

Kandidatportalen – guide

Kandidatportalen – web-browser:

Login:

To access Kandidatportalen through a web-browser, you can use the following link:

[Login - Kandidatportalen](#)

You will be directed to the following layout, where you press “Already in our network? Log on”:

Not logged in

Create Profile & Apply

Are you looking for your dream job or do you want inspiration and new contacts? Join our network!

Ok, log me in

Vacant Positions

Agder 4

Innlandet 1

Rogaland 4

Troms og Finnmark 1

Trøndelag 4

Vestland 6

Viken 15

Welcome

Here you can find a selection of our vacant positions. Click a position to read more, and don't hesitate to make contact with us for more information.

There are more positions vacant than those shown here. We recommend you register your CV to our database even if you can't find a suitable position just now. Use the login on this page if you want to apply for a position, or just register your CV.

Already in our network? Log on

New user? Register now

Latest 10 vacant positions

Position	Customer	County	Municipality	Work area	Deadline
occupation_handyman_plumber	B7People AS	Vestland	Bergen	Bergen	Not resigned
Electrician	B7People AS	Vestland	Bergen	Bergen	Not resigned
occupation_warehousing	Silvercon Bemanning	Innlandet	Gjøvik	Gjøvik	11.01.2021
Kundeservicemedarbeider Bank og Forsikring	B7People AS	Vestland	Bergen	Bergen	Vi vurderer søkere fortløpende
Interimekspert Prosjektleder x5	Raadhusgruppen AS	Viken	Sarpsborg	Sarpsborg	Snarest, løpende kvalifisering
Lastebilmekaniker	StrongerPeople AS, avd S...	Viken	Sarpsborg	Sarpsborg	Snarest
occupation_handyman_mechanic x3	Prorac AS	Vestland	Bergen	Nestun i Bergen	Applications are evaluated con...
occupation_sales_solution x5	Raadhusgruppen AS	Viken	Nordre Follo	Trollåsen i Nordre Follo	Snarest, løpende intervjuer og ...
Leder for eget digitalt bemanningselskap	S2gpeople AS	Rogaland	Stavanger	Rogaland	Henvendelser besvares fortlap...
Leder for eget digitalt bemanningselskap	S2gpeople AS	Trøndelag	Trondheim	Trøndelag	Henvendelser besvares fortlap...

This window will then appear. Fill in your e-mail (or username) and your password, and press “Log in”.

I am an existing user

I am a new user

If you are an existing user, you may log in by first filling in your logindetails here, and then click the Login-button

Email (or username):

ie. olanordmann@gmail.com

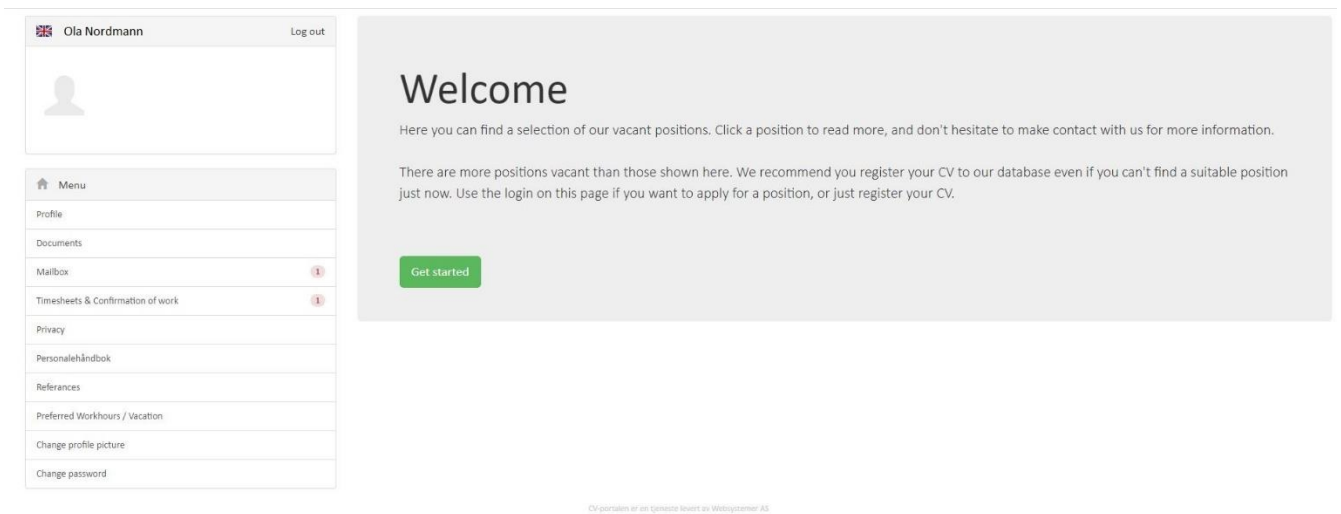
Password:

