



**TE-palvelut**  
tjänster | services

**We welcome you as a client of  
the Uusimaa TE Office!**

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# We welcome you as a client of TE Services

- The purpose of becoming a client of the Employment and Economic Development Office (TE Office) is to find a job in Finland
- Before going to work, you may need integration related or professional training or other services that promote employment
- The TE Office arranges these services and directs you to the right services



# TE Office

- The TE Office is a public office, and its services are intended for everyone with the right to work in Finland
- The Uusimaa TE Office serves you in Helsinki, Espoo, Vantaa, Järvenpää, Hyvinkää, Porvoo, Lohja and Raasepori
- The clients of the TE Office include employers, companies and job seekers





Työnhakijalle

Työnantajalle

Näin asioit kanssamme

Paikalliset TE-palvelut

Uudenmaan toimipaikat

» Helsinki, Keskusta » Helsinki, Pasila » Helsinki, Itäkeskus » Espoo » Hyvinkää » Järvenpää » Lohja » Porvoo  
» Raasepori, Tammisaari » Vantaa

Paikalliset TE-palvelut » Uudenmaan TE-toimisto

Uudenmaan TE-  
toimisto

Asioi meillä

Ajankohtaista

Yhteistyökumppaneille

Yhteystiedot

- » Työvoiman palvelukeskukset
- » Seudulliset yrityspalvelut

## Uudenmaan TE-toimisto

Näillä sivuilla kerrotaan Uudenmaan TE-toimiston asioimiskäytännöistä. TE-palveluiden laaja palvelutarjonta esitellään valtakunnallisilla te-palvelut.fi-sivuilla, jonne pääsee sivun ylälaidasta.

Asiointi TE-toimiston kanssa tapahtuu ensisijaisesti verkossa **Oma asiointi** -palvelun kautta.

Toimipaikkojemme tiloissa on asiakastietokoneita, joita voit käyttää halutessasi. Jokaisessa toimipaikassamme on lisäksi verkkoneuvoja, joka opastaa tarvittaessa ilmoittautumisessa tai työnhaun asiakirjojen tekemisessä.

Lisäksi TE-toimisto on yrityksesi apuna kaikissa henkilöstön hankintaan, kehittämiseen tai vähentämiseen liittyvissä tilanteissa. Verkkopalvelumme avulla asioit kanssamme kätevästi ajasta ja paikasta riippumatta.

» OMA  
ASIOINTI

» Ilmoittautuminen  
Uudenmaan TE-toimiston  
ura- ja työnhakuvalmennuksiin

## TAPAHTUMAKALENTERI

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# Rights of the TE Office's job seeker clients

- Right to the TE Services offered by the TE Office
- Right to help in finding employment
- Right to unemployment allowance, if you fulfil the requirements for receiving it



# Obligations of the TE Office's job seeker clients

- Actively seek work and training and receive the offered work and training
- Participate in drawing up an integration or employment plan
- Participate in the services offered by the TE Office that promote employment, such as accepting a work try-out placement
- Report changes in contact information or jobseeking (address or telephone number change, sick leave, beginning studying or work, starting your own or a family member's business, or if you intend to go on holiday in Finland or abroad)
- Maintain a valid residence permit and provide information related to the validity of the permit to the TE Office
  - If your residence permit expires, deliver the new residence permit or a certificate by the immigration office on applying for a residence permit to the TE Office before your old permit expires



# Registering as a client

- People mainly register as clients online via our internet service
- People coming from outside the EU and the EEA countries complete the registration form available on the internet and deliver it to the TE Office
- [https://www.suomi.fi/suomifi/suomi/asioi\\_verkossa/lomakkeet/tm\\_tem716c/index.html](https://www.suomi.fi/suomifi/suomi/asioi_verkossa/lomakkeet/tm_tem716c/index.html)
- There are videos to help you in completing the form; these videos are available in Finnish, English, Arabic, Somali, Sorani Kurdish, Farsi and Dari.
- **LINK: <http://toimistot.te-palvelut.fi/maahanmuuttajien-asiakkaaksi-ilmoittautuminen-seka-ilman-verkkopankkitunnuksia-ilmoittautuminen-ohje-1>**
- The online advisers at the TE Offices can also help you complete the form





- Screenshot of the link page, where the videos can be found

The screenshot shows the TE-palvelut website. At the top, there is a header with the logo, language options (Svenska | AAA), a search bar, and a navigation menu. The main content area is divided into two columns. The left column contains a sidebar with links to various services. The right column features a large heading for the Uudenmaan TE-toimisto, a detailed description of the services, and a list of links to videos and PDFs. A sidebar on the right contains contact information and a 'OMA ASIOINTI' button.

