

Værktøjskasse til brug ved

REKRUTTERING AF INTERNATIONALE MEDARBEJDERE

Ved rekruttering af internationale videnskabelige medarbejdere understøtter AU rekrutteringen med en række services, som er specifikt målrettet international rekruttering

- × **Ansættelse** – HR hjælper med ansættelse, pension, ferie, arbejds/opholdstilladelse, orlov m.v.
- × **Forventningsafstemmende samtale** – en samtale under eller efter rekrutteringsprocessen mellem AU Relocation Officer, kandidaten og dennes partner om stort og småt ved at bo og leve i Danmark
- × **AU Relocation Service** – individuel hjælp til alle ikke-akademiske og ikke-kontraktlige spørgsmål i forbindelse med flytning til og ophold i Danmark, bl.a. bolig, familie, skole og børnehave
- × **Boligsøgning**
- × **Information om flytning til Danmark** – både på web og i trykt materiale
- × **Personlig hjælp ved myndighedsregistrering efter ankomst** – "Getting started in Denmark"
- × **Danskundervisning**

MEDFØLGENDE PARTNER/ÆGTEFÆLLE

- × **AU Expat Partner Programme** – skræddersyet hjælp til at finde sig til rette i Danmark, finde job mv.
- × **AU Expat Partner Coach** – hjælper med afklaring, coaching, karriererådgivning, skaber kontakt til virksomheder mv.
- × **University International Club (UIC)**
- × **Dual Career Network (IDCN)**
- × **Danskundervisning**

MEDFØLGENDE BØRN

- × **Internationale skoler** – der findes internationale skoler i Aarhus, Viborg, Roskilde og København
- × **International Playgroup** for småbørn og deres forældre i Aarhus
- × **Student sponsorship** – reduceret betaling på den internationale skole AAGE i Aarhus
- × **Børne- og ungeydelse til børn under 18 år** – hvis man har arbejdet i Danmark eller et andet EU/EØS land
- × **Danskundervisning og modersmålsundervisning**

Find yderligere information og services
www.ias.au.dk/toolbox



Toolbox for

RECRUITMENT OF INTERNATIONAL STAFF

In connection with the recruitment of international academic staff, AU provides a variety of services that are specifically tailored to the international recruitment process.

- × **Employment** – HR assists with employment procedures, pension, holiday, work permits, leaves of absence etc.
- × **Informal interview about various aspects of life in Denmark** – with the applicant, his or her partner and an AU Relocation Officer during or after the recruitment process.
- × **AU Relocation Service** – individual assistance in relation to all non-academic and non-contractual issues in relation to moving to and living in Denmark, including housing, family, school and kindergarten.
- × **Housing search**
- × **Information about moving to Denmark** – the web portal www.ias.au.dk and printed material
- × **Personal assistance in registering with the authorities after arrival** – ‘Getting started in Denmark’.
- × **Danish lessons**

ACCOMPANYING PARTNER/SPOUSE

- × **AU Expat Partner Programme** – individual assistance in getting settled in Denmark, finding a job, etc.
- × **AU Expat Partner Coach** – provides advice, coaching, career guidance, contact to businesses, etc.
- × **University International Club (UIC)**
- × **Dual Career Network (IDCN)**
- × **Danish lessons**

ACCOMPANYING CHILDREN

- × **International schools** – there are international schools in Aarhus, Viborg, Roskilde and Copenhagen.
- × **International Playgroup** – for young children and their parents in Aarhus.
- × **Student sponsorship** – reduced tuition fees at the international school AAGE in Aarhus.
- × **Eligibility for child and youth benefit for children under 18 years** – whose parents have worked in Denmark or another EU/EEA country.
- × **Danish and mother tongue lessons**

Find more information and services on
www.ias.au.dk/toolbox