Forgot password?

Remember me and log me in automatically (uses cookie)

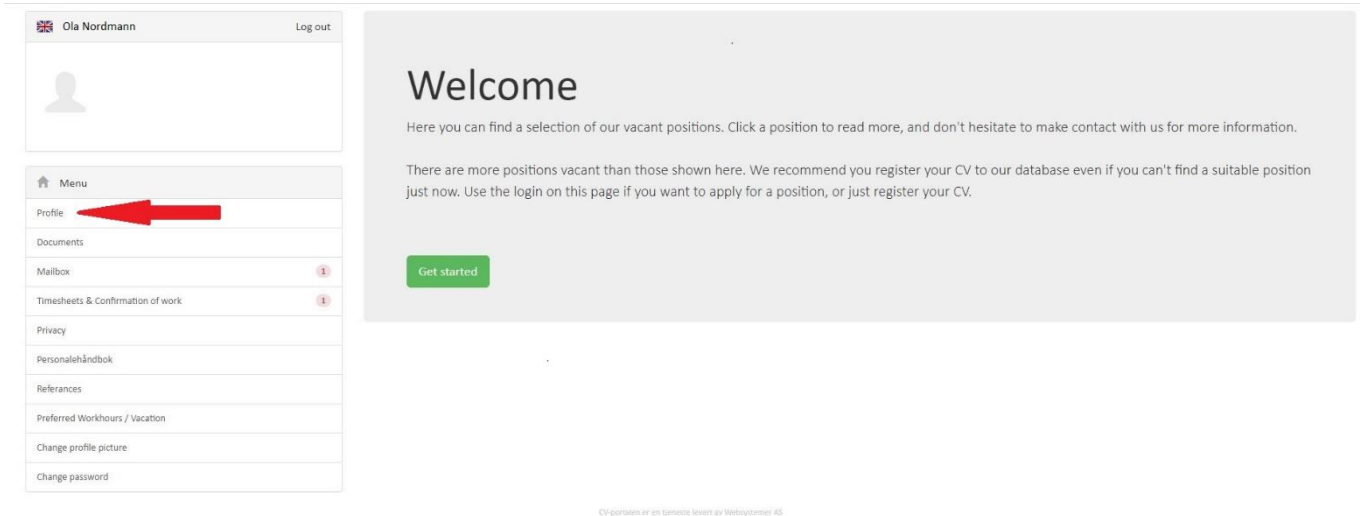
Log in

After logging in to your profile, your layout will look like this:



Registration of personal information:

To edit or register your personal information, you choose "Profile" under the menu-selection:



The new page will contain boxes that allows you to register or edit different following information about yourself:

The screenshot shows a user profile page for Ola Nordmann. The page is divided into several sections: Personal data, Contact, and Other. The Personal data section includes fields for First name, Surname, Street address, Post address, Zipcode, City, Sex, Date of birth, Marital status, and Nationality. The Contact section includes fields for Mobile, Phone direct, Tel office, and Email. The Other section includes a field for Relatives (name and phonenumber), Date available from, and Status. There is a 'Next' button at the top right and a 'Save' button at the bottom right. A sidebar on the left contains a menu with options like Profile, Documents, Mailbox, etc.

