


# Services of the Employment Office




*When you are  
looking for work.*



*When you need  
training.*



*When you are  
choosing a  
profession.*



*When you  
have immigrated  
to Finland.*



*When you need  
rehabilitation.*



Enter  
working life!



## **Together we will find the best way for you to succeed in working life.**



*Are you looking for employment? Do you wish to change your line of work to suit you better? Do you need information about additional training that can boost your career? Are you thinking about becoming an entrepreneur? Do you feel that you need rehabilitation to reach your full working capacity?*

In all of these situations the Employment Office is the right place to be.

The variety of our services is wider than you probably realise. But you do not have to know them all. It is a part of our expertise to examine your situation and select the services that will benefit you the most. We also know that as your situation changes from time to time, you need different services at different times. As we have expertise in all the services available, we can combine them to best meet your needs.

We have a huge amount of information about work and training, getting a traineeship and setting up a business. Both in Finland and abroad.



The following pages will give you an outline of our services. You will find out the details of our services and of the most important thing – your part in them – when you come to see us.

You are welcome, whether you are working, unemployed or entering working life. Maybe you will notice, like many have, that you could have dropped in sooner.

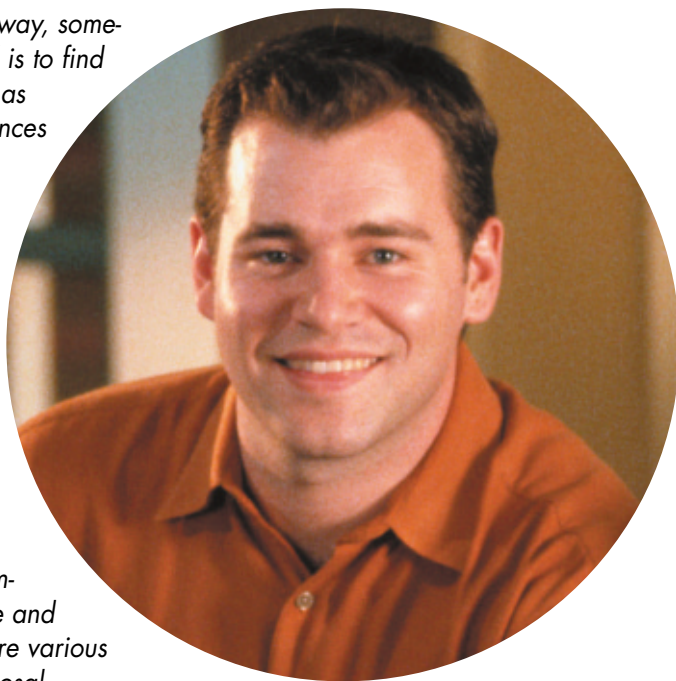
## How to get the job that is best for you.

*Sometimes you get it right away, sometimes it takes time. Our goal is to find you work that best suits you as quickly as possible. The chances are excellent because the Employment Office has access to the largest job register in Finland.*

*Our experts will guide you in finding a job, whether you want permanent or temporary employment. They will give you the latest information about job vacancies and the requirements of employers.*

*In addition to personal employment service, self-service and job-seeking training, there are various special services at your disposal.*

*We have created services for example for the young, the ageing and those who have long been outside working life. If a disability or an illness prevents your job-seeking, we can offer you special services of vocational rehabilitation. If you are an immigrant, you are welcome to draw up an integration plan with us. If you are planning to work abroad, it is worthwhile to plan it with our Euroadviser.*



### **Personal employment service**

Whether you are working, unemployed, studying or returning to working life, register as a job-seeker and our employment consultant will include you as a candidate for job vacancies.

Registering is done in person. In the initial interview you can discuss your hopes and goals with the employment con-

sultant. The consultant will write down your knowledge and skills, training, work experience and training needs. Together you will draw up a job-seeking plan.

### **Job-seeking training**

It pays off to advertise yourself actively because employers release only a part of their job vacancies for general application.

Knowing your strong points and being able to draw up a good job application will help you succeed. You will know how to prepare for a job interview. You will be familiar with the employment situation in your area and with the way employers recruit employees.

Job-seeking training will increase your knowledge and skills in this area. The job-seeking group is a good place to practice your know-how.

### **Information and job-seeking as self-service**

You will find up-to-date information about all the job vacancies that have been reported to us for general application from the self-service computer terminal in the Employment Office or from the Internet address [www.mol.fi](http://www.mol.fi)

You can limit the search of job vacancies according to an occupation, region, city or the duration of the vacancy, or



search only the latest vacancies. You can also use the word search.

