Information Meeting
Part-time jobs in Norway
Agenda today

• Formalities; work permit etc

• What kind of part-time jobs are easiest to find?

• How to find the vacant positions

• How to apply: CV and cover letter

• Some useful links

• Information from the Tax Office
Want the presentation slides?

You will find them at:

www.uio.no/english/student-life/budget/
Formalities

• You don’t have to apply for a work permit; you get it with your residence permit

• Maximum working hours a week for international students: 20

• Exception: self financed degree students with low study progression – possible restrictions
More formalities

• Salary is normally transferred to a bank account. Get one!

• Bring your passport to the bank (at least some of the banks will provide a temporary ID-number and an account). Might take 1-2 weeks or even more to get the account and ID.

• If you already have a job contract, apply for a tax deduction card at the tax office. Sometimes they provide your ID number faster than the bank.
More information – www.udi.no
For students from countries outside the EU/EEA/EFTA
A student may work part-time for up to 20 hours per week when a work permit is granted. An application for a work permit should be accompanied by a statement from the institution confirming that the work will not affect the study progress. A letter from the employer stating that the student has a job offer must also be submitted.

Students are normally allowed to work full time during semester breaks.

Please note that the majority of institutions do not have on-campus work study schemes, and foreign students will have to compete on the regular job market.

Applications for a work permit may be submitted to the local police station.

Please see the website of the Norwegian police to locate the nearest police station.

For students from countries in the EU/EEA/EFTA
A student may work part-time up to 20 hours per week for up to three months without a work permit. The student is automatically given a work permit for part-time work when granted a student residence permit.

Students from countries in the EU/EEA/EFTA do not need to show statement from the institution that the work will not affect the study progress, nor does the student need to show a job offer confirmation from employer.

Students are normally allowed to work full time during semester breaks.
The language challenge

- Most employers require good Norwegian skills
- English skills are absolutely necessary
- It is possible to find part-time jobs, mostly unqualified work, where Norwegian skills are not required
- The longer you stay, the greater the chances
Reality check!

- Qualified / non-qualified work:
  - Many of you are highly qualified and might have experience to hold advanced jobs
  - But no Norwegian skills → non-qualified work most realistic

- Most exchange students hold a part-time job to earn money, and to practise Norwegian.

- Salary – what to expect
No Norwegian - what kind of job?

- Newspaper delivery (e.g. Aftenposten)
- Advertisement distribution (e.g. Norpost)
- Cleaning
- Warehouse work
- Work on a garbage truck (e.g. Miljø-transport, Oslo Kommune)
More examples

• Teaching (international schools, private courses, private teacher of languages etc.)

• Embassy work

• Businesses with English as a working language, or companies from your country
And more examples

- Production within industry
- Seasonal work in agriculture
- Packing of books, fruit etc
- Transport, moving companies
- Temp companies
Even more!

- Providing private services (gardening, baby-sitting, domestic work, cleaning, handiwork)
- Restaurants/pubs/cafeterias (esp. with a profile from your country)
- Tourism/hotels (esp. if you master several languages)
- Street recruiting (e.g. Amnesty, Medecins Sans Frontiers)
How to find vacant positions?

Internet resources:

- nav.no  /  finn.no  (vacant positions, including part-time)
- stillinger.no  (list of all websites with vacancies)

NB: these sites are mostly in Norwegian
Ledige stillinger

Søk etter stillinger...

Skriv inn søkeord

Søk

...eller finn i kategori

Velg stillingskategorier

- Admin./økonomi, kontor og jus (1628)
- Handel, kundeservice, restaurant og reiseliv (1353)
- Helse, omsorg, medisin og biologi (1507)
- Industri, bygg/anlegg, håndverk og verkstedsarbeid (1189)
- Jord-skogbruk, fiske og matproduksjon (32)
- Kultur, religiøs arbeid, idrett og informasjonsformidling (201)
- Service- og sikkerhetsarbeid (476)
- Skole, fritid, undervisning og forskning (826)
- Transport, logistikk, kommunikasjon og IT (403)

Velg fylker

- Akershus (627)
- Aust-Agder (133)
- Buskerud (324)
- Finnmark (146)
- Hedmark (196)
- Hordaland (695)
- Møre og Romsdal (360)
- Nord-Trøndelag (132)
- Nordland (306)
- Oppland (243)
- Rogaland (646)
- Sogn og Fjordane (137)
- Sør-Trøndelag (389)
- Telemark (197)
- Troms (322)
- Vest-Agder (197)
- Vestfold (241)
- Østfold (241)
- Øvrige områder (11)
- Generelt for Norge (16)

Vis 1708 annonser
Jucan.no
How to find vacant positions II

• Most part time jobs are never advertised!

• Contact employers directly – call or visit, send speculative applications

• Get a network! Ask friends and other acquaintances for tips and information

• Help each other!
Contacting Norwegian employers

- You can call if you need more info
- Sometimes it’s ok to visit
- Consider how formal their recruitment procedures are, how busy they might be and whether you will get to speak to the person in charge.
How to apply

Usually:
- forward your CV and cover letter – either by post, e-mail or personal delivery
- sometimes online application (job portal)

Sometimes you are invited to a short meeting/interview right away, ask them if you should bring CV or other documents

Different procedures for qualified and unqualified jobs!
The CV (Resume)

- Simple or advanced? Always consider who the recipient is when deciding what kind of CV you send

- For unqualified work, a basic CV is sufficient - no need to elaborate on academic achievements

- In Norwegian or English? Ask the recipient.
  