This is information about you as a worker. We need you to fill in all the information that we are asking for, that you have available. Please make sure that this information is correct. In the section for “Relatives (name and phonenumber)”, you write the name and number in the same section.

In cases where we are missing your social security number (Full birth number / D-number) or the bankdetails, you will also have the following sections available:

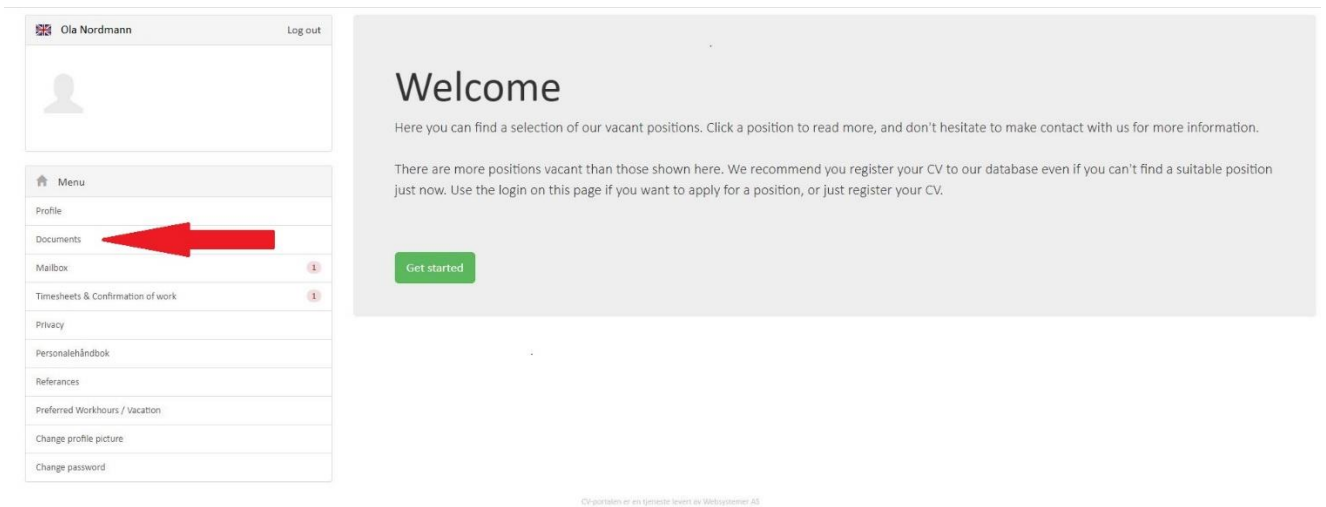
Other

Account number	<input type="text"/>
Iban nr	<input type="text"/>
Swiftkode	<input type="text"/>
Full birth number	<input type="text"/>
Relatives(name and phonenumber)	<input type="text"/>
Date available from	<input type="text" value="dd.mm.yyyy"/>
Status	<input type="text" value="Active"/>

It is very important that you fill in these sections. In case you do not have Norwegian citizenship, and have been given a D-number, this needs to be filled in under “Full birth number”.

Access to personal documents (Employment contract, payslip and other relevant documents)

To access the list of your personal documents, such as employment contract or payslips you need to enter “Documents” under the menu-selection:

