



# JOB SEARCH GUIDE

TYÖLLISYYSPALVELUT.  
SYSSLESÄTTNINGSTJÄNSTER.  
EMPLOYMENT SERVICES.

→ [JOBMARKET.FI](https://www.jobmarket.fi)





**”** Your own initiative and perseverance - and why not also creativity - are the most important factors when looking for a job.

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## 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 on their own webpages. So, if you find an interesting employer, check the company's career pages for possible open vacancies.

This guide is made by the Ostrobothnia Employment Services, and it represents the most essential channels in the Ostrobothnia region. Here are the most common websites for starting your job search.



→ [JOBMARKET.FI](https://www.jobmarket.fi)

# PLATFORM TYÖMARKKINATORI (JobMarket)

→ [jobmarket.fi](https://jobmarket.fi)

The screenshot shows the JobMarket website interface with several key features highlighted by numbered callouts:

- 1**: Points to the "Personal customers" button in the top navigation bar.
- 2**: Points to the "Vacancies" button in the top navigation bar.
- 3**: Points to the "Location" dropdown menu in the search filters.
- 4**: Points to the "Word search" input field.
- 5**: Points to the "+ Choose occupational groups" button.
- 6**: Points to the "More search terms" button.

The interface includes a top navigation bar with "Search", "Instructions and support", "English (EN)", and "Login". The main navigation bar contains "Personal customers", "Employers and entrepreneurs", and "Regional pages". The "Vacancies" section is active, showing a search form with fields for "Word search", "Location", "Published", and "Application deadline".

All job announcements that have been reported to Ostrobothnia Employment Services can be found at **Työmarkkinatori** (jobmarket.fi). The site is available in Finnish, Swedish and English.

## How to find open vacancies at Työmarkkinatori?

› Go to **Työmarkkinatori** (tyomarkkinatori.fi/en)

» **1** Personal customers → **2** Vacancies

You can filter your search by location **3** (region, city, country), word search **4**, and occupation **5**. There are also other filtering possibilities under “More search terms” **6**.

→ **JOBMARKET.FI**



## WORK IN FINLAND WEBSITE

- › Check also open vacancies at **Work in Finland** website. It contains open vacancies that are targeted for English speaking professionals. You can narrow your search by filtering by field, city, or region.  
→ [workinfinland.com/en/open-jobs](https://workinfinland.com/en/open-jobs)

## OPEN VACANCIES IN THE PUBLIC SECTOR

- › **Valtiolle.fi** 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.  
→ [valtiolle.fi](https://valtiolle.fi)
- › **Kuntarekry.fi** is a website, where different municipal organizations, for example municipalities and cities can advertise their open jobs.  
→ [kuntarekry.fi](https://kuntarekry.fi)

# 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.

## How to find hidden jobs

- › Start with clarifying the idea and goal.
  - ›› What are your strengths, competences, and expertise? What can you offer to an employer, how can an employer benefit from your expertise? What is your ideal employer?
- › Explore different channels where to find hidden jobs.
  - ›› company websites, networks, social media, media, startups...
- › Contact the employer. Choose methods that are most suitable to you and your field of profession. Sometimes it is good to step outside your own comfort zone.

# TIPS FOR LANDING A JOB

**Finnish job market is very competitive. If you do not want to be left behind, you need to have an action plan to increase your chances of landing a job.**

Think of ways how you can impress your ideal employer and grab every opportunity to show them you are the person they need. Bear in mind that about 80 percent of the jobs are never published anywhere.

- › **Know yourself, your skills, and strengths.** Have a clear vision about what you are looking for.
- › **Be proactive!** Job search can feel like a full-time job (and it surely is).
- › **Know your city and region!**
  - » **What is the business environment like?** What are the biggest employers and their subcontractors? Are there companies that are operating in your country of origin? Which industries are growing?
  - » **What kind of language requirements** do employers have? Are Finnish/Swedish skills required or are they rather an asset?
- › **Do some research about the companies** you are most interested in. Read the company profile and find out what they're looking for in a potential employee.
- › **Network!** Many employers seek employees through networks. The larger the network you have, the more likely you can hear about interesting positions and the more likely it is that the recruiter knows someone who knows you as well. Networks are

built over time from the people who we see in school, while studying, in our hobbies and at work. When moving to another country, in addition to job seeking, networks are important across various other areas of life - gaining new friends and acquaintances and settling down to live in the country.

