

**Services of the  
Employment  
and Economic  
Development Office**



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

**Enter Working Life!**



## The Employment and Economic Development Office assists you with job-seeking

*Are you looking for a job? Would you like to change from your current job to a work more suitable for you? Are you wondering what kind of additional education you need to make progress in working life? Have you considered becoming a private entrepreneur? Do you feel that you need rehabilitation to reach your full working capacity?*

*The Employment and Economic Development Office (TE Office) offers a huge amount of information about work, training, getting a traineeship and setting up a business in Finland as well as abroad. You can use our services independently on the Internet or using the self-service terminals in our offices. You can also come to the TE office to discuss personally with an employment advisor about the services you need.*

### Get personal service or search information independently

Are you at work, unemployed, studying, or returning to working life? Register with us as a job seeker. Our employment advisor will guide you in finding a job and include you as a candidate for job vacancies.

Fill in the Job seeker form on our website [www.mol.fi](http://www.mol.fi). When you are invited to an initial interview, you can discuss your goals and needs with an employment advisor. On the basis of this discussion, you will draft a job seeking plan together with the advisor.

In addition to personal employment services, self-service and job-seeking training, you have access to numerous special services.

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

### Look up job vacancies on the Internet at [www.mol.fi](http://www.mol.fi)


The TE Office has access to Finland's largest job register. You will receive the most recent information on vacancies and employers' requirements.

For up