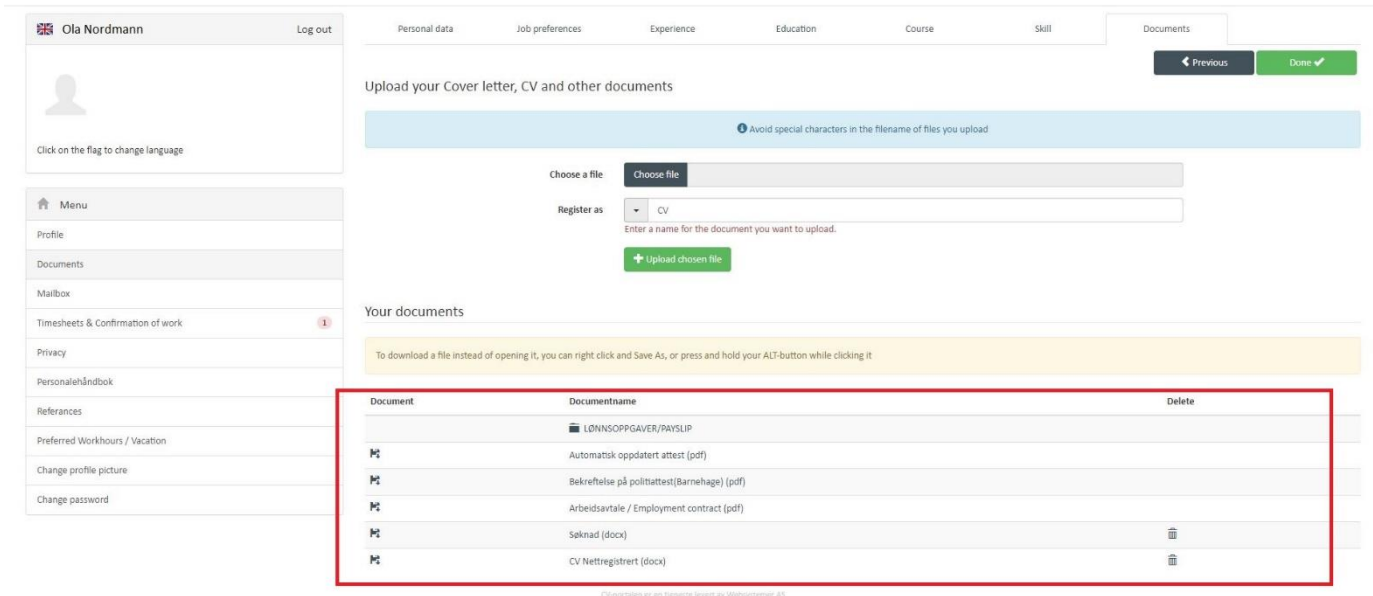


The screenshot shows a user profile page for Ola Nordmann. On the left, there is a menu with several options. A red arrow points to the 'Documents' option. The main content area displays a 'Welcome' message and a 'Get started' button.

Menu items:

- Profile
- Documents
- Mailbox
- Timesheets & Confirmation of work
- Privacy
- Personalehåndbok
- References
- Preferred Workhours / Vacation
- Change profile picture
- Change password

This will take you to the following page, where you get access to the list of documents that are made available for you. Here you also have the option to upload documents.:



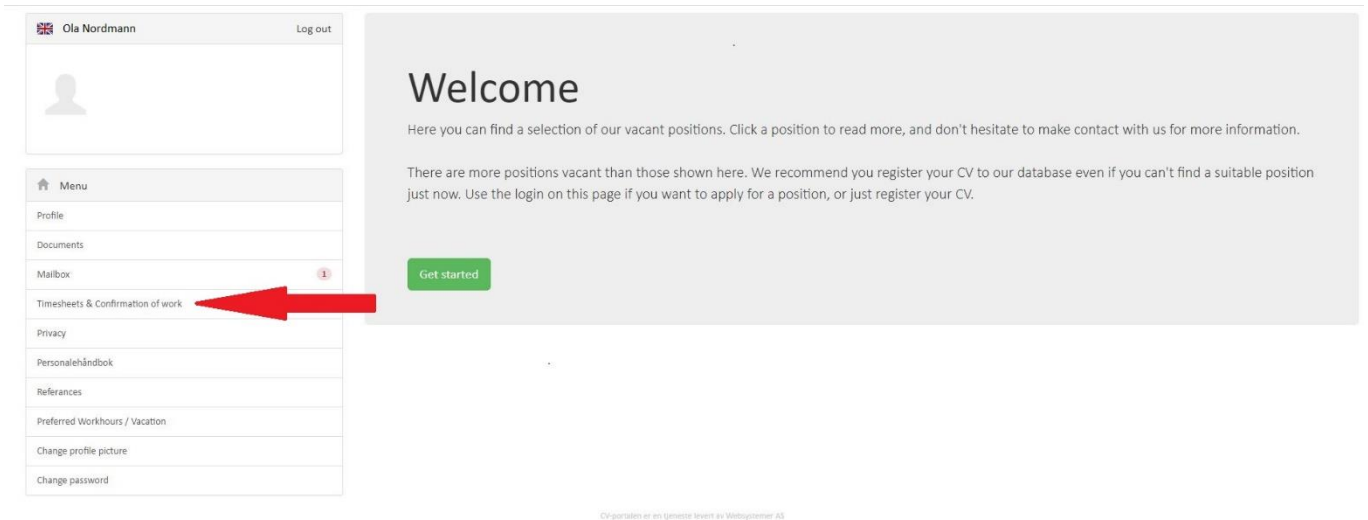
The screenshot shows the 'Documents' page. It includes a navigation bar with tabs for Personal data, Job preferences, Experience, Education, Course, Skill, and Documents. The 'Documents' tab is active. The page has a 'Previous' button and a 'Done' button. The main content area is titled 'Upload your Cover letter, CV and other documents' and includes a file upload interface with a 'Choose file' button, a 'Register as' dropdown menu, and an 'Upload chosen file' button. Below the upload interface is a section titled 'Your documents' which contains a table of documents.

Document	Documentname	Delete
	LØNNSOPPGAVER/PAYSLIP	
	Automatisk oppdatert attest (pdf)	
	Bekreftelse på polittattest(Barnehage) (pdf)	
	Arbeidsavtale / Employment contract (pdf)	
	Seknad (docx)	
	CV Nettregistrert (docx)	

Click on the different filenames to open them. To access your payslips, click on; “LØNNSOPPGAVER/PAYSLIP”, and follow further to the specific payslip you like to open.

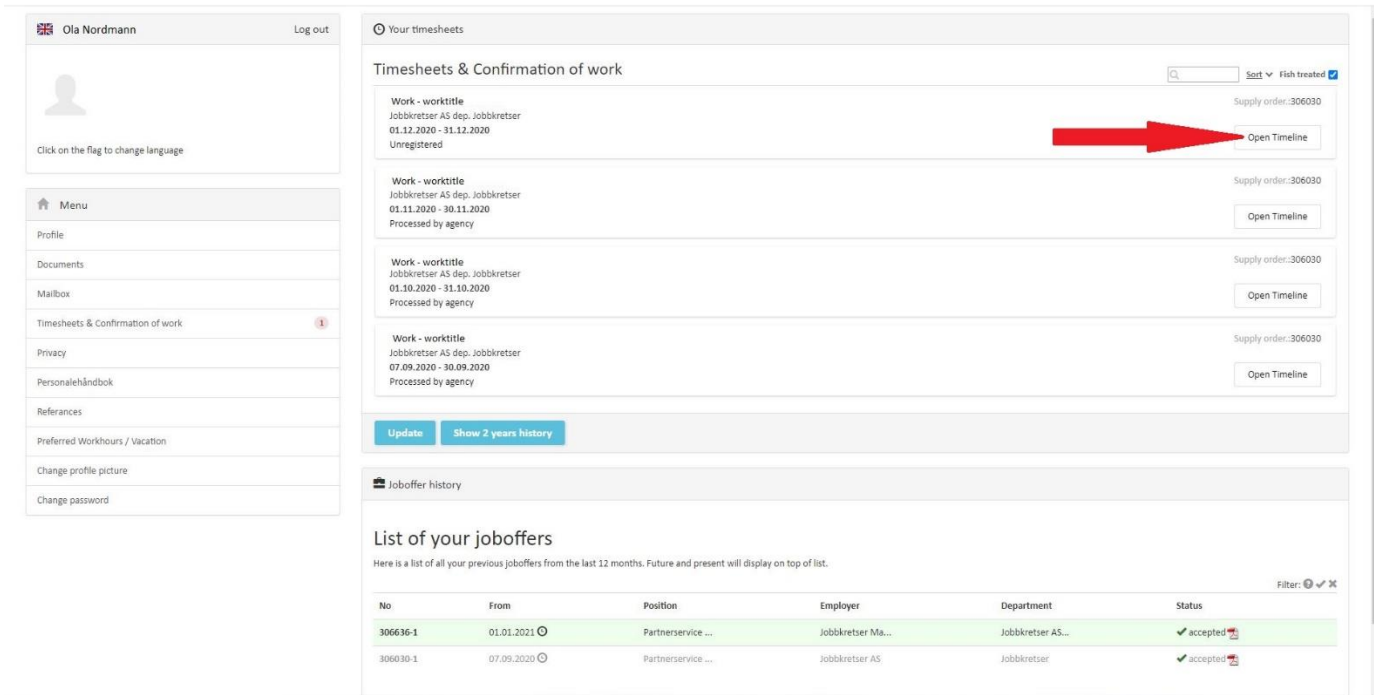
Access to timesheets – submitting timesheets

