

How to implement Tawteen

- 1- Know the "activity" of your company**
The rules vary depending on the activity of the business, whether it is a restaurant, cafe, food truck, etc. If it is an activity listed in the official documents of the decisions, the percentages apply.
- 2- Prepare a table of the current employees.**
The table of employees should include Job titles, no. of Saudi employees in this job title and no. of non-Saudi employees in this job title. This table will help you know your current situation regarding Tawteen and determine your need for new hires.
- 3- Read the "Procedural Guide" provided by the Ministry on the decisions.**
The Ministry of Human Resources and Social Development provides a file on the procedures you must follow as an employer and all the guidelines related to the decision.



Read the procedural manual file

**After knowing which rules apply
to your business**



- 4- Start recruiting**
Identify the job titles you need and the number of vacancies, then start advertising in various platforms like social media or hire through service providers like Sabbar.
- 5- Accelerate the onboarding of new employees**
Create training and onboarding materials to speed up and simplify the onboarding of new employees. Working on such a file can be time consuming but you can hire a freelancer to design the file and take care of the content preparation by gathering the needed information from your team.



6- Use flexible work contracts (hourly or part-time).

Flexible work directly contributes to achieving Tawteen's required percentages. This is because Tawteen applies to all workers at the site on the same shift. Sabbar's partners were able to utilize flexible staffing to hire faster.



Read Hambugini's success story in Employing in bulk



7- Apply to the government's support programs.

The government offers programs to assist entrepreneurs with employment. Whether it is support in paying employees or support in training employees, it is highly recommended to take advantage of such programs.

**Want to learn more?
Read the complete Tawteen
guide on our website**

**Access the full
article**

