



TE-palvelut | tjänster  
services

# Joining the workforce



te-services.fi

## Joining the workforce

### The Employment and Economic Development Office (TE Office) is at your service

*Are you looking for work? Do you want to change jobs to something more appealing? Are you wondering what additional training you'll need to get ahead in the workplace? Have you considered becoming an entrepreneur? Do you need occupational rehabilitation to cope in the workplace?*

*The Employment and Economic Development Office (TE Office) offers a wealth of information and expertise on occupations, jobs, education, training and entrepreneurship in Finland and abroad. Just visit our website, call one of our national contact numbers or come to a TE Office in person to discuss your options.*



**To learn more about our services, visit [te-services.fi](http://te-services.fi)**

## Be proactive – take advantage of our wide range of services

Are you currently employed, unemployed, studying, facing unemployment or returning to the workplace? Register with a TE Office as a jobseeker.

TE Offices offer jobseekers advice on finding employment and provide job-search coaching and personal employment services. TE Offices find and offer suitable jobs and can introduce jobseekers to suitable employers. A wide range of services for persons planning to start their own business are offered by TE Offices and regional business services.

Register as a jobseeker by filling in the online Jobseeker registration form. This will make your jobseeker information immediately available when TE Offices are looking for suitable candidates to fill the job vacancies posted by employers. You will gain access to TE Office services more quickly by registering yourself as a jobseeker online.



**Register as a jobseeker at [www.te-services.fi](http://www.te-services.fi)**

### Look for jobs online

TE Offices offer the most extensive register of job vacancies in Finland. All job vacancies currently listed and soon to be listed can be found on our website at [www.te-services.fi](http://www.te-services.fi).

Job searches can be done on our website, for example, by profession, region, town/city, the length of time the position has been open or by using keywords.

The Job Watch service will notify you of any job vacancies. You can choose whether notifications should be sent directly to either your email address or your mobile device.



Look through the job vacancies and order the Job Watch service on our website. When you receive a notification regarding an available position, contact the employer immediately. It pays to be fast, even when looking for work!

### **Market your skills – take advantage of CV Net**

CV Net allows employers to find skilled employees and contact you directly once you have submitted your employment application to our service. All jobseekers can post their own CVs on CV Net.

Enter your own CV on the form in CV Net and list your skills, work experience, education and other key information appropriate to the work you are seeking. You can also submit your application anonymously.

### **Job-search coaching enhances your confidence**

You can add to and update your job-search skills by participating in job-search coaching. The coaching addresses the various aspects of job-searching, the job market situation and employer expectations and also familiarises you with electronic job-searching channels and tools. Job-searching coaching is an outstanding opportunity to practice looking for work in order to ensure success in your job interviews.

### **Work abroad**

EURES is the employment service of the European Economic Area. The EURES portal contains information on job vacancies in the EU member states as well as on working and living conditions abroad. You can also find information on working in different countries.

You can also submit your CV to the portal's job-seeker database, where employers throughout



### **CV Net helps in getting a job.**

Europe can look for suitable candidates to fill their job vacancies.

For more details, also check:

[www.te-services.fi](http://www.te-services.fi)

**National Telephone Service in English and**

[www.eures.europa.eu](http://www.eures.europa.eu)

### **Employment plans made together**

TE Office staff will guide you in searching for jobs, discuss your job-seeking wishes and assess your skills.

The TE Office arranges your first interview within two weeks after the beginning of your search for employment, unless it is obviously unnecessary in regards to your circumstances. Arranging the interview within two weeks after you start looking for employment ensures a quick start for services tailored to your needs.

TE Offices are organised by service lines. This ensures that you will be provided with the service that best meets your service needs and situation. Your service line is chosen according to what kind of services will most effectively support your job search and promote your employment on the open job market. The service lines include employment and business services, skills development services and supported employment services.

An employment plan is drafted for each person registering as a jobseeker within two weeks of registering. The job search objectives, measures and services to be used in finding you a job are specified in the plan.

The employment plan will be reviewed every three months at periodic interviews.



## Change security speeds up job placement

Check whether you are eligible for change security. You are eligible if, for example, you are in danger of being terminated or have been terminated due to financial or production reasons, you have been laid off or you are coming to the end of a long, fixed-term period of employment.

The employment and change security scheme enhances employee security, provides support in job-seeking and assists you in becoming employed once again as quickly as possible. The change security scheme gives jobseekers a better chance to participate in activities that promote employment and also improves and maintains the jobseeker's professional expertise.

