

**KØBENHAVNS
ERHVERVSHUS**

**GET HELP HIRING
NEW EMPLOYEES**



kk.dk/erhvervshuset

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KØBENHAVNS ERHVERVSHUS CAN QUICKLY FIND YOUR NEW EMPLOYEE

At Københavns Erhvervshus, we are in contact with more than 45,000 job and education seekers from Copenhagen with a wide range of skills and backgrounds. We can present you with relevant candidates that match your needs within 3-8 business days and sometimes even faster.

We offer widespread coverage and can place candidates across industries and functions. Our consultants have specialised industry knowledge and business understanding. This allows them to provide you with advice and guidance on how to best meet your labour needs.

If we don't have a candidate who is a perfect match, it may be that an upskilling internship or a wage subsidy position can make all the difference. We help you with the practicalities.

If you have a larger recruitment need, then we can arrange a matching event where we have already identified candidates who may be relevant to your organisation.

We work with Jobcenter Copenhagen to find the right candidates.

It doesn't cost you anything to recruit through us.

FIVE SIMPLE STEPS



Together we identify your labour needs.



We introduce you to relevant candidates.



You choose whether/which candidates you want to invite for an interview.



You let us know about the choice of a specific candidate/hiring of a candidate.



We establish programmes if it is a supported job or a subsidised job.





PFA Pension

We have a lot of experience with hiring academics on a permanent basis after an internship or salary subsidy. They are quick to familiarise themselves with new material, create an overview and structure complex amounts of data. Plus, they typically see other connections in processes and workflows that can help us gain new perspectives on old habits.

Bent Bjørklund

Head of Operations & Optimisation at
PFA Pension



HIRE HIGHLY SKILLED LABOUR

Highly skilled employees can help your business develop and grow. An academic is good at quickly familiarising themselves with new material, creating an overview and understanding complex problems.

At Københavns Erhvervshus, we have access to more than 6,000 highly educated Copenhageners who are looking for a job. We have access to academics in many different industries, such as marketing, management and finance.

Employees with an academic background can help your business grow and develop. This means that you can benefit greatly from hiring an academic.

An academic can, for example, help you with strategic business development, marketing, business development, financial tasks and internal and external communication.

Who can hire an academic?

Any organisation can hire an academic for a vacant position. We can also help you hire an academic in a subsidised scheme.

We can quickly and efficiently help you with the recruitment process

Read more at:

kk.dk/erhverv/akademiker



HIRE AN INTERNATIONAL EMPLOYEE

Hire an international talent if you need someone who speaks a specific language or knows a lot about a specific market.

Every year, many foreign talents come to Copenhagen. Some come to study, others come for family reasons, and many come to start their career.

Hiring international talent can be beneficial if you are looking for specialised skills that are not necessarily available on the Danish labour market. For example, specific language skills or knowledge about certain countries or cultures.

An international graduate provides international insight and can make it easier to access the global market.

At Københavns Erhvervshus, we can provide contact to approx. 500 international candidates.

We have graduates with plenty of work experience, recent graduates and students in many different fields and industries.

Many of our graduates have completed one of our career programmes, where they have learned more about Danish application processes, Danish work culture and the Danish labour market.

If you're looking to hire a candidate who lacks some of the skills you're looking for, then an internship or wage subsidy position may serve to upskill ahead of a permanent position.

Read more at:
kk.dk/erhverv/international-medarbejder



CERTAINLY

We work internationally, so it makes sense that our team is made up of international candidates.

Diversity is important to us because it reflects the world around us, and we can really see that our international employees make a big difference at Certainly.

In addition, it's great to see people 'grow' in Danish culture and develop their talent.

Michael Larsen

VP of Customer Success at Certainly



HIRE AN EMPLOYEE IN WAGE SUBSIDIES

With a wage subsidy position, you get the opportunity to upskill and get an impression of an employee before hiring them.

A wage subsidy placement typically lasts between 3 and 6 months, giving employees time to familiarise themselves with your company.

For recent graduates, such as academics, professionals or skilled labourers, a salary deferral period can be a crucial opportunity to get their foot in the door and prove their value.