- » **Look for events**, places, and situations where you can meet people. Take advantage of (virtual) events and fairs. Join open webinars by universities, universities of applied sciences, Employment Services, projects, cities, etc. Be open-minded for both professional and leisure events - both are essential in expanding your network!
- » **Use social media**. LinkedIn is a good channel for professional networking. Create and/or update your LinkedIn profile. Be active on LinkedIn, comment and start conversations with interesting people, follow groups and employers.
- » **Start a new hobby and get to know local people**. Associations, hobbies, and a sense of community are a part of daily life in Finland.
- » **Prepare your application documents**. Emphasize your strengths and accomplishments. Be creative and stand out from other applicants. For example, did you know that skills acquired through hobbies can be elaborated in your CV? That is common in Finland.
- » **You can find detailed tips** for your application documents at Työmarkkinatori → [tyomarkkinatori.fi/en/personal-customers/information-about-working-life/search-for-work/tips-for-finding-a-job](https://tyomarkkinatori.fi/en/personal-customers/information-about-working-life/search-for-work/tips-for-finding-a-job)
- » **Prepare yourself for the job interview**. Plan and practice. Show your interest and skills.

# USEFUL LINKS AND SOURCES OF INFORMATION



## Ostrobothnia Employment Services

The Ostrobothnia Employment Services **offers services for jobseekers and employers** in Ostrobothnia and Central Ostrobothnia regions. Services for job seekers cover information on:

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

We are working closely with companies, international talents, and other stakeholders in the region in order to help employers to find skilled work force and international job seekers to find work. For employers we offer versatile options for acquiring skilled workers, such as recruitment and training services. We know the workforce and the labor market in our region, and besides have networks abroad. International talent recruitment has been an important theme during the last few years. We have created new services for companies to support them in recruiting international workforce already living in Finland or abroad.

## Services to job seekers

Ostrobothnia Employment Services offers variety of services to improve your chances to find employment. Some of our services are available for all, some only for registered job seekers.

› **Työmarkkinatori** covers a lot of information that could be useful for you (job searching, application documents, how to prepare for interviews).

» **tyomarkkinatori.fi/en** → **Personal customers** →  
**Searching for work** → **Tips for finding a job**

## Services for registered unemployed job seekers

**Ostrobothnia Employment Services offers different kinds of trainings to boost international talent employment in Ostrobothnia.** Trainings are available for registered job seekers at the Ostrobothnia Employment Services. Trainings can be found at **Työmarkkinatori (JobMarket)** regional pages → **tyomarkkinatori.fi/en/regional-pages/vaasa/frontpage** → **Trainings**. If you wish to participate, please submit your registration (links can be found on the websites) or contact your own Employment Services. Ostrobothnia Employment Services offers wide range of other labour market trainings (työvoimakoulutus) and job search trainings in Finnish and Swedish. If you have at least a basic level of Finnish/Swedish we encourage you to participate!



## WHERE TO STUDY FINNISH AND SWEDISH?

**Many workplaces require you to know Finnish or Swedish, but employers' attitudes and practices are changing. Invest in improving your language skills because even limited language skills can help you to find a job and attach to the work community and society.**

Finnish or Swedish skills ease your daily life for sure and can also improve your chances to get hired. It is good to bear in mind that even basic level language skills indicate that you are interested in Finland and its culture. Even if you manage your work and its content in English, the social part of your work can take place in Finnish or Swedish.

Consider the most natural way for you to learn languages whether it be language courses, interactive situations, or independent studies. There are numerous service providers that offer Finnish/Swedish courses in various levels (full-time, part-time, short courses). Start by checking at least these service providers of liberal adult education:

› **Vaasa**

» **Alma Education Centre**

—> [www.vaasa.fi/en/living/freetime/alma-adult-education-centre](http://www.vaasa.fi/en/living/freetime/alma-adult-education-centre)

» **Evangeliska Folkhögskolan i Svenskfinland**

—> [efo.fi/en](http://efo.fi/en)

» **Vaasan kesäyliopisto**

—> [www.vaasankesayliopisto.fi/startpage](http://www.vaasankesayliopisto.fi/startpage)

› **Närpiö**

» **Närpes vuxeninstitut**

—> [vuxeninstitutet.narpes.fi](http://vuxeninstitutet.narpes.fi)

› **Online**

» There are many Finnish courses at different levels available online. More info at [InfoFinland.fi](http://infoFinland.fi).