If you are unemployed you may be reimbursed for travel and accommodation expenses related to job interview trips. The party responsible for payment of unemployment benefits can grant you mobility subsidy to cover travel or other expenses resulting from accepting a job or to cover expenses related to moving to a new job locality.



***TE Offices will provide you with support when things change at work.***

## Improve your professional skills or choose an entirely new career

If you are thinking about improving your skills or changing careers, TE Offices will provide you with the information you need on educational alternatives, various fields of study and occupations, and study financing.

You can discuss your educational and occupational options with an adviser at a TE Office or by calling the national education advice helpline. You can also find information online.

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

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

[facebook.com/koulutusneuvonta](https://facebook.com/koulutusneuvonta)



***For a wide range of information on education and occupations, please visit the [te-services.fi](http://te-services.fi) website and TE Offices.***

## Assistance in choosing a profession and career planning

TE Office career guidance counsellors will assist you in choosing a profession and in career planning. Work and training trials and/or psychological aptitude tests can be used to support confidential discussions. You can also assess your options in the AVO programme.

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

## Career coaching

Career coaching provides support and guidance in clarifying your choice of profession and career alternatives, applying for vocational education and developing your workplace skills. Coaching is primarily given in a group format, where you will not only receive support from counsellors, but also from other people in the same situation as you.

## New skills through education and training

### Labour market training

Through labour market training, you can refresh your skills or train for a new profession. Labour market training is primarily intended for unemployed persons over 20 years of age or those in danger of becoming unemployed. Free education and training is provided to participants by voca-

tional adult education centres, vocational institutions, higher education institutions and private educational service providers.

Vocational labour market training is primarily qualification oriented. Trainees can complete a vocational qualification, a specialist vocational qualification or a qualification module. The objective may also be to earn a university-level degree. Continuing and supplemental training as well as entrepreneurial training for persons starting their own business or considering it are also on offer. Adult basic education can also be provided if the lack of a basic education is an obstacle to getting a vocational education.

Joint purchase training is labour market training jointly planned and procured by an employer and TE Office advisers. Immigrants are provided with integration training, which promotes and supports student opportunities to become actively contributing members of Finnish society.

You may apply for labour market training either by filling in the online application form or an application form from a TE Office.

The Training Watch service sends information on training courses of interest to you directly to your email address. You can also apply for a training place using an online application form.

### **Independent study through unemployment benefits**

Independent full-time study through unemployment benefits is also possible, under certain conditions. Independent study must be agreed upon at a TE Office. The daily unemployment allowance or labour market support is paid for the duration of studies.

The eligibility requirements for receiving unemployment benefits to support independent study include:

- ▶ supporting the studies will significantly improve the jobseeker's ability to gain employment
- ▶ the studies are full-time
- ▶ the study support is agreed upon in the employment plan or an equivalent plan the jobseeker is at least 25 years of age.

In cases involving immigrants, unemployment benefits may also be granted to support part-time studies and the requirement that the jobseeker be at least 25 years of age does not apply. If the studies cannot be supported through unemployment benefits, you will still have the opportunity to study on a part-time basis without losing your unemployment benefits. For more information, please consult the educational advice service or visit our website.

### **Apprenticeship training**

Apprenticeship training is well-suited to both basic vocational training and continuing education. An apprenticeship is a fixed-term employment agreement, which involves on-the-job learning and theory-based study at an educational institution. The employer pays the student a salary in accordance with the applicable collective bargaining agreement. If you are unemployed, the employer can apply for and receive a pay subsidy from a TE Office.

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

### **Services for entrepreneurs starting a business**

TE Offices will provide you with advice if you are planning to establish a business and need additional information on entrepreneurship as well as start-up support.

Start-up grants promote a new enterprise by ensuring income for entrepreneurs during the start-up and establishment phases. Start-up grants may be awarded for a period of no more than 12 months.

Grants are applied for at TE Offices. Other regional business services offer entrepreneurs starting out a wide range of guidance, business premises and other similar services. You can gain and supplement entrepreneurial skills through training, since the business start-up and entrepreneur training can be flexibly combined.

Please notice that, as an unemployed jobseeker, you can choose whether to apply for a startup grant or unemployment benefits for the first four months of your entrepreneurship. If you begin business activities during your unemployment, the assessment for whether you are a full-time or part-time entrepreneur will not take place within the first four months since you have launched your business. As an unemployed jobseeker, you will be granted unemployment benefits during this time. Read more:

**te-services.fi** > For jobseekers > If you become unemployed > Unemployment security > The entrepreneur and unemployment security.