**TE-palvelut** | tjänster | services

Svenska | AAA

Sivukartta

Hae toimistojen sivuilta... >>

Työnhakijalle | Työnantajalle | Näin asioit kanssamme | **Paikalliset TE-palvelut**

Paikalliset TE-palvelut » Uudenmaan TE-toimisto » Asioi meillä »

Maahanmuuttajien asiakkaaksi ilmoittautuminen sekä ilman verkkopankkitunnuksia ilmoittautuminen (ohje)

**Uudenmaan TE-toimisto**

Asioi meillä

- » Henkilöasiakkaat
- » Yritysiasiakkaat
- » Maahanmuuttajien asiakkaaksi ilmoittautuminen sekä ilman verkkopankkitunnuksia ilmoittautuminen (ohje)

Ajankohtaista

Yhteistyökumppaneille

Yhteystiedot

**Uudenmaan TE-toimisto: Maahanmuuttajien asiakkaaksi ilmoittautuminen sekä ilman verkkopankkitunnuksia ilmoittautuminen (ohje)**

**Ilmoittautuminen ilman verkkopankkitunnuksia:**

Täytä ennen TE-toimistoon tuloasi ilmoittautumislomake sähköisesti. Täytät lomake huolellisesti ja tulosta lomake mukaasi tai tallenna muistitikulle.

TE-toimiston sisääntuloaulassa verkkoneuvojamme auttavat tarvittaessa.

**OMA ASIOINTI**

**Työlinja-puhelinpalvelu**

**Yritys-Suomi -puhelinpalvelu**

**VIDEO**

- » arabia

**PDF**

- Uusimaa TE INFO ababia (pdf)

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# What do you need to bring with you?

- When you come to the TE Office for the first time, bring the following with you:
  - Completed registration form
  - Passport and residence permit
  - If possible, an extract from the population register from a Local Register Office, or another document to prove that you have a Finnish personal identity code (e.g. a Kela card)
- If you are a citizen of an EU country, you need a certificate of registration for EU citizens available from the immigration office; however, you can register as a job seeker without the registration certificate



# How does the client relationship proceed 1/2?

- After you have registered as a client of the TE Office, the TE Office will invite you to a language skills starting level test, professional skill survey, integration interview or another service
- When you receive a letter or an invitation from the TE Office, you must follow the instructions in the letter or invitation; otherwise, you could lose your unemployment allowance. It is very important that you arrive at the event you were invited to, on time!



# How does the client relationship proceed 2/2?

- You cannot conduct your business at the TE Office without making an appointment. Therefore, you should not visit the TE Office without an appointment.
- Normally you will be appointed a contact person at the T Office, who will take care of your services. Follow the agreements you have made with your contact person!
- Job-seekers will be interviewed after a three-month uninterrupted periods of unemployment
- At the periodic interviews the employment plan or an equivalent plan for example, an integration plan, will be revised.



# Language skills starting level test

- The language skills starting level test determines if you can read and write and how well you already know the Finnish language
- The goal of the test is to find out what kind of language and integration training you need and direct you to the right kind of language and integration training
- The language and integration training can be offered in a training organised by the TE Office or a training organised by other parties .
  - A training organised by other parties is called a self-motivated training



# Competence and professional skill survey

- If you have professional expertise from your home country or a country other than Finland, you can be guided to a professional skill survey
- The survey investigates how your competences correspond to the Finnish job market and whether you need further training in Finland
- Surveys are arranged for
  - The catering sector
  - The care and nursing sector
  - The construction and building services sectors
  - The property services sector



# Integration plan

- The integration plan is an agreement between you and the TE Office
- You can be invited to the TE Office to draw up an integration plan; if necessary, an interpreter can be reserved for you for the interview
- The integration plan is an agreement on services that promote your integration in Finland. These services include integration training, basic studies, vocational education, work try-out and coaching services



# Integration training

- The goal of integration training is to provide you with language, professional, social, cultural and life management skills that enable you to participate in working life and apply for further education
- People are selected for integration training based on a language test/professional skill survey
- You will be notified of receiving a place on the training course by letter