—> [www.infofinland.fi/en/finnish-and-swedish/finnish-online](http://www.infofinland.fi/en/finnish-and-swedish/finnish-online)

Employment Services offer Integration trainings for immigrants to unemployed job seekers within integration plans. Ask your local Employment Services for further information.



# SOME USEFUL LOCAL TIPS!

” If you are a student in a university or university of applied sciences, check what kind of activities there are for you.

- › **If you are a student in a university or university of applied sciences**, check what kind of activities there are for you. Various international student internship programs have been created, e.g.
  - › **Vaasa International Talents** is a program for international degree students who are enrolled at the higher education institutions located in Vaasa (University of Vaasa, VAMK University of Applied Sciences, Novia University of Applied Sciences, Åbo Akademi University, and Hanken School of Economics). → [www.novia.fi/en/vaasa-international-talents](http://www.novia.fi/en/vaasa-international-talents)
- › **If you are an international spouse living in Vaasa** and are looking for support to rebuild your social and professional network, join Vaasa International Spouse Programme. More information → [www.uwasa.fi/en/vaasa-spouse-programme](http://www.uwasa.fi/en/vaasa-spouse-programme)
- › **University of Vaasa SIMHE services**
  - › SIMHE services **offer study and career guidance** for all immigrants eligible for higher education. The aim is to help immigrants with questions regarding higher education and work-related issues in Finland. The service is open for all! Also online language courses available! → [www.uwasa.fi/en/education/continuous-learning/simhe-guidance-immigrants](http://www.uwasa.fi/en/education/continuous-learning/simhe-guidance-immigrants)
- › **Find a mentor!** There are different kinds of mentoring programs for university students (ask your own university). **Auroras mentoring** is organized for immigrant women in Vaasa. Read more → [auroras.fi](http://auroras.fi).

” A good application is short and clear, and it must show why you are the right candidate.

## HOW DO I APPLY?

**When you find a position that catches your interest, act right away and submit your application. 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 is looking for. Emphasize your motivation, 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.

# IMPORTANT EMPLOYMENT FACTS

**Understanding the ground rules of working life can help you avoid many problems.**

The ABC guide to working in Finland *Työelämän pelisäännöt* → [tyoelamanpelisaannot.fi/en](https://tyoelamanpelisaannot.fi/en) is a good place to start exploring the Finnish working life. When you get a job in Finland, keep in mind especially the following:

## 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 night-time.

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

The employer's occupational safety and health policy describes any existing safety issues in the workplace as well as the employer's development goals and plans for ensuring occupational safety and health. Any faults found in equipment or other issues with the work environment must be remedied as soon as possible.



# AS A FOREIGN EMPLOYEE IN FINLAND

**As a foreign employee in Finland** guide provides information on, for example, pay, working hours and holidays. The guide is available in 18 different languages. → [tyosuojelu.fi/en/about-us/publications/as-a-foreign-employee-in-finland](https://tyosuojelu.fi/en/about-us/publications/as-a-foreign-employee-in-finland)

**Info Finland** website contains useful information in 12 languages about working and living in Finland. → [www.infofinland.fi/en](http://www.infofinland.fi/en)

## What to remember when you get a job!

- › A written **employment contract** with the employer.
- › Your **income-tax card**. Some employers can get it electronically, others need you to give it to them. Read more on: → [www.vero.fi/en/individuals/tax-cards-and-tax-returns](http://www.vero.fi/en/individuals/tax-cards-and-tax-returns).
- › **A pay slip** with each wage.
- › **A certificate of employment** when the employment contract ends or is severed. With part time jobs this should include average working hours per week.

## Follow Ostrobothnia Employment Services on social media

- › [facebook.com/vaasankaupunki/](https://facebook.com/vaasankaupunki/)
- › [instagram.com/pohjanmaantyollisyyspalvelut/](https://instagram.com/pohjanmaantyollisyyspalvelut/)
- › [inkedin.com/company/city-of-vaasa](https://inkedin.com/company/city-of-vaasa)
- › [tiktok.com/@pohtyollisyyspalvelut](https://tiktok.com/@pohtyollisyyspalvelut)

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