You will also find information about vacancies in the Yle Tele-text page 521. You can also ask about the latest vacancies from the Job Line telephone service in the number 0203 66066.

### **You can advertise your know-how efficiently.**

Job-seekers have the opportunity to draw up an introduction which is used when we introduce them to employers. If you wish, the introduction can also be put into the Internet for employers to see. ►

The introduction is written on a form, and in it you can describe your training, work experience and other properties relevant to job-seeking. You can also write down what kind of work interests you the most.

The form is returned to the Employment Office or sent through the Internet service located on our web site. To use this service, the Employment Office will give you a user ID. You can also use the Internet service with the FINEID card (Finnish Electronic ID card).

### **Support for job-seeking travels**

When you are unemployed or under the threat of unemployment, you are entitled to compensation for job-seeking travels if the work place or job interview is outside the commuting area or your place of residence.

### **Integration plan**

When you have moved to Finland and settled here permanently, we will support your entry into working life. We will discuss your situation and training needs with you and draw up an integration plan.



### **Work or trainee work abroad**

EURES is an employment exchange system which covers the whole of Europe and provides information about job vacancies and the working and living conditions of various countries.

When you are looking for work in another EEA country, check the job vacancies on our web site. Our specially trained Euroadvisers have many different channels through which to find employment for you. They also advice on matters related to moving abroad and living and working there.

If you are a student of 18–35 years of age, or already in the working life and want to go abroad, ask for information about training possibilities.

## Realise your dream career.

*Are you pondering on which career suits you best, what kind of work interests you the most, or what the most important aspect of work is? Are you thinking about changing your career or do you believe that training would boost your current career? Do you know your strong points and what skills to develop? What kind of training options are available? What do they entail and what is required of you? Have you thought of how to finance your studies?*

*In order to succeed in working life, vocational skills and knowledge must be developed constantly. It used to be enough to choose an occupation when you were young, but nowadays reassessment is needed throughout the working career.*

*You will receive advice and support to your plans from the experts of the Employment Office.*



### **Start with vocational guidance and career planning**

Our vocational guidance psychologist will help you to choose a career and plan your training.

You can choose between personal or group guidance. Your interests and abilities can be examined through tests. When needed, you can participate in a work and training try-out.

As the result of guidance, you will have an especially tailored plan which you are able to realise. ▶

Our self-service programme for vocational guidance is especially designed for those who are just finishing comprehensive school or higher secondary school. The programme is an excellent tool for evaluating one's abilities and interests. It will help you to decide what you want from your future occupation and to see which occupations meet your wishes.

You can use the programme in the self-service computer terminals of the Employment Office or in the Internet. The address is [www.mol.fi/AVO](http://www.mol.fi/AVO)

### **The most extensive educational and vocational information service in Finland**

The mere number of occupations is staggering, and in addition, occupations are constantly changing. The knowledge and skills required from employees are changing with the same rate. Nowadays no one can claim that they are fully learned.

But when you supplement and develop your knowledge with the right training, you can succeed in working life more easily. When you have realised this, the next step is the education and training adviser of our educational and vocational information service who knows all there is to know about education and training.

We provide up-to-date information about all-round education, vocational training and higher education covering the whole of Finland – all this in the one and the same place. You will know all about training options, educational establishments and their period of application,

entrance requirements and curricula, and ways of financing your studies. You can examine what different occupations entail, what the conditions are like, what kind of wages are paid and what your chances of employment are.

### **Meet our education and training adviser or seek information independently.**

You can drop in and meet our education and training adviser to receive personal guidance – no appointment is necessary. The adviser has up to date information about all education and training possibilities and nearly a thousand occupations! The adviser knows all about student financial aid, financial aid to adult students and about how to finance studies.

You can search information independently from self-service computer terminals in the Employment Office or where ever you have access to the Internet. There is an abundance of information in the address [www.mol.fi/tiepa](http://www.mol.fi/tiepa)



## **Flexible labour market training to meet the needs of working life.**

Labour market training is financially subsidised learning which is aimed primarily at persons over 20 years of age who are unemployed or under the threat unemployment. The training is cost-free to the participants and organised by vocational adult education centres and other suppliers of training services.

The studies normally include on-the-job practice which complements learning and enhances the chances of employment. If your goal is a degree, we can draw up a study plan with you, taking into account your previous studies and work experience.

Labour market training prepares you for a basic degree, vocational examination or a specialized vocational examination. It can be additional training, retraining or training for entrepreneurs. We can also prepare you for job-seeking and vocational training.

## **When sickness or disability weakens your ability to work, rehabilitation is needed.**

What kind of work or training suits you the best in your current state of health? Can you stay in your current occupation or is a change of profession called for? What are your chances of finding a suitable job? Is financial aid needed to support your rehabilitation?

