

## **Welcome to the CV- and guidance meeting at IAK**

We are inviting you to a meeting with IAK's consultants at Komplement. You will get the address when you book a meeting (see below). The meeting will last about 3 hours and consists of a joint meeting and a short individual meeting.

### **Agenda for the meeting**

- Your possibilities as unemployed
- Briefly about job search
- An individual meeting of approx. 10 minutes, during which we acknowledge your CV on Jobnet, talk about your job search and your availability for the labour market.

### **No later than 2 days before the meeting you must**

- Log on to [www.mitiak.dk](http://www.mitiak.dk) and click on "Registrering af jobsøgning" in the box Møde-aktiviteter - here you have to fill in 3 forms:

- 1) A joblog form- where you state all the jobs you have applied for up till now while you have been unemployed
- 2) Plan for your job search (you must make a draft)
- 3) Job application form

- Upload 2 job applications to your folder on mitIAK (select the category "Jobsøgning"). You will find the link for the folder in the box "Mødeaktiviteter".

- Make sure you have given access to your CV to employers on [jobnet.dk](http://jobnet.dk) and that it can be accessed.

- Go to [iak.dk](http://iak.dk) and read about "Dagpengeregler". Also see the enclosed list of 9 things you must remember.

*Please note, that in order for you to receive benefits it is a condition that you do all the things mentioned above no later than two days before the meeting.*

### **For the meeting you must bring**

- 2 job adverts which you will apply for (note these in your plan for job search too)
- Your CV from [jobnet.dk](http://jobnet.dk)

### **Book a time which suits you**

The meeting will take place at Komplement (the address will appear when you book the time). In order to find a time which suits you the best you must join at [www.mitiak.dk](http://www.mitiak.dk) Click on "Book møde" in the box Møde-aktiviteter and follow the instructions.

Before you can book a time for a meeting you have to watch a video, which takes approximately 11 minutes. Furthermore you have to complete a questionnaire. It will in all probably take approximately 20 minutes to book the meeting.

In the video we will go through some rules, which are important for you to know. If you experience any technical problems you are welcome to contact Michael Ravnsø by phone 3318 4954.

In your Danish letter you can also see at which date you at the latest have to book a time which suits you. The sooner you book the more choices you have. If you are presently on holidays you will receive another letter from us later on.

**Obligation to meet**

It is part of your obligation of being available for a job that you participate in the meeting. If you do not turn up, or if you don't have the above mentioned things ready, you cannot as a rule receive any benefits.

If you have got a job or have any questions about this letter you are welcome to contact either secretary Jytte Dahl or Lisbeth Rosquist at 70 33 50 10.

**Expenses for transportation**

There are no official subsidies for the transportation but IAK has decided to cover your expenses for transport with 1 Dkr. per km. You must remember to state how many km you have to the meeting point when you book a time at mitIAK.

Kind regards,  
IAK

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**What does it take for us to acknowledge your CV on Jobnet.dk?**

There are three minimum demands you must meet:

**Give information so the employers can reach you**

You have to give clear information about how you can be contacted. We encourage you to give as much information as possible so it will be easy for the employers to get in touch with you. As a minimum you must state your postal code and telephone number.

**Make a geographically broad search**

It is important that you not only search for a job in the vicinity of your home but expand your search to the whole region or the whole country if necessary. It is, however, an individual judgment how broad geographically you want to search. If you are in doubt what it means for you please contact your contact person at IAK for guidance.

**Be realistic and search where the good job opportunities are**

We will look to see whether your wishes for a job are within areas with good job opportunities. If you want some guidance within which lines of work the opportunities lie in your region, please contact one of our job consultants at Komplement.

Under "stillingsbetegnelser og kvalifikationer" it is important that the employers can see a full list of all your qualifications within each category (use ticking – but you can also add qualifications yourself).