



KØBENHAVNS ERHVERVSHUS

Your next employee

An overview of hiring options for your business in Copenhagen

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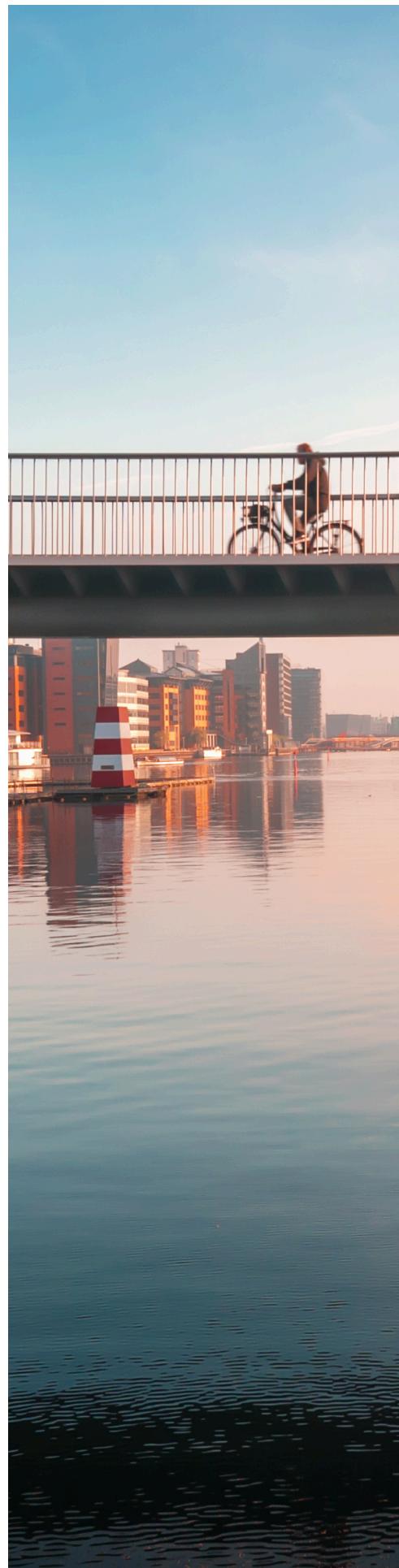
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Get help finding your next employee

Tell us who you're looking for – and we'll help you find relevant candidates and choose the hiring option that fits your business.

We support businesses in Copenhagen with recruitment across industries and roles – whether you need someone right away or are planning to hire several employees. With us, you get:

- access to a broad pool of candidates
- sparring on job profiles and recruitment
- help choosing a solution that works in your day-to-day operations (e.g. regular employment, work placement, wage subsidy, flex job or small-hours job)
- hands-on support and a process that's easy to understand.

If you have a larger recruitment need, we can also organise a matching event. We screen candidates in advance, so your business can meet several relevant profiles in one day.

If an employment scheme makes the most sense – for example, if you want to test a match before a possible permanent hire – we'll help set the right framework, so everything is done correctly and smoothly.

Our support is free of charge, and we make it easy to get started.



1

Tell us who you're looking for

We help clarify tasks, working hours, start date — and what matters most to your business.

2

We find and screen candidates

You get a shortlist of relevant profiles, plus guidance on the right hiring option.

3

You choose — we take care of the rest

We support interviews, coordination, and the practical steps if the hire is set up through a scheme.

Take on a candidate for a work placement

A work placement is a time-limited arrangement where an unemployed person joins your business to try out concrete tasks and develop skills — without salary costs for your business during the placement.

What is a work placement?

A work placement is a structured, short-term period where the candidate takes part in your day-to-day work.

It gives both you and the candidate a chance to assess whether there is a good match - and what the next step could be.

What's in it for your business?

- Test a candidate in practice before a possible hire
- Gain insight into skills and motivation
- Clarify tasks and needs in your day-to-day operations

Duration

Typically 4-13 weeks, depending on the candidate's situation and the purpose of the placement.

Costs

Der er ingen lønudgift for virksomheden. Kandidaten modtager ydelse fra kommunen under praktikopholdet.

Support during the placement

In some cases, a mentor can be provided — either:

- one of your employees (with compensation for mentoring hours), or
- a municipal mentor, as needed.

Good to know

The placement must have a clear purpose and agreed tasks, so expectations are aligned.

There are rules on how many people your business can host in work placements and other supported schemes at the same time

Your business must meet certain requirements. Call us at **+45 33 66 33 33**, and we'll guide you through the rules and help you get started.

Read more about work placements at kk.dk:



Video guide: How to set up a work placement in VITAS:



QR links lead to Danish-language content.



