



TE-palvelut | tjänster
services

TE-services for enterprises and employers



te-services.fi

TE Offices are at your service when your company needs skilled staff or is facing a situation requiring fresh expertise.

We are experts in personnel recruitment and development. We know the needs of businesses, labour markets and jobseekers. We are part of a regional network of business services and provide customised solutions for employers' needs.



**Just contact us. TE Offices
help you find the right person
for your vacancy.
www.te-services.fi**



Wide range of services for enterprises and employers

TE Offices provide customised solutions tailored to the needs of businesses and employers. Our services help employers and jobseekers find each other.



TE Offices provide customised solutions for employers.

Finding the right employees

Personnel recruitment and employment services are always based on employers' needs. The TE Office and the employer will jointly specify the skills and expertise requirements for the job, the manner in which suitable candidates are sought, how the vacancy will be advertised and when the vacancy will be filled.

Should the employer so wish, the vacancy will also be advertised in the Vacancies service, Finland's most frequently visited recruiting service. Announcing a new vacancy is easy through the web services of the TE Offices.

Our website reaches a large number of active jobseekers, which include students, people changing jobs or people without work. The Job Watch service will notify jobseekers by e-mail as soon as suitable vacancies become available.

Tools for recruitment

Finding new staff is often a challenge for an employer. TE Offices provide advice in all recruitment matters and help you to prepare a job advertisement that reaches the right candidates.

TE Offices find suitable candidates for the job and inform them of the vacancy. TE Offices may also present suitable candidates for the employer, who will then make the choice and the recruitment decision. Jobseekers present themselves on the CV Net Service on our website and you can order information about suitable candidates directly to your e-mail through CV Watch.

TE Offices arrange recruitment events and campaigns, providing employers with an opportunity to present their operations and job vacancies.



TE Offices help you find the right candidates for your vacancy.

Finding the right people in Europe

EURES (European Employment Services) is the recruitment and joint employment service network of the countries belonging to the European Economic Area. The network comprises 800 EURES advisors across Europe. EURES helps employers find the right staff throughout Europe.

EURES advisors are experts in European labour markets and serve as links in the recruitment process

- ▶ by assisting in the launching of the recruitment process and by finding a local partner;
- ▶ by providing answers to queries and by accepting applications;
- ▶ by making a pre-selection by providing foreign workers with advice on issues specific to Finnish working life.

Online recruitment events are an effective way to find employees both from Finland and elsewhere in Europe. Employers may also join EURES advisors at recruitment events held in different European countries (www.europeanjobdays.eu). The EURES advisor may also arrange a recruitment event for your company in a country of your choice.

The EURES portal, which provides a European-wide database of vacancies and jobseekers, will come in handy in the recruitment process (<http://eures.europa.eu>). Employers can advertise job vacancies and search the CVs of potential candidates using the portal.



EURES provides cross-border employment services
www.eures.europa.eu

Support, advice and training for prospective entrepreneurs

TE Offices provide new entrepreneurs with start-up grants, career counselling, work try-out opportunities and entrepreneurship training, as well as services for setting up a business and boosting its growth.

Together with regional business services, TE Offices provide businesses with a broad range of guidance, facilities and other services.



Comprehensive information about business services:
www.suomi.fi/company

Skilled workforce through training

Competence requirements are changing and an increasing number of sectors are facing shortages of skilled employees. If your company cannot find employees with the right skills on the labour market, training may provide the solution.



There are plenty of different training options

Training and development in cooperation with the employer

Companies and other employers may train new and existing staff members in cooperation with TE Offices. Entrepreneurs, persons planning to set up a business and leased employees may also participate in the training.

The training is jointly planned and funded by the employer and experts from the TE Office.

The training is intended for three different purposes:

- ▶ **RecruitmentTraining** For situations where a company cannot find skilled staff and there is no prospect of getting newly qualified employees through other training.
- ▶ **PreciseTraining** Education tailored to the needs of a company and its personnel. This option is also suitable for employees who have been temporarily laid off.
- ▶ **ChangeTraining** The employer may help staff members laid off for economic or production-related reasons to find a new profession or job or support employees laid off until further notice.