# Self-motivated training 1/2

- You should also actively seek Finnish language/integration training or vocational education and training arranged by other parties, or the TE Office can guide you to such training
- Before starting training, you need to agree upon the training with your own contact person.
- The training must support your integration and employment
- The educational institutions select the students for this training. The TE Office cannot influence the selection



# Self-motivated training 2/2

- Self-motivated training can include basic education and vocational education, among other things
- There must be at least 20 hours of studies per week. The studies are carried out either in Finnish or in Swedish
- You must participate regularly in the training in accordance with the training or study plan
- Progress in your studies is a requirement for receiving the unemployment allowance
  - If the studies are not progressing, unemployment benefits can be recouped
- In the Helsinki metropolitan area, training is offered by parties such as general upper secondary schools for adults, universities, vocational institutions, liberal adult education institutions organisations, parishes and other actors
- You can find more information on self-motivated language training for immigrants at the address [www.finnishcourses.fi](http://www.finnishcourses.fi) and [www.opintopolku.fi](http://www.opintopolku.fi)



# Job seeking

- Seek jobs actively
- Some employers notify the TE Office of job vacancies, and most of these jobs can be found at the [www.te-palvelut.fi](http://www.te-palvelut.fi) website
- The TE Office can send you a job offer by post
  - You must apply for the job in the manner described in the job offer
  - You must notify the TE Office of whether you got the job or not
    - Available jobs:
  - <http://www.mol.fi/tyopaikat/tyopaikkatiedotus/haku/>
- The TE Office cannot arrange a job for you, because the employers choose their own employees; you must be active yourself!



# Unemployment allowance

- You can receive an unemployment allowance, if
  - You live in Finland and have the right to work here
  - You have registered with the TE Office as an unemployed jobseeker
  - You are applying for a full-time job
  - You are ready to use the services offered by the TE Office
- The unemployment allowance is paid by Kela (the Social Insurance Institution of Finland) or an unemployment fund
- You must submit your own application to Kela for an unemployment allowance
  - [http://www.kela.fi/tyomarkkinatuki\\_nain-haet](http://www.kela.fi/tyomarkkinatuki_nain-haet)

\*) Unemployment benefit refers to money paid to an unemployed jobseeker, who is looking for a full-time job, or who participates in training or some other TE Office service.

When you are unemployed and your jobseeking is valid, the TE Office investigates whether you could be paid an unemployment benefit.

The unemployment benefit is not paid if you are a full-time student or if you cannot accept a full-time job for some other reason. Other reasons may include taking care of a child full time. Acting as an entrepreneur may also affect the payment of an unemployment benefit.

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# Kela – applying for unemployment allowance

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# LABOUR MARKET SUBSIDY

A new job seeker registers at the TE Office (a waiting period of 5 days)



**A WAITING PERIOD  
OF 5 MONTHS**

**No vocational  
qualifications**

**Has not worked in  
Finland for a  
minimum of 5 months**



**Labour market  
subsidy  
€32.40/day**

# UNEMPLOYMENT ALLOWANCE

Working for 26 weeks fulfils the condition on previous employment. Working for least 18 hours/week, during a period of 28 months under review. (a waiting period of 5 days)



**Basic  
unemployment  
allowance  
€32.40/day  
  
(paid by Kela)**

**Earnings-  
related  
allowance  
  
Members of  
an  
unemploy-  
ment fund**



**labour market subsidy  
after 400 days**

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# Validity of jobseeking and reporting changes to the TE Office

- Your client relationship at the TE Office is valid until further notice; however, for the period of validity of your residence permit at maximum
  - If your residence permit expires, deliver the new residence permit or a certificate by the immigration office on applying for a residence permit to the TE Office before your old permit expires
- If necessary, the TE Office can contact you by letter, telephone or e-mail
- If there are changes in your situation (e.g. if you begin work or study, your address changes, you receive a pension decision, or if you go on maternity leave), inform the TE Office of the changes immediately
  - My Services: <https://asiointi.mol.fi/omaasiointi/?kieli=fi>
  - Contact your own responsible contact person
- Through My Services, you can check your own information and issues related to your jobseeking





**TE-palvelut**  
tjänster | services

Ohje | På svenska

*Oma asiointi*

» OMA  
ASIOINTI

[Henkilöasiakas](#) »

Yritys ja työnantaja »

#### Asioi verkossa

TE-toimiston kanssa asiointi sujuu helposti Oma asiointi-sivuston kautta. Etusivulle on koottu tietoa tilanteestasi. Ajankohtaiset asiasi näytetään kalenterissa ja tehtävälistana, joista pääset jatkamaan suoraan asiointiasi. Verkossa voit hoitaa seuraavat asiat.