SALLING GROUP

At Salling Group, taking social responsibility is an important part of our business. Our professional and valuable collaboration with the City of Copenhagen supports this – and at the same time provides us with a strong recruitment channel. Through Københavns Erhvervshus, we have gained motivated and engaged employees with a wide range of backgrounds.

Susanne Bjørn Leire
Senior HR Partner, Salling Group

Hire an employee with a wage subsidy

A wage-subsidised position allows you to bring in an employee and build skills on the job — while part of the salary costs may be covered during the initial period.

What is a wage subsidy?

A time-limited employment arrangement where you hire an unemployed person and receive a subsidy towards the salary for a set period.

You get an employee working on real tasks, with time for onboarding and training.

When does a wage subsidy make sense?

When you want to hire for specific tasks and allow time for a proper start-up period before deciding on next steps.

Who is the candidate typically?

Wage-subsidised positions can be used for many different profiles — for example graduates, skilled or unskilled workers — depending on the tasks and the candidate's situation.

Duration

Typically 3–6 months, depending on the arrangement.

Costs

The employee is hired on regular terms and conditions, usually in accordance with a collective agreement or standard practice. Your business may receive a wage subsidy for a limited period. Subsidy rates are adjusted annually.

Good to know

- The position must not replace regular working hours or a role that has recently been advertised or filled
- There are limits on how many employees your business can have in wage-subsidised positions at the same time
- The employment must be approved and set up correctly before the start date

Call us at **+45 33 66 33 33**. We'll help clarify tasks, profile and duration — and guide you through the process.

Read more about wage subsidies at kk.dk:



QR links lead to Danish-language content.

GOBOAT

We have worked with candidates in wage-subsidised positions through Københavns Erhvervshus on several occasions.

This has allowed us to upskill candidates before offering permanent employment.

Every candidate we've met through Københavns Erhvervshus has been skilled, committed and has created real value for GoBoat.

Kasper Eich-Romme

Co-founder, GoBoat



When Københavns Erhvervshus screens candidates in advance, we know they're a good fit — and it saves us a lot of time and resources.

Kasper Eich-Romme

Co-founder, GoBoat

Hire for a few hours a week

A small-hours job lets you cover tasks that don't fit neatly into existing roles — with just a few hours of work each week.

What is a small-hours job?

A small-hours job is regular employment with a low number of weekly hours — for example 5, 10, 15 or 20 hours per week. It's often used when a candidate needs fewer hours and may, depending on their situation, receive public benefits alongside the job.

When does it make sense?

- When you have small, recurring tasks but no need for a full-time position
- When you want to start small and scale up if it works
- When you want to help an unemployed person get a foothold in the labour market

A small-hours employee can help with tasks such as

- Operations: restocking, receiving goods, preparation, keeping things in order
- Warehouse: picking, packing, sorting, preparing deliveries
- Kitchen / café: prep work, restocking, dishwashing and cleaning
- Office: scanning, data entry, filing, light administration
- Practical support: preparing meetings and events

Duration

Agreed based on your needs. The job can be time-limited or ongoing.

Costs

You pay regular wages for the hours worked. In some cases, the employee may receive supplementary benefits alongside the job.

Good to know

Small-hours jobs work best when tasks are clearly defined from the start and the employee receives a proper introduction.

Call us at **+45 33 66 33 33**.

Does the candidate have a social card?

In some cases, the Danish social card scheme can be a simpler way to hire someone for small tasks for a few hours a week.

Read more about small-hours jobs at kk.dk:



Video guide: How to hire for a few hours a week:



QR links lead to Danish-language content.

Hire through the Social Exemption Card scheme

Hire a person who is approved for the Danish Social Exemption Card scheme. Earnings up to an annual limit are not deducted from public benefits.

What is a social card?

A social card allows you to hire a person for a small number of hours, where the income is not deducted from public benefits — provided the person is approved for the social card.

Why hire someone with a social card?

- You can cover small, practical tasks
- You can start small and adjust hours as needed
- You offer a person a safe and manageable entry into work

Who is the candidate typically?

Ordningen er målrettet borgere, som har brug for en tryg og overskuelig indgang til arbejdsmarkedet med få timer og tydeligt afgrænsede opgaver.

Duration

Agreed as part of a regular employment arrangement — time-limited or ongoing.

Costs

You pay regular wages for the hours worked.

The employee can earn up to an annual limit without the income affecting public benefits.

Good to know

- The employee has a unique social card ID
- Wages are registered at socialtfrikort.dk (not via eIndkomst)
- The social card cannot be used with wage subsidies, flex jobs or freelance work
- The employee is covered by standard employee rights

Call us at **+45 33 66 33 33**. We'll help you clarify tasks, hours and whether hiring someone with a social card is the right option for your business.

Read more about the social card at kk.dk



Video guide: How to hire someone with a social card:



QR links lead to Danish-language content.