Unskilled workers or unemployed people who have been out of work for a long time can also benefit greatly from a wage subsidy position, where they can demonstrate in practice that they are a valuable contribution to the labour force for the company while they undergo training.

You receive a wage subsidy

The employee's pay and employment conditions must follow the general collective labour agreement in the area. As an employer, you receive a wage subsidy. See the current rates at star.dk.

Be aware that:

All companies can offer wage subsidy positions - even sole proprietorships. The number of employees you can have in subsidised employment depends on how many FTEs you already have in your company.

There are several conditions your company must fulfil. Call us on 33 66 33 33 and we'll guide you through the specific rules.

Read more at:

kk.dk/erhverv/loentilskud

GOBOAT

On several occasions, we have had candidates with wage subsidies that we have found through Københavns Erhvervshus. This has allowed us to upskill candidates before hiring them permanently. We have only received skilled and committed candidates through Københavns Erhvervshus who have created great value at GoBoat.

When Københavns Erhvervshus has pre-screened candidates, we know they are a good fit for our organisation, which saves us a lot of time and resources.

Kasper Eich-Romme

Co-founder of GoBoat



INTERNSHIP

An internship gives you the opportunity to test and upskill a potential new employee.

An internship programme gives unemployed candidates the opportunity to upskill and it's a great way to find out if a potential employee will work in your company and what skills they can bring to the table.

For unemployed academics, professional bachelors and skilled workers, an internship is often very effective. They can complete relevant tasks in a short period of time, and you can quickly determine if your intern has the right qualifications to be hired for a regular job or a wage subsidy position.

Unskilled workers and unemployed people who have been out of the labour market for a long time also benefit greatly from an internship, where they, with a little more help from you, get the opportunity to show that they can be a valuable employee for the company.

An internship programme typically lasts between 4 and 13 weeks. For some interns, there will be opportunities for them to attend upskilling courses along the way. Especially if you can offer a permanent position.

An internship is free of salary for you.

Mentoring support

In some cases, the municipality may assign a mentor to the intern. It can either be one of your own employees that the municipality buys a few hours a week, or a mentor from the municipality who comes to the workplace and supports the unemployed person as needed.

Be aware that:

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Read more at:

kk.dk/erhverv/virksomhedspraktik



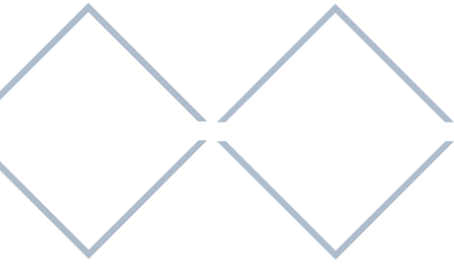
SALLING GROUP

At Salling Group, it is important for us to take social responsibility, which we have a good foundation for in our professional and valuable collaboration with the City of Copenhagen.

At the same time, it is an important recruitment channel that has given us a number of motivated and committed employees with a wide range of backgrounds.

Susanne Bjørn Leire

Senior HR Partner at Salling Group



HIRE A CANDIDATE IN A SMALL JOB

If you need a range of small tasks done, then you can hire an employee for a few hours a week in a so-called small job.

A small job is a regular paid job of e.g., 5, 15 or 20 hours per week. The programme is targeted at unemployed people who are unable to take on a full-time job and who also receive financial assistance from the municipality.

By hiring an unemployed person in a small job, your company can take care of tasks that take time away from core tasks or are difficult to find resources for. You'll also have the opportunity to try out working with an employee who may eventually take on a larger and larger role.

It requires a little more support and training on your part, but it's a great option for the unemployed who are struggling to connect with the labour market. Our experience also shows that it is meaningful and creates job satisfaction when companies help unemployed people get a chance in the labour market.

The employee can help prepare meetings, shop for lunch, do light cleaning, help in the warehouse and much more.

Any company can employ an unemployed person in a small job. For example, if you have an employee on an internship or wage subsidy programme who is not working full-time, you can employ them in a small job on the side. The only requirement is that the employee must not be performing the same job functions.

