

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.**

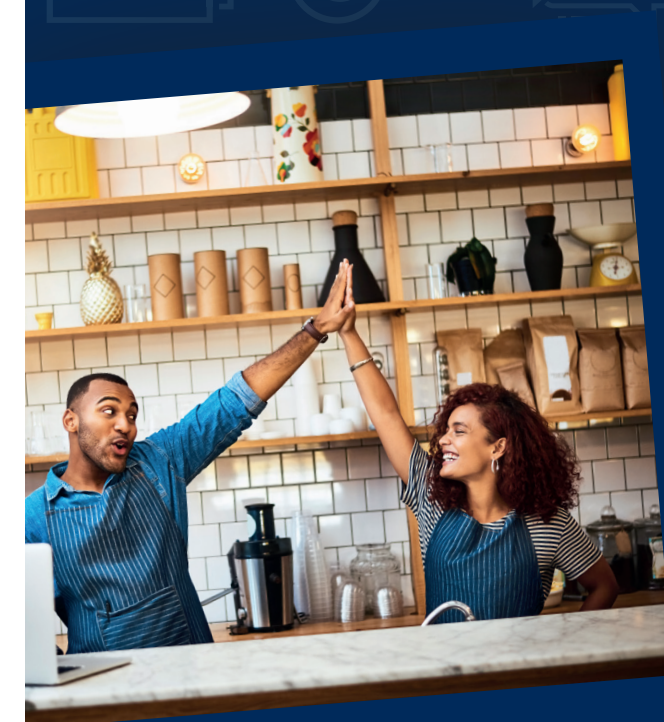
Prepare to be asked by the employer if you have any questions at the end of the interview.

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).

WHAT'S NEXT?

www.työelämään.fi/en



WHAT'S NEXT?

Welcome to working life! >

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.



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.



When your contract ends

An employment contract can be made for a fixed term or until further notice. If your contract is in force until further notice it means the contract is in force permanently until it is terminated. The notice of termination may be given by the employee or the employer. The employee does not have to give any reason for terminating their contract. However, the employer may not terminate the contract without a legal reason.

A fixed-term contract ends without notice or at the end of the agreed work. A fixed-term contract may be terminated early only if you have agreed to this when signing the contract or during the employment.

If you have agreed on a probation period at the beginning of the employment, both you and your employer may cancel the contract with immediate effect during the probation period. After the probation period, your contract may be cancelled only for a very serious reason.

If you have any questions about the end of your employment, do not hesitate to contact the shop steward at your workplace or your union.

DID YOU BECOME UNEMPLOYED?



Applying for unemployment benefit

Register with the Employment and Economic Development Office (TE Office) as an unemployed jobseeker no later than on your first day of unemployment.

The unemployment benefit must be applied for separately from the payer of the benefit, who may be the unemployment fund or the Social Insurance Institution of Finland (Kela).

If you have been a member of the unemployment fund for a long enough time and meet the employment condition, you can receive earnings-related daily allowance from the unemployment fund. Apply for earnings-related daily allowance at your unemployment fund according to the instructions.

If you are not a member of an unemployment fund, apply for unemployment benefits from Kela. Kela pays either labour market support or a basic daily allowance for those who have met the employment condition.

The basic condition for receiving unemployment benefits is that you are available on the labour market and your job application is valid in accordance with the TE Office's instructions. So keep your job search valid and follow the instructions given by the TE Office. Also, be involved in making your employment plan, and be active in both services and the job search.

If you find a job, notify the TE Office and the unemployment fund or Kela.

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