Hire an employee in a flex job

A flex job allows you to hire an employee with relevant skills — with working hours and tasks adapted to both your business and the employee's work capacity.

What is a flex job?

In Denmark, a flex job is regular employment with adjusted working hours and tasks for a person with a permanently reduced work capacity.

What's in it for your business?

- Access to skills that can be difficult to recruit for on reduced hours (e.g. administrative, technical or specialist tasks)
- Employees in flex jobs are often highly motivated to stay in employment
- Many flex job employees have solid work experience and strong competencies

Who is the candidate typically?

A flex job employee can have many different backgrounds — from unskilled and skilled workers to academics and specialists. What they share is the ability to perform concrete tasks, with adjustments to hours, tasks or work conditions.

Duration

A flex job is granted for a defined period by the job centre — often for several years.

The exact duration depends on the individual case.

Support

In some cases, support may be available — for example assistive tools or personal assistance.

Costs

You pay wages for the employee's effective working hours.

The employee receives a flex wage supplement from the municipality, paid directly to the employee.

Good to know

- The employee must be approved for a flex job
- Working hours and tasks are agreed together with the employee and the job centre
- The employment is set up and approved in cooperation with the job centre

Call us at **+45 33 66 33 33**. We'll help you clarify tasks, working hours and set-up — and connect you with relevant candidates.

Read more about flex jobs at kk.dk:



Video guide: How to apply for a flex job in VITAS:



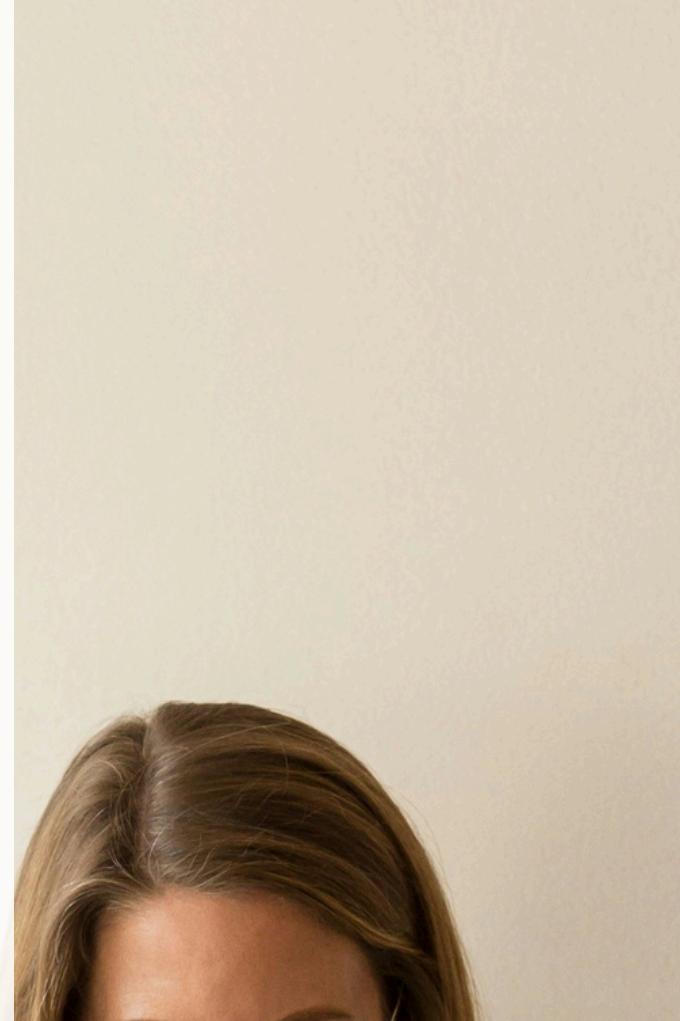
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What workplace adjustments can look like in practice

Workplace adjustments are always agreed individually and can include, for example:

- shorter working hours or fewer working days
- fixed, clearly defined tasks
- a slower pace or fewer changes during the day
- the option to take breaks
- reduced physical strain

Small adjustments can make a big difference — for the employee and for your day-to-day operations.



Hire through the Integration Basic Education programme (IGU)

Offer a new resident of Copenhagen a pathway into employment — and gain an employee who develops through the job.

What is IGU?

IGU is a two-year employment programme where a refugee or family-reunified person is employed in your business while also participating in education and training. The programme combines paid work in your business, Danish language training and job-related education and courses.

Who can you hire?

A refugee or family-reunified person aged 18–54 at the start of the programme, who meets the IGU requirements.

What's in it for your business?

- You gain an employee who develops skills through real work
- Tasks and responsibilities can be adjusted as language skills and experience grow
- The programme provides a clear framework for onboarding over time

How is the programme structured?

