

# Job search guide



TE-palvelut | tjänster  
services



[te-palvelut.fi](http://te-palvelut.fi)

# Table of contents

How can I find a job? .....	2
Platform at TE Services website .....	2
Jobs in Finland website .....	3
Open vacancies in the public sector .....	3
How do I apply? .....	3
Hidden jobs.....	4
Important employment facts.....	4
1. Employment contract.....	4
2. Wages and holiday compensation.....	4
3. Working hours .....	5
4. Work safety.....	5
Useful links and sources of information: .....	6
Ostrobothnia TE Office .....	6
Talent Coastline.....	6
When you get a job, make sure the following are in order: .....	7

## How can I find a job?

All work experience is useful, so have an open mind when looking for work. Being active and tenacious, and why not even imaginative, are the most important qualities when you're looking for a job. Use all channels available to you. Most companies and other employers post open vacancies in their own webpages. So, if you find an interesting employer, check the career pages for possible open vacancies.

This guide is made by the Ostrobothnia TE Office, and it represents the most essential channels in the Ostrobothnia and Central Ostrobothnia regions. Here are the most common websites for starting your job search.

### Platform at TE Services website

All job announcements that have been reported to TE Services can be found at [paikat.te-palvelut.fi/](https://paikat.te-palvelut.fi/). The new version is called [Työmarkkinatori](https://tyomarkkinatori.fi/). It contains the same announcements (with a few exceptions).

### How to find open vacancies at paikat.te-palvelut.fi?

- Choose "Avoimet työpaikat" on the main page. The page contains thousands of open vacancies in Finland. It is recommended to filter your search, e.g. by a location ("Sijainti"), choose a region or a city you are interested in.
- To find jobs in English use the criteria "Enemmän hakuehtoja" → "Ilmoituksen kieli" → "Vain englanninkieliset ilmoitukset".
- To find summer jobs only, you can filter the search with "Työn kesto" → "Kesätyö"
- There are also other filtering possibilities and an open field search

Sijainti	valittu 2
Pohjanmaa	46
Keski-Pohjanmaa	3
Lisää sijainti...	
Vähemmän hakuehtoja	-
Työaika	>
Työn kesto	>
Työn tyyppi	>
Vuokra paikka	Mukana >
Julkaistu	Kaikki >
Ilmoituksen kieli	valittu
<input checked="" type="checkbox"/> Vain englanninkieliset ilmoitukset	
Näytä ilmoitukset 49	

Region	filtreringar 2
Österbotten	47
Mellersta Österbotten	3
Lägg till plats...	
Flera filtreringsvillkor	-
Arbetstid	>
Varaktighet	>
Arbetets typ	>
Bemanningsjobb	Med >
Meddelad	Alla >
Meddelandets språk	filtrering
<input checked="" type="checkbox"/> Annonser på engelska	
Visa meddelandena 50	

If you want to get an email whenever new job opportunities that match your criteria are posted, you can order an email alert (Vahti). Search jobs by using your criteria, and then choose the option "Vahti" (top right corner of the page). Vahti will send you an email every time when an opening that matches your criteria is posted.

## Jobs in Finland website

Check also open vacancies at Jobs in Finland website. <https://jobs.workinfinland.fi/>. It contains open vacancies that are targeted for English speaking professionals.

## Open vacancies in the public sector

- [Valtiolle.fi](http://Valtiolle.fi) is a website maintained by the Finnish Government's Shared Services Centre for Finance and HR (Palkeet). It aims to provide information about the Government as an employer and about applying for Government jobs. Candidates can also use the website to submit their applications to vacancies offered by the Government.
- [Kuntarekry.fi](http://Kuntarekry.fi) is a website, where different municipal organizations, for example municipalities and cities can advertise their open jobs. Kuntarekry is not an employer or an employee agency. It is a service for employers to advertise open jobs and process received applications.