  In most cases English is ok

- Preferably one page, state accurate and relevant information, clearly laid out and typed

- Present the most recent experience first
The CV

Should contain these sections - at the minimum:

- Personal details (name, address, telephone, e-mail, date of birth)
- Education
- Experience (both work and other)
- Language skills
- IT-skills
- References
Jane Jobseeker
Sandakerveien 40C
0473 OSLO
Tel. 999 222 999
Date of birth: 17.07.90
E-mail: janejob@chello.com

International student looking for part time job
Available evenings and weekends until June 2014

EDUCATION

08.12 –
Master Studies in Mathematics
International student from UK, staying in Oslo until June 2014

The University of Oslo

08.09 – 06.12
Bachelor in Mathematics

The University of Leeds

EXPERIENCE

06.12 – 08.12
Marketing Assistant
Co-ordinated a small research team in a project looking at customer satisfaction (summer intern)

Sainsbury’s, Leeds

08.09 – 06.10
Kitchen Assistant
Assisting the chef, serving and cleaning (part time and summer job)

Elaine’s Café, Leeds

08.06 – 07.09
Girl Guide Leader
Leading a group of 15 girls, planning and leading meetings and hikes.

Cheltenham Girl Guides

08.06 – 08.09
Miscellaneous part time and summer jobs
Newspaper delivery, gardening, Check-Out Operator, Switchboard Operator

LANGUAGE SKILLS

• English: mother tongue, fluent
• French: conversational
• Norwegian: understand some words, attend classes now to learn more

I.T. SKILLS

• Good knowledge of MSOffice and internet search

REFEREES

• Elaine Simons, Owner of Elaine’s Café Tel: + 44 113 233 5859, els@gmail.com
• Ola Nord, Supervisor at the University of Oslo Tel: 22 85 50 50, ola.nord@uio.no
The cover letter (søknaden)

- One page!
- Explain why you are suitable for the job
- Show motivation!
- Neat typing and correct grammar
Your name and address

Company's name and address

Place and date

**Heading: Application for ... (repeat the name of the position)**

**First paragraph: The formal statement of application**
Mention the position you are applying for and where you found the job listing. Include the name of the person you have spoken to on the phone/in person, if you did.

**Second paragraph - Short introduction:**
Write approximately three lines about your background and your motivation for the job.

**Third paragraph: What makes you suitable for the job?**
Tell the employer the reasons why you can do the job tasks in a good way. Make reference to prior relevant experiences.

**Fourth paragraph: Personal strengths**
Tell the employer about personal strengths you have that will help you do a good job and be an employee they can trust in. You can use an example from the past to illustrate your traits.

**Optional paragraph: Other qualifications that might be useful to the employer**
If you have some thing special to offer, e.g. good language skills, you're an excellent programmer or an outstanding cook, don’t hesitate to mention it *if you think it relevant for the job*, even if it wasn't mentioned in the ad.

**Last paragraph: Availability**
If the employer has not asked you to work specific hours, mention at what days you will be available for work, and at what date you can start working. Give information on your working permission being OK.

Sincerely

(signature)

Your name
The interview

• Prepare a short self presentation
• Show motivation for the job tasks
• Tell them what makes you suitable for the job – illustrate with relevant examples from previous experience
• Be polite and friendly!
• Show up on time, be well dressed
Problems at work?

If you need to know about your rights and duties:

The Norwegian Labour Inspection Authority
arbeidstilsynet.no

Or relevant trade unions
Useful links

• About employment and living conditions in Norway: Eures – The European Job Mobility Portal

• Contact info on employers: gulesider.no (yellow pages, search on keywords in English)

• Portal for all kinds of official information: norway.no

• About living and working in Oslo: velkommenoslo.no
Looking for a job in Oslo?

EURES Oslo is a part of a large European network of 31 countries and nearly 800 advisers, http://eures.europa.eu.

Information and service to EU/EEA jobseekers:

EURES Oslo holds information meetings called “Living and working in Norway” every Tuesday and Friday at 10:00 at NAV Frogner, Sommerrogt. 1 in Oslo.

- Labour marked situation
- Where and how to look for a job
- Public authorities
- Language courses
- Accommodation
Guide for EU/EEA - citizens

1. FIND A JOB

1. Searching for a job
You can register as a job seeker and search for jobs on nav.no. You can also register your CV, receive enquiries from employers and subscribe to job adverts.
- Search for jobs in Norway.
- Search for jobs via NAV EURES.

2. You need a good, complete CV
Registering your CV on nav.no and in other vacancy databases makes it easy for employers to contact you.
You can read more about creating a good CV here.

2. FIND A PLACE TO LIVE

3. REGISTERING IN NORWAY

! Working conditions
You can find information about employment contracts, pay, working hours, working environment and holiday from the Norwegian Labour Inspection Authority.

! NAV's English job adverts
The jobs database on nav.no is available in Norwegian only, but you can search for job adverts in English by simply searching for the word "English".

Get started in Norway
Living and working in Norway
Workshops 2015

- Job Search Workshop (04.03.2015)
- Job Interview Workshop (13.03.2015)
Our webpage

The Career Services at the University of Oslo

Orientation Meeting about part-time work
Thursday 22.01.15

Planning to work in Norway after graduation? If you are a student at UiO or another institution with an agreement with SiO, you can use the The Career Services at the University of Oslo.

- Contact
- Workshops
- Career Counseling

CV and Cover letter
The Job Interview
Career Fairs

Norwegian website

Upcoming events

See all upcoming events

Relevant links
Find useful links and information related to job search in Norway.

uiio.no/english/studies/career/
Questions?