- 2 years in total
- Paid employment combined with 23 weeks of education and training
- Work and education are planned in an individual training plan, which can be adjusted
- The employee is with your business most of the time

Costs — in brief

- You pay wages when the employee is working in your business
- You do not pay wages during education periods (the employee receives an allowance)
- Private companies may be eligible for a completion bonus (paid in instalments)

Good to know

- You and the employee enter into an IGU agreement that defines tasks and framework
- The work placement makes up the majority of the programme
- There is no requirement to offer permanent employment at the end of the programme
- Some businesses choose to continue the collaboration if there is a need and opportunity

Call us at **+45 33 66 33 33**. We'll guide you through the requirements and help you set up an IGU programme that fits your business.

Read more about IGU at kk.dk (QR link lead to Danish-language content):



TDC GROUP

All three of our IGU trainees in Zealand are already a strong asset to TDC Group.

After just two months, one of them was named Employee of the Month in the YouSee store where he is completing his placement.

We believe that we are not only making a difference for the individual refugee — but for all our employees.

Jens Aaløse

Group Executive Vice President, TDC Group



Hire a trainee or apprentice

Bring a trainee or apprentice into your business — and help educate the future workforce for your industry.

What is a traineeship or apprenticeship position?

A traineeship or apprenticeship position is a structured training programme where a trainee or apprentice is employed as part of a vocational education programme. The trainee works in your business and alternates between work and periods of schooling as part of the programme.

Who can you hire?

You can hire young people or adults who have been admitted to a vocational education programme.

Fields can include, for example, crafts, service, retail, administration, IT or production.

The education programme determines the content and duration.

What's in it for your business?

- You train someone in the tasks and workflows that matter in your business
- The trainee becomes part of your day-to-day operations and gradually takes on more responsibility
- The programme provides time and structure for training and knowledge transfer
- You get to know the trainee in practice over time

How is it structured?

- The trainee is employed in your business and paid in accordance with applicable collective agreements or standard practice
- The programme combines on-the-job training with school periods at a vocational school
- The practical training follows the education's learning objectives and competence requirements

Costs

There may be grants or subsidies related to hiring trainees or apprentices, depending on the education programme and the specific arrangement.

Good to know

Rules and requirements vary depending on the education programme — we'll help you clarify what applies.

Call us at **+45 33 66 33 33**. We'll help you find the right trainee or apprentice and guide you through setting up the position.

Read more about traineeships and apprenticeships at kk.dk (QR link lead to Danish-language content):



Hire an adult apprentice

Upskill a new or current employee aged 25+ — as part of a vocational education programme.

What is an adult apprentice?

An adult apprentice is an employee aged 25+ who completes vocational education while working in your business and attending periods of schooling.

Who can you set it up for?

You can set up an adult apprenticeship for:

- a new employee, or
- an employee you already have and would like to upskill.

The conditions depend on whether the person is unemployed or already employed — for example in relation to grants, wages and how the programme is structured. We'll help you clarify what applies.

What's in it for your business?

- You gain an employee who is trained in your tasks and workflows — directly in your business
- You can upskill someone you already know, or recruit a new employee
- In some cases, relevant experience may count as credit, shortening the programme

How is it structured?

- The adult apprentice is employed throughout the programme
- The programme alternates between work in your business and school periods at a vocational school
- Wages and terms depend on the education programme and the individual situation
- The length depends on the education programme and any credit awarded, and may last several years

Costs

In some cases, grants may be available towards wages and school periods. Grants and conditions depend on the education programme and the person's situation. We'll help you clarify what applies.

Call us at **+45 33 66 33 33**

Read more about adult apprenticeships at kk.dk (QR link lead to Danish-language content):



Overview of hiring options

Hiring option	Typical duration
Work placement	Up to 4 weeks for candidates who are job- or education-ready. Up to 13 weeks for candidates further from the labour market — may be extended following an individual assessment.
Wage-subsidised employment	Typically 3–6 months. Maximum duration depends on the target group and whether the position is in the private or public sector (job-ready candidates in public wage subsidy: up to 4 months).
Small-hours job	Regular employment with a few hours per week. Agreed based on need — can be time-limited or ongoing.
Social Exemption Card scheme	Regular employment for small tasks / a few hours. Can be time-limited or ongoing.
Flex job	Regular employment with reduced working hours and workplace adjustments. Duration agreed individually.
IGIGU (Integration Basic Education programme)U	2-year programme combining work placement and school.
Traineeships and apprenticeships	Depends on the education programme (work placement in the business + school periods). Typically a multi-year programme.
Adult apprenticeships	Depends on the education programme (work placement in the business + school periods). Duration follows the education programme.

Rates are adjusted annually. Always check the current rates before hiring.





**You don't have to know all the rules.
That's our job.**

**KØBENHAVNS
ERHVERVSHUS**

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