## How do I apply?

When you find a position that catches your interest, **act right away. Apply for the vacancy.** Follow the instructions on how to apply and which channel to use. When you have found the positions and companies you want to apply to, refine your CV and cover letter to make it tailored to the position/company. No reason to send the same CV and cover letter a hundred times.

The application must be made with care, make sure there are no mistakes, such as spelling and grammar. **A good application is short and clear**, and it must show why you are the right candidate. Carefully read what the employer wants. Emphasize your skills and expertise. Give concrete examples of your achievements. By demonstrating familiarity with the company, you gain an advantage. When applying for jobs online, it is good to note that pre-selection is based on electronic forms.

You should always include a **résumé** (curriculum vitae, **CV**) in your application, that is, a list of your studies, work experience, skills and special skills. The information should be listed in chronological order from the most recent to the oldest. It makes it easier for the reader, who wants to find the latest information quickly. Various CV templates can be found online. These can make your CV look more interesting with little effort.

Prepare yourself for a potential job interview as this is often the decisive step. You can, for example, prepare by searching the most common job interview questions and practicing your answers. It is important to be on time at the interview site and to present yourself briskly (Finns appreciate eye contact and a firm handshake). Also, think about a couple of questions regarding the job you are looking for, and your interest will be better reflected in the interview.

## Hidden jobs

A job opportunity, that has not been published yet or will not be published at all is called a **hidden job**. According to SITRA (työelämä tutkimus 2017) about 70-80 % of all open vacancies are hidden jobs. In other words, many open positions are never posted anywhere, so you should proactively contact employers, who interest you. It is also important to utilize social media by posting that you are looking for new job opportunities. Besides, networks are crucially important when looking for a hidden job.

### Tips for finding hidden jobs

- Start with clarifying the idea and goal
  - *What is your expertise, strengths, competence*
- Explore the different channels of hidden jobs seeking
  - *e.g. company websites, networks, social media, media, start-ups...*
- Choose channels that are most suitable and natural for you and your field of profession
  - *Sometimes it is good to step outside your own comfort zone*

## Important employment facts

### 1. Employment contract

An employment contract should always be executed in writing, although even a verbal agreement is legally binding. Persons who have reached the age of 15 may conclude and terminate their employment contract themselves. Always remember, that you don't need to sign the employment contract right away. Read it thoroughly through and if you do not understand something, ask the employer to clarify it, or take the contract home to study it further, and return it to the employer when you are ready.

### 2. Wages and holiday compensation

Wage is agreed on in the employment contract, but it must not be lower than what is in the applicable collective agreement concerning the minimum wage.

A pay slip must always be issued in connection with wage payment. You should always check it to make sure nothing is missing. Various bonuses and increments (e.g. evening work bonus, Sunday work bonus and holiday compensation) must not be included in the basic wage; they must be paid in addition to the basic wage and itemized on the pay slip.

The holiday compensation is mainly paid annually. If the employment contract ends or is severed, the final wage must contain the holiday compensation up until the end date. It must not be included in the basic wage.

### **3. Working hours**

Normal daily or weekly working hours of different sectors are agreed on in the applicable collective agreements. Hours worked beyond the statutory ceiling for regular working hours count as overtime if the work is done at the employer's request and with the employer's approval. The employee's consent is also always required for performing additional and overtime work. Young workers under the age of 18 have restrictions on working hours and overtime, and they can't work at nighttime.

You should always keep track of the hours you have worked. You can write them down in your calendar or on paper, so that you can check that the hours match the ones on the pay slip. Remember that you have a legal right to certain breaks such as a lunch/meal break and an agreed upon amount of "coffee" breaks. Some breaks, especially meal breaks, are often unpaid, so they are not considered working hours.

### **4. Work safety**

Protection for young workers is provided for in the Young Workers' Act. A young worker's employment must not be hazardous to his/her health or development or hinder school attendance. Young workers' work times are also limited, and certain dangerous work assignments are forbidden.

