



**WHAT'S NEXT?**  
Welcome to working life! ▶

# TIPS FOR JOB SEARCHING



## Find an interesting job

Be active and contact employers that are of interest to you. **Sometimes jobs can be available although there are no announced vacancies.**

It is important to know what you are applying for. Check out the potential employer, for example by looking at their website.



## Work on your application

A distinctive job application stands out, but watch out for overkill. Before submitting your job application, ask for feedback from someone you know.

Include in your application what you can offer the employer as an employee.

**In the application tell the employer what you can do and be proud of your skills.**

In addition to or in the absence of work experience, you may also include hobbies and volunteer work in your CV.

Ask for references, for example from former supervisors or hobby instructors.



## Prepare for your interview

If you are called for an interview, **think ahead of time what you might be asked and how you will respond.**

Prepare to be asked by the employer if you have any questions at the end of the interview.

Remember polite manners and a tidy appearance.

Remember that not all questions need to be answered (for example, questions relating to family status or political beliefs).

# WHEN YOU GET A JOB



## Agree on terms in writing

Make a written employment contract. Remember that you have the right to take your time to study the contract. If you think something is unclear in the agreement, you do not have to sign it immediately. You may want to ask your parents or your trade union for advice before signing.

Order your tax card from vero.fi and send it to your employer before starting your employment.

**There is no probation period unless you've agreed upon it, at the latest when the employment begins.**

Find out what the sector's trade union is and if you have a shop steward or other employee representative at your workplace. Your trade union and your shop steward or other employee representative will be there to support you if you encounter problems in the workplace.

**There must be a valid reason stated in the employment contract for making it a fixed-term contract, e.g. summer work.**

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## Get paid for the work you've done

If you do not know what salary you should be paid for the work, you can ask for advice from your trade union. **Your wage can be higher than the minimum wage set in the collective agreement but never lower.**

Be sure to check that all the necessary information is included in each payslip: the amount of pay, any overtime and weekend bonuses, the tax rate, and the pension and unemployment insurance contributions.

Separate compensation must be paid for overtime and public holidays. You do not have to agree to work overtime, but you should be flexible.

When you are employed you accrue annual leave. You may also be entitled to holiday pay.

**Your salary will be paid into your bank account and you are entitled to a payslip.**

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## **When your contract ends**

Fixed-term employment contracts are terminated without notice or at the end of the agreed work. Employment may be terminated without notice only for very serious reasons.

**If your job ends unexpectedly, ask your employer for a written notice of termination of employment.** Make sure the reason for the termination is legal. If necessary, contact your shop steward or your trade union.

**Be sure to request a written certificate of employment.**

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# DID YOU LOSE YOUR JOB?



## Applying for unemployment benefit

Register with the TE office as an unemployed jobseeker by the first day of your unemployment at the latest.

To apply for unemployment benefits, you must ask your most recent employer for a salary certificate. Your union's unemployment fund will advise you on what must be included in your salary certificate.

Apply for unemployment benefits according to the instructions. **If you have been a member of your trade union for a sufficient**

**period of time, you are entitled to an earnings-related allowance.** Contact your union's unemployment fund.

If you are not a member of a trade union, you can apply for basic allowance and labor market support from Kela.

Follow the TE office's instructions on how to keep your job search valid. Get involved in making your employment plan with the TE office and be active in both services and the job search.

**If you find a job, report it to the TE office and the unemployment fund or Kela.**

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# WHAT'S NEXT?

[www.työelämään.fi](http://www.työelämään.fi)