Many companies find that it greatly increases the motivation of the employee they have in an internship or wage subsidy that they are also given responsibility and pay for regular work.

Read more at:
kk.dk/smaajob

HIRE AN EMPLOYEE IN A FLEXI-JOB

A flexi-job is a regular job with reduced working hours and a reduced workload. An employee in flexi-job can, for example, solve some of the tasks that do not have to be solved by your full-time employees.

For example, a employee in flexi-job can help with cleaning, administrative tasks and customer service. Employees in flexi-jobs have experience in many different industries. We can help you find academic, mid-level and unskilled employees.

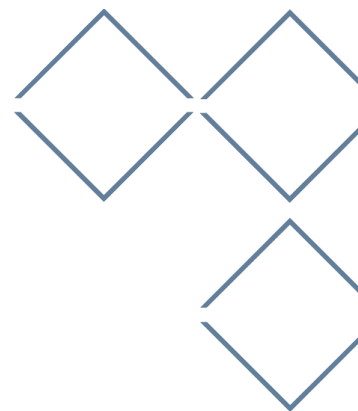
You pay a salary for the hours the employee works. The employee receives supplementary public benefits on the side. Employees in flexi-jobs are hired on ordinary terms.

What employees in flexi-jobs have in common is that they have a reduced working capacity that you must be prepared to consider; for example, the need for a special chair or organising their workday in a special way. In some cases, the municipality may pay for specialised assistive devices.

The terms of employment must be reassessed every five years.

Read more at:

kk.dk/erhverv/fleksjob





SCANDIC HOTELS

At Scandic, it is natural for us to take social responsibility and every year we strive to become the best workplace for inclusion. In this context, one of the things we work with is hiring integration citizens and Københavns Erhvervshus has helped us with this at many of our hotels.

We have gained many skilled and competent employees who are motivated to work.

It's amazing to see how we make a real difference in someone's life by giving them a place in the labour market.

Ole Høgh

District Director at Scandic Hotels



HIRE AN INTEGRATION CITIZEN

People who have fled war or conflict need a safe environment and help with practical things. We know that the best integration goes hand in hand with quickly joining the labour market.

There is a great need to find new jobs for new arrivals in Copenhagen. Your company can contribute by offering integration citizens a job.

There are many options, from regular full or part-time jobs to internships.

A work placement can be granted to an integration citizen up to a duration of 13 weeks - depending on the candidate's professional and language skills.

In our experience, integration citizens have a wide range of skills, education and experience, although there are also language challenges.

That's why at Københavns Erhvervshus, we offer counselling and guidance to companies that employ integration citizens throughout the entire employment period. We can also help with onboarding, e.g., in Ukrainian.

Call us on 33 66 33 33 if you want us to help your organisation hire an integration citizen.

HIRE A REFUGEE IN BASIC INTEGRATION TRAINING (IGU)

You can help integrate new Copenhageners by hiring a refugee on a basic integration programme (IGU programme).

In the City of Copenhagen, we have a strong focus on welcoming and integrating new Copenhageners. When refugees are given the opportunity to quickly join the labour market, the best integration happens.

You can employ a refugee or a reunified family member of a refugee aged 18-39 for a two-year basic integration training programme in your company. This is called an IGU programme.

Together, you'll need to draw up an agreement for the programme, which should specify the work areas and functions your new employee will be involved in.

Tasks are organised based on their qualifications and competencies and according to your company's needs.

You can always come to us for sparring and guidance during the programme.

Two-year programme with internship and education

The programme consists of a paid internship and school tuition. You'll need to pay the employee according to the vocational basic training wage rates along the way, but you'll also receive a bonus. The bonus is paid out in two instalments; the first time after six months and again after two years when the IGU programme is completed and the IGU student completes the programme with a certificate.

The school education, which provides the employee with both language skills and vocational qualifications, totals 23 weeks of 37 hours each and can consist of Danish, AMU courses, preparatory adult education (FVU), general adult education (AVU) or higher preparatory single subject courses (HF). The internship must average at least 25 hours per week.