In the portal it is expected from you as a worker to submit your own timesheets. You can do this by entering “Timesheets & Confirmation of work” in the menu-selection.



The screenshot shows the user portal interface. On the left, a sidebar menu is visible with the following items: Menu, Profile, Documents, Mailbox, Timesheets & Confirmation of work (highlighted with a red arrow), Privacy, Personalehåndbok, References, Preferred Workhours / Vacation, Change profile picture, and Change password. The main content area features a 'Welcome' message and a 'Get started' button.

You will then be directed to a page where you can review all of periods where you have an active assignment. The periods where you have workhours that needs submission is marked with “Unregistered”. To open the timesheet for submission, click; “Open Timeline”:



The screenshot displays the 'Your timesheets' page. The main section is titled 'Timesheets & Confirmation of work' and contains a list of work periods. The first period is highlighted with a red arrow pointing to the 'Open Timeline' button. The list includes the following details for each period:

Work - worktitle	Jobbkretser AS dep. Jobbkretser	Supply order:306030
01.12.2020 - 31.12.2020	Unregistered	Open Timeline
01.11.2020 - 30.11.2020	Processed by agency	Open Timeline
01.10.2020 - 31.10.2020	Processed by agency	Open Timeline
07.09.2020 - 30.09.2020	Processed by agency	Open Timeline

Below the list, there are buttons for 'Update' and 'Show 2 years history'. The bottom section is titled 'Joboffer history' and contains a 'List of your joboffers' table.

No	From	Position	Employer	Department	Status
306636-1	01.01.2021	Partnerservice ...	Jobbkretser Ma...	Jobbkretser AS...	accepted
306030-1	07.09.2020	Partnerservice ...	Jobbkretser AS	Jobbkretser	accepted

Your page will now look like this:

All the days in the list is have a given status. Change the status to what is right for you and the given day. You also need to fill in the time you worked, for the days you were present. Also if you had a lunchbreak, or other breaks from work, you need to fill that in under “Pause”.

Days when you were present at work needs the status; “På jobb/At work”. For the days that you were not present at work you set the status “Ikke på jobb/Not at work”. Otherwise, you choose the status that fits for you and the given day.

After filling in all the days, you will see this on the bottom of the page:

If you are finished with the registration, you click “Send to processing”. If you would like to save the registered days, and still not finished you can click “Save draft”, in which case it is important to remember that the timesheets have not been submitted yet.