#### Oma työnhaku

Aloita työnhakusi ja ilmoita tilanteesi muutoksista.

[Lue lisää](#) »

#### Kirjaudu palveluun

Tunnistautuneena voit aloittaa tai päättää työnhakusi, muuttaa työnhakutietojasi tai vain katsella niitä.

Kirjaudu palveluun



#### Työelämämatka

Tee Työelämämatka ja arvioi työn tai koulutuksen löytämiseen vaikuttavia tekijöitä.

[Lue lisää](#) »

#### CV-netti

Kirjoita ja julkaise esittely omasta osaamisestasi. Voit liittää esittelyyn CV:si. CV-netissä julkaistuja esittelyjä voivat katsella vain työnantajat.

[Lue lisää](#) »

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services



# Information about processing times

- You can find up-to-date information on the unemployment allowance processing times as well as the status of the queue for integration training at the website of the Uusimaa TE Office:
- <http://toimistot.te-palvelut.fi/uudenmaan-te-toimiston-kasittelyajat>
- DO NOT CALL OR E-MAIL YOUR OWN RESPONSIBLE CONTACT PERSON ABOUT THESE ISSUES – THE CONTACT PERSON CANNOT HELP YOU AND UNNECESSARY CONTACTS DELAY THE PROCESSING OF OTHER ISSUES





# www.te-palvelut.fi

The screenshot shows the TE-palvelut website interface. At the top, there is a logo and navigation links for Svenska, English, and a language selector (AAA). A search bar contains the text "Hae te-palvelut sivuilta" with a search icon. Below the header, there are four main navigation tabs: "Työnhakijalle", "Työnantajalle", "Näin asioit kanssamme", and "Paikalliset TE-palvelut". The "Työnhakijalle" tab is active, showing a section for "Työnhakija" with a "Näytä oikopolut" link. Below this, there is a "Nopea työpaikkahaku" section with a search box containing "hakusana" and a search icon. To the left of the search box, there are three red arrows pointing right, with the text "Look for work" and "Look for training" next to them. Below the search box, there are three links: "Avoimet työpaikat", "Haussa oleva työvoimakoulutus", and "Lisää palveluita työnhakijalle". The "Työnantajalle" tab is also visible, showing a section for "Työnantaja ja yrittäjä" with a "Näytä oikopolut" link. Below this, there are three links: "Ilmoita avoin työpaikka", "Aloittavan yrittäjän palvelut", and "Lisää palveluita työnantajalle ja yrittäjälle". At the bottom left, there is a "AJANKOHTAISTA" section with two links: "TE-palveluissa käytettävä ammattiluokitus muuttuu kesäkuussa" and "EURES palvelee työnhakijoita Facebookissa ja". To the right of the "AJANKOHTAISTA" section, there is a green box with the text "Uraohjauksen ryhmächat Suotuisa suunta -blogissa keskiviikkoisin klo 15-17" and a search icon. On the right side of the page, there is a "Paikalliset TE-palvelut" section with a red arrow pointing to it. Below this, there is a "TAPAHTUMAKALENTERI" section with a red arrow pointing to it. The calendar lists three events: "Rekrytointi ja työnantajuus -aamukoulu (osa 3)" on ti 27.05.2014, "Rekrytointi ja työnantajuus -aamukoulu (osa 4)" on ke 28.05.2014, and "Pirkanmaan työmarkkinat ja työnvälitys -teemapäivä" on ma 02.06.2014. At the bottom right, there is a logo for TE-palvelut and the text "tjänster services".