In these matters it is best to contact our vocational rehabilitation planning. In co-



operation with the employment consultant and the vocational guidance psychologist, you can draw up a realistic plan on how to realise your vocational rehabilitation.

## **How about becoming an entrepreneur?**

Have you thought about employing yourself? If you have a business idea, we have ways of helping you to develop it into a blooming business.

Setting up a business demands a lot from you, for example professional skills, enthusiasm, will to succeed, perseverance and ability to take risks. But it also offers a chance to realise your own ideas and utilise your skills.

We will support developing your business idea and facilities of success. We provide information related to entrepreneurship, for example information about start-up subsidy and training for entrepreneurs.

## In addition to advice and information we also supply financial support.

### **Unemployment security information**

If you are under threat of unemployment or you are unemployed, you can find out to which benefits you are entitled. You will learn, whether you can receive earnings-related unemployment allowance, basic unemployment allowance, labour market support or severance pay. We will inform you of what you are entitled to and how to act in your situation.

### **Job-seeking training**

You will learn about the operation and demands of labour markets. You will learn to utilise your strong points and to apply for a job in a way that leads to positive results.

### **Mobility assistance**

If you are unemployed or under the threat of unemployment, you can receive financial support for job-seeking outside your commuting area.

### **Start-up subsidy**

When you employ yourself by becoming an entrepreneur, you can receive start-up subsidy during the period of starting up and stabilising the business.

### **Apprenticeship training**

Gaining more work experience through apprenticeship training for example when you are entering working life may open up job opportunities later on. You will learn a profession or receive additional training by combining work and theory flexibly, which will enhance your employability. The Employment Office will give more information about this subject.

### **Employment subsidy**

Your work experience will be accumulated by means of subsidized work. Thus your chances of getting work on the open labour market will be enhanced.

### **Practical training, coaching for working life**

Practical training and coaching for working life aim to promote your placement in working life. Neither of them takes place under an employment relationship, it is rather an agreement on fixed-period practising of tasks.

If you are entitled to labour market support, you will draw labour market support during the period of practical training or coaching for working life.

If you draw basic or earnings-related daily allowance, you can be granted employment subsidy during the coaching for working life.

Please ask for further information at the employment office.

### **Work and training try-outs**

If you are a disabled worker, you can try various occupations in real surroundings and thereby plan your future profession.

When you want to ensure that you can manage the training you are planning to attend, we can arrange a training try-out at a vocational institution.

### **Rehabilitation and medical examination**

Examining your health and ability to work and function will help us to draw up your vocational rehabilitation plan.

## **Do some of these new arrangements suit you?**

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### **Job alternation leave**

You can agree with your employer about a period during which you can rest, pursue hobbies or study while being paid an allowance. Your employer hires an unemployed job-seeker for the period concerned.

### **Part-time work**

You are entitled to part-time work supplement, when you voluntary change over to

### **Subsidy for arrangement of working conditions**

If changes in work equipment, methods or conditions are required due to your disability or illness, the employer may receive a subsidy for the costs.

### **Pay guarantee information**

If your employer is unable to pay wages, the pay guarantee secures the payment of your claims. We will inform you of the preconditions of pay guarantee and how it is applied for.

part-time work for a certain period, allowing your employer to hire an unemployed job-seeker for the period concerned.

### **Study leave**

You are employed but want to study. The study leave offers a flexible opportunity for this.

# Visit your local employment office!

## Jobseeking services

- Employment services • Recruitment campaigns • Pikapesti – temporary placement services • Integration planning
- EURES-Employment Service • International traineeship

## Vocational development services

- Vocational guidance and career planning • Educational and vocational information service • Vocational rehabilitation planning • Labour market training • Advice on entrepreneurship

## Unemployment security and services promoting employability

- Unemployment security information • Jobseeking training
- Mobility assistance • Start-up subsidy • Employment and combined subsidy • Trainee work/Training for working life
- Work and training try-outs • Rehabilitation and medical examinations • Subsidy for arrangement of working conditions
- Pay guarantee information • Part-time pay supplement
- Job alternation leave subsidy • Allowance for self-motivated education for the unemployed

## Sources of information

### Job Line, telephone 0203 66066

A national telephone service on weekdays between 8 and 19. Staff answer questions concerning vacancies, labour market training and employment office services. The call is of the same price as a local call.

### Internet, [www.mol.fi](http://www.mol.fi)

The labour administration website. Vacancies and labour market training, information on work, training and working life.

### Teletext page 521

Vacancies, labour market training, topical information on labour administration issues.



**Employment Office**

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

Finland