When the employee is on a training programme, you don't have to pay their wages. Instead, the employee receives a training allowance from the municipality.

Read more at:
kk.dk/igu og uim.dk

TDC GROUP

All three of our IGU students on Zealand are already a huge asset to TDC Group, and after just two months, one of them was named employee of the month in the YouSee store where he is doing his internship. We believe that we make a difference not only for the individual refugee, but for all our employees.

Jens Aaløse

Executive Vice President at TDC Group





JOB ROTATION

Send one or more of your employees on a training programme and get a subsidy for temporary workers from the job centre. The job rotation scheme allows you to train your employees without slowing down production.

You can increase your employees' knowledge level and get your company's day-to-day tasks done, and you also get the opportunity to train and familiarise yourself with temporary workers. This can be a great advantage if you need to expand your workforce later on.

The temporary worker(s) you hire in job rotation must perform the same tasks as the employee(s) on the training programme. The temp can be employed for a maximum of 6 months, after which a new temp must be found.

At Københavns Erhvervshus, we help you customise your job rotation programme and find your temporary workers.

Our job rotation consultants help with the administrative side of things, minimising the amount of work for you.

Your employee's training

The training your employees participate in must be publicly offered and may not, for example, be an internal course. In addition, employees must have been employed for at least three months and receive their usual salary during the training period. Employees' educational background must not exceed a short or medium education.

However, the temporary workers you hire can have a higher education degree, as long as they have been unemployed for at least 6 months.

You receive a wage subsidy

As an employer, you receive a subsidy for the job rotation worker's salary. See the current rates at star.dk.

Read more about job rotation at:

kk.dk/jobrotation

KØBENHAVNS ERHVERVSHUS

We find that many companies are happy with the job rotation scheme because it gives them the opportunity to upskill their own employees while helping unemployed people enter the labour market.

At Københavns Erhvervshus, we have many skilled consultants who are experts in the field. They have helped many schools and daycare centres find qualified job rotation substitutes. Our experience shows that candidates who are on a job rotation often end up becoming permanent employees because they become a valuable part of the organisation.

Mette Dalgaard

Coordinator at Københavns Erhvervshus





APPRENTICESHIPS AND TRAINEESHIPS

When your company creates apprenticeships and traineeships, you help ensure that the need for skilled labour is met.

A student or apprentice requires extra time and attention, especially at the beginning of the programme, but many companies quickly experience a financial gain and a positive impact from having new input and extra hands to draw from.

Employers' Reimbursement System (AUB) pays subsidies to public and private employers who have paid salaries to students during school stays and education.

If you need more information about the rules, you can call us on 33 66 33 33 We can also help you find suitable students.

Read more at
[kk.dk/laerlinge](https://www.kk.dk/laerlinge)

Adult apprentices

An adult apprentice is a person over the age of 25 who completes an apprenticeship programme with alternating periods of school and work experience. When you hire an adult apprentice, your company can receive a subsidy for both salary and schooling.

You can create adult apprenticeships for new employees as well as for employees you want to upskill.

The programme can last up to 5 years, including basic training and schooling. Several adult apprentices have relevant experience that they can get credit for. This means they can become skilled in less time.

Read more at
[kk.dk/erhverv/voksenlaerling](https://www.kk.dk/erhverv/voksenlaerling)

OVERVIEW OF TYPES OF EMPLOYMENT

Employment type	Duration
Company internship	<p>Typically 4 weeks.</p> <p>For some, up to 13 weeks, with possible extensions.</p>
Employment with wage subsidy	<p>Up to 6 months in both private and public organisations. For some target groups, even longer.</p> <p>Benefit recipients, job ready and education ready for training - but only up to 4 months in public organisations.</p>
Hiring temporary workers for employee retraining/job rotation	Up to 6 months.
Adult apprenticeships	1½ - 5½ years including basic programme and schooling.
Flexi-job	Individualised appointment.
IGU	2-year integration training programme.
Small jobs	Part-time employment by individual agreement.
Apprenticeships and traineeships	The duration depends on the programme.

**KØBENHAVNS
ERHVERVSHUS**

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