LUXEMBOURG IS WHERE
CREATIVITY BLOOMS,
DIVERSITY THRIVES AND
YOUR FUTURE PROSPERS
SUSTAINABLY.**

Our collective call to action is to...

Plant your future in Luxembourg

WHY LUXEMBOURG?

Safe & secure

You can focus fully on your life and career as Luxembourg offers a rare blend of individual, social, economic, and political stability. Being one of the safest countries globally, Luxembourg's robust social system and diverse economy contribute to our ranking among the world's happiest nations. This is a place where your ambitions can take root in a secure and welcoming environment.



3.6

**LANGUAGES SPOKEN PER
PERSON, ON AVERAGE.**

SOURCE: GOVERNMENT OF
LUXEMBOURG

Multi-cultural

Diversity is embedded within Luxembourg's soul. With nearly half the population originating from other countries and a cosmopolitan society, cultural exchange is part of daily life. Whether you are a local or an expat, your story enriches our shared experience. We look forward to learning where you are from and sharing our unique culture with you.

#2

MOST RESILIENT ECONOMY IN THE WORLD.

SOURCE: FM RESILIENCE INDEX, 2024

Dynamic economy

Your professional growth can excel in Luxembourg's forward-thinking industries and innovative research ecosystem. The country is a leader in innovation, constantly pushing boundaries in emerging fields while also maintaining an exciting crafts sector. Are you aiming to take bold steps in your career? Luxembourg provides the resources, opportunities, and inspiration to support your next chapter.

#1

HIGHEST PURCHASING POWER IN THE EU AT 241% OF THE REGIONAL AVERAGE.

SOURCE: EUROSTAT, 2025

200,000+

CROSS-BORDER COMMUTERS WORK IN LUXEMBOURG REGULARLY.

SOURCE: GOVERNMENT OF LUXEMBOURG

Family friendly

Raise your family in a place with outstanding public education as well as public and private international schools offering instruction in multiple languages. Add free public transportation, music lessons for children, and abundant cultural activities, and your family will find a nurturing environment to create your best life.

#8

HAPPIEST COUNTRY IN THE WORLD.

SOURCE: WORLD HAPPINESS INDEX, 2024

Stay connected

The Work in Luxembourg initiative is constantly evolving to meet employers' needs, so we welcome conversations with the private sector. If you have questions about hiring internationals or how to get involved, please contact us on the website for more information.

Meanwhile, follow, comment, like and repurpose our content on LinkedIn, Instagram and Facebook, as well as YouTube. We'll be sharing stories of success, Luxembourg's industries, highlights of our international expertise and more. We also want to hear about your accolades and achievements, so we can feature them on these channels as well.

If you have employee success stories for us to feature, let us know. And as our initiative grows to include events and more, we would love to partner with you. Stay tuned for more developments to come.



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of the Economy

About the Ministry of the Economy

The Ministry of the Economy is responsible for the country's economic policy; in this sense, it makes strategic choices and implements the instruments necessary for the dynamism and sustainable development of the national economy. meco.gouvernement.lu



About ADEM

ADEM is Luxembourg's public employment agency and the first contact point for jobseekers and employers in Luxembourg. Placed under the authority of the Ministry of Labour, ADEM's primary role is to match the offers and demands on the national employment market by helping job-seekers to get employed as quickly as possible and by assisting employers to recruit the right candidates for their company. adem.public.lu



WORKINLUXEMBOURG.COM



 **WORK IN
LUXEMBOURG**

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