

Internal guidelines and procedure

At the meeting of HSU on 11 December 2014 the following guidelines have been adopted regarding the decision to approve wage subsidy jobs and internships:

The unemployed person must meet the following conditions:

1. Documented unemployment of at least 6 months
2. The unemployed person must not have been previously employed or previously student the same place as the company internship / wage subsidy job must take place
3. There must be no PhD preparatory activities or similar

The University of Southern Denmark must meet the following conditions:

4. There must be an education plan for the unemployed, which is a description of work tasks during the period and a description of, why those tasks will be upskilling for the unemployed
5. An education officer must be attached to ensure that the training plan is adhered to and implemented

Exceptions from the guidelines:

Illness, disability, and integration can lead to dispensation from above guidelines, but this is based on an assessment of TR and the caseworker in each case.

Joint internal process for case processing from inquiry to decision:

1. Inquiry to manager / department / area
2. Pre-approval by the case officer in the field of SDU HR
3. Involvement of TR
4. After approved applications, the case officer coordinates the work between the University of Southern Denmark and the municipality

The HR department needs the following for case processing, which you must provide:

- CV for the unemployed
- Education plan and period for the internship
- Possible information on contact person in Jobcenter
- Approval of the head of department