Training may also be combined with other development services directed at companies.

The participants will receive pay for the training period or they may be eligible for unemployment benefits or expense reimbursement.

Experts through labour market training

Labour market training is an excellent channel for recruiting new skilled labour. Training is tailored for regional employment needs in a flexible manner throughout the year. The training can either lead to a qualification or it can be further or continuing education in a specific field. For university graduates and professionals, work-based training is available, through which employers can, for instance, find skilled professionals for specific development projects.

Workforce through apprenticeship training

Apprenticeship training is the way to train professionals to handle tasks for which it might otherwise be difficult to find skilled workers. The training combines on-the-job learning with theoretical training and it is suited for both basic vocational training and continuing studies.

The apprenticeship is a fixed-term employment contract and the TE Office may grant the employer a pay subsidy for the apprenticeship of an unemployed person.

Entering the labour market through a work try-out

Companies and other employers can support young persons, persons seeking a new profession, persons pondering their vocational and career options and persons re-entering the labour market by providing them

with an opportunity for a work try-out. The employer may also find a new staff member in the process.

The work try-out agreement is signed by the participant, a representative from the TE Office and the party organising the work try-out. The participant is not in an employment relationship with the organising party and is not paid a salary or wages by the organising party. As a rule, the participant is entitled to unemployment benefits and expense reimbursements for the duration of the work try-out.

Recruitment trial

An employer can arrange a recruitment trial before employing an individual for an available job opening. During the trial, the employer can assess the potential employee's suitability for the position and the work community. The employer submits a proposal for the trial to the TE Office together with the individual participating in the trial. Parties sign a recruitment trial agreement after which the trial may begin. If the individual, who participated in the trial, is employed in the same or a similar position for which they completed the recruitment trial, the duration of the recruitment trial will be deducted from the employee's trial period.

Support for pay costs

The employers hiring unemployed jobseekers may be eligible for a pay subsidy provided by the TE Offices. A pay subsidy may also be granted for apprenticeship training.

The purpose of work arranged with the help of a pay subsidy is to improve competence and to help unemployed jobseekers find work on the open labour market.

The employer must undertake to pay the employee the salary or wages specified in the collective agreement applicable to the task. If there is no applicable collective agreement, the employee must receive a reasonable pay or the salary or wages normally paid for the job.

The employer may also make use of the job counselling service provided by the TE Offices when seeking a pay subsidy and during the early stages of the employment relationship.



Are you familiar with the different types of employment relationships and the laws governing them?

Employment contract, working hours, annual holiday, job alternation leave, study leave, young employees, privacy protection in working life, matters concerning co-operation procedures...

These are some of the statutory matters that every employer must take into consideration.

***For more information on them, go to:
tem.fi/en/labour-legislation***

Support in situations involving changes and reductions in the workforce

TE Offices provide help, support and advice for employers and staff members facing dismissal or layoffs in situations involving reductions of the workforce and organisational changes.

If necessary, the provision of advice may also be in the form of information sessions held at the employer's facilities.

In situations involving dismissals, the nationwide network of change security experts at the TE Offices support employers and employees in change security matters. When changes occur, it is worthwhile to contact the TE Office, where specialists help and plan services suitable for situations of change.



TE Offices provide support and advice in situations involving organisational changes.



Suomi.fi online service for companies

All data and advice relating to company formation and companies' operations can be found in Suomi.fi online service. Suomi.fi's company section brings together the services related to the various stages of a company's life cycle as well as a comprehensive package of data and information for entrepreneurs.

 Suomi.fi

suomi.fi/company

Enterprise Finland Telephone Service offers you information about the public enterprise services in Finland and guidance on starting up your own business. Please send us your message by filling in the electronic service request form:

<https://www.suomi.fi/enterprise-finland-telephone-service>

For a comprehensive overview of the services, go to: www.te-services.fi