Asiahakemisto | Sivukartta

Hae te-palvelut sivuilta »

Julkiset työ- ja elinkeinopalvelut

Työnhakijalle Työnantajalle Näin asioit kanssamme Paikalliset TE-palvelut

**Työnhakija** Näytä oikopolut

**Nopea työpaikkahaku** hakusana »

- » Avoimet työpaikat
- » Haussa oleva työvoimakoulutus
- » Lisää palveluita työnhakijalle

**Työnantaja ja yrittäjä** Näytä oikopolut

- » Ilmoita avoin työpaikka
- » Aloittavan yrittäjän palvelut
- » Lisää palveluita työnantajalle ja yrittäjälle

**AJANKOHTAISTA**

- » TE-palveluissa käytettävä ammattiluokitus muuttuu kesäkuussa
- » EURES palvelee työnhakijoita Facebookissa ja

Uraohjauksen ryhmächat Suotuisa suunta -blogissa keskiviikkoisin klo 15-17 »

**» ASIOI VERKOSSA**

**TAPAHTUMAKALENTERI**

- » **Rekrytointi ja työnantajuus -aamukoulu (osa 3)**  
ti 27.05.2014  
klo 8:00  
Helsinki
- » **Rekrytointi ja työnantajuus -aamukoulu (osa 4)**  
ke 28.05.2014  
klo 8:00  
Helsinki
- » **Pirkanmaan työmarkkinat ja työnvälitys -teemapäivä**  
ma 02.06.2014  
klo 10:00  
Tampere

Look for work

Look for training

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# Useful links

- TE Services
  - <http://www.te-palvelut.fi/te/fi/>
- Information for the TE Office's integrating clients
  - <http://www.te-info.fi/>
- Welcome to Finland brochure
  - [https://www.tem.fi/ajankohtaista/julkaisut/esitteet/perustietoa\\_suomesta](https://www.tem.fi/ajankohtaista/julkaisut/esitteet/perustietoa_suomesta)
- Kela (Subsidies for unemployed job seekers)
  - <http://www.kela.fi/>
- Finnish Courses
  - <http://www.finnishcourses.fi/>
- Infopankki – Finland in your language
  - <http://www.infopankki.fi/>
- Education search
  - <https://opintopolku.fi/wp/fi/>
- Mobile courses
  - <http://funzi.fi/>
- Internet-based language studies
  - <https://www.kotisuomessa.fi/web/guest;jsessionid=B17ED3E3805DBA3D9C888BC95DAFA4C5>
- Enterprise Finland – Information, tools and services for enterprises and people establishing enterprises
  - <https://www.yrityssuomi.fi/>

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# Links to jobseeking in Finland

- [www.te-palvelut.fi](http://www.te-palvelut.fi) Jobs reported to the TE Office
- [www.aarresaari.net](http://www.aarresaari.net) Academic Career Services
- [www.academicwork.fi](http://www.academicwork.fi) Job vacancies for students and young professionals
- [www.duunia.net](http://www.duunia.net) Links to job boards
- [www.indeed.fi](http://www.indeed.fi) Links to job boards
- [www.evl.fi/rekrytointi](http://www.evl.fi/rekrytointi) Recruiting services of the Evangelical Lutheran Church of Finland
- [www.erekryhelsinki.fi](http://www.erekryhelsinki.fi) / Job vacancies with the City of Helsinki
- [www.job.fi/](http://www.job.fi/) Job vacancies reported online
- [www.jobilla.fi](http://www.jobilla.fi) Job vacancies reported online
- [www.jobsafari.fi](http://www.jobsafari.fi) Overview of all job vacancies reported online
- [www.jobstep.net](http://www.jobstep.net) The employment service of Finnish Universities of Applied Sciences
- [www.kuntatyo.fi](http://www.kuntatyo.fi) Links to job vacancies with municipalities and federations of municipalities
- [www.monster.fi](http://www.monster.fi) Job vacancies in Finland, Europe and worldwide
- [www.oikotie.fi](http://www.oikotie.fi) Job vacancies reported to Oikotie.fi
- [www.rekryverkko.fi](http://www.rekryverkko.fi) Real estate sector
- [www.tyonhaku.espoo.fi](http://www.tyonhaku.espoo.fi) Job vacancies with the City of Espoo
- [www.tyonhaku.vantaa.fi](http://www.tyonhaku.vantaa.fi) Job vacancies with the City of Vantaa
- [www.uranus.fi](http://www.uranus.fi) Job vacancies and information about entrepreneurship
- [www.uratie.net](http://www.uratie.net) Recruitment service by Talentum's professional magazines
- [www.valtiolle.fi](http://www.valtiolle.fi) Vacancies in public posts and duties in public administration/from the Heli recruitment service

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