More information:

Adults: <https://www.tyosuojelu.fi/web/en/employment-relationship>

Young workers (under the age of 18): [www.tyosuojelu.fi/web/en/employment-relationship/young-worker](http://www.tyosuojelu.fi/web/en/employment-relationship/young-worker)

## Useful links and sources of information:

### Ostrobothnia TE Office

Ostrobothnia TE Office offers services for jobseekers and employers in Ostrobothnia and Central Ostrobothnia regions. Services for jobseekers cover information on:

- open vacancies
- guidance on how to seek work
- information on training opportunities
- help on professional development
- employment measures

In order to participate in coachings and trainings offered by the TE Services, you must be registered as a jobseeker at the TE Office. However, some of our services are available for all. For instance, TE Services website covers a lot of information that could be useful for you (job searching, application documents, how to prepare for interviews). Open vacancies can be browsed at [paikat.te-palvelut.fi](http://paikat.te-palvelut.fi). TE-live produces webcasts about various topics related to job search or the Finnish work life ([te-live.fi](http://te-live.fi)).

Most of the TE Services at the Ostrobothnia TE Office are held in Finnish and/or Swedish, and the services for English speaking jobseekers are developed all the time. Integration trainings for immigrants are offered to unemployed immigrants within integration plans. Check regularly our upcoming coachings (<https://toimistot.te-palvelut.fi/pohjanmaa/tapahtumat>) and training programs (<https://koulutukset.te-palvelut.fi/kt/>).

Follow us on social media:

- [www.facebook.com/pohjanmaantepalvelut/](http://www.facebook.com/pohjanmaantepalvelut/)
- [www.instagram.com/tepalvelutpoh/](http://www.instagram.com/tepalvelutpoh/)
- <https://twitter.com/TEpalvelutPOH>

### Talent Coastline

The goal of the Talent Coastline (<https://www.ely-keskus.fi/web/talent-coastline>) is to **boost growth** in the Ostrobothnian regions. It is an ecosystem which aims to boost the **attractiveness** of the Ostrobothnian regions for international talent, to retain the talent and enhance the regional competitiveness by shortening the gap between local small and medium sized companies and international skilled workforce. Talent Coastline is working closely with companies, international talents and other stakeholders in the region. It organizes events, such as Virtual Talent Cafés for internationals. Visit Talent Coastline

website for more information and event updates! Talent Coastline LinkedIn group is a good platform for networking.

[www.ostro.chamber.fi/en/about-us/employtheyouth/](http://www.ostro.chamber.fi/en/about-us/employtheyouth/) The Ostrobothnia Chamber of Commerce is on a campaign dubbed #employtheyouth as part of its goal in creating employment and area attraction for the Ostrobothnian region. This theme challenges companies under the Chamber (Ostrobothnia and Central Ostrobothnia) to give employment opportunities to the youth especially in the summer to gain working experience as well as realize their various career dreams.

[www.nordjobb.org](http://www.nordjobb.org) Nordjobb provides summer jobs, housing, and a culture and leisure program for young people aged 18-30. Applicants must have an EU or Scandinavian citizenship and speak satisfactory Swedish, Norwegian or Danish.

[ec.europa.eu/eures/](http://ec.europa.eu/eures/) EURES, coordinated by the EU Commission, is a great tool to find jobs all over Europe.

Jobs for the younger applicants: **4H Finland** teaches young people aged 13 and older basic skills for working life and convey jobs offered by private citizens, municipalities and companies. **The Mannerheim League for Child Welfare** has a pool of babysitters (minimum age 16). MLL provides training, supervision and counseling to babysitters on a regular basis.

## When you get a job, make sure the following are in order:

- You make a written employment contract with the employer.
- Your employer gets your income-tax card. Some employers can get it electronically, others need you to give it to them. [https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/tax\\_card/](https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/tax_card/)
- You get a pay slip with each wage you get.
- You get a certificate of employment if the employment contract ends or is severed.
- Your pay includes a holiday compensation (mostly paid annually).

<https://www.tyosuojelu.fi/web/en/employment-relationship>