If you receive income for your business activities during the four-month period, you will be paid an adjusted unemployment benefit. For more information, contact the payers of unemployment benefits: [www.kela.fi](http://www.kela.fi), [www.tyj.fi](http://www.tyj.fi)

TE Offices and Centres for Economic Development, Transport and the Environment (ELY Centres) offer training for persons planning to start a business and those who are already entrepreneurs. You can find additional information on the offerings for entrepreneur training online and at ELY Centres.



***Flexibly combine business and entrepreneur training.***

## Support for employment

### Pay subsidy

If you are unable to find a job on the open job market, you can inquire with a TE Office about the possibility of working on a pay subsidy. This is when your employer receives a subsidy for your salary.

On a case-by-case basis, the TE Office deems whether a jobseeker's employment can be promoted by granting a pay subsidy. The purpose of work arranged with the help of a pay subsidy is to improve the competence of an unemployed person and to help unemployed jobseekers find work on the open labour market.

### Employment coaching

If you need personal support in finding a job or entering the workforce, you will be assigned an employment coach by a TE Office. In some cases, an employment coach can support you in completing your apprenticeship training. The employment coach also provides support to the employer.

### Work trial

A work trial is a service that promotes employment at a workplace. However, during the work trial, you are not employed by the work trial organiser.

A work trial can be used to find a suitable work and training alternative if you do not have a vocational qualification or are changing fields or professions. The objective of a work trial is to determine whether a certain field or profession will interest you or whether, for example, entrepreneurship is a suitable career option for you.

A work trial can also be used to support a return to the job market if you have been absent for a long time.

TE Offices oversee work trial placements. You can also try to independently find a placement approved by a TE Office. The parties enter into a work trial agreement.

### Recruitment trial

You and your potential employer can together submit a proposal for the recruitment trial to the TE Office. During the trial, which may run for at most one month, the employer can assess whether the individual is a good fit for the position and the work community. The parties enter into a recruitment trial agreement.

During the recruitment trial, you will be paid an unemployment benefit. If you are employed in the same or a similar position for which you completed the recruitment trial, the duration of the recruitment trial will be deducted from your trial period.

### Public employment services as vocational rehabilitation

TE Offices offer public employment services as a form of vocational rehabilitation for clients whose medically-certified disability or illness reduces their chances of gaining employment, keeping a job or advancing in their career. Together with experts in vocational rehabilitation, it is possible to determine work and training opportunities where the limitations imposed by the disability or illness have been taken into consideration.

The services offered by TE Offices are supplemented by vocational rehabilitation organised by accident and traffic insurance providers, earnings-related pension providers and the Social Insurance Institution of Finland (Kela).

[www.vkk.fi](http://www.vkk.fi)  
[www.tela.fi](http://www.tela.fi)  
[www.kela.fi](http://www.kela.fi)

### Unemployment security

Unemployment benefits are paid to unemployed jobseekers to ensure income for the time during which they are looking for work or participating in services that promote employment. Unemployment benefits include an earnings-related allowance, a basic daily allowance and labour market support.

The TE Office examines the labour market policy conditions for receiving unemployment benefits and issues a labour policy statement to the party paying the benefit. The payer, Kela or an unemployment fund will examine the other prerequisites for receiving benefits.

During the job-search coaching, career coaching, labour training, training trials and work trials, an unemployed jobseeker may be paid the unemployment benefit (earnings-related allowance/basic daily allowance/labour market support) to which they are entitled while unemployed. If the service has been specified in the employment plan, the jobseeker may be eligible to receive an increased unemployment benefit for the duration of the service. A requirement for receiving unemployment benefits is that the jobseeker is actively looking for work. An expense allowance is also paid during the service.

At the "My Unemployment Security" web service, you can view labour policy statements issued by TE Offices and reply to requests for clarification issued by TE Offices concerning matters related to unemployment benefits.

Please contact your unemployment fund or Kela for more information on the amount of your unemployment benefit, the activity requirement and the application procedures for unemployment benefits.

[www.kela.fi](http://www.kela.fi)  
[www.tyj.fi](http://www.tyj.fi)

### **National Telephone Service in English**

- advice on services provided by TE Offices
- advice on the use of online services
- directing customers to the right services

**+358 295 020 713**

### **National Telephone Service in Russian**

Русскоязычная консультационная служба

**+358 295 020 715**

Calls will be charged based on the client's own operator charges.

**te-services.fi**

TE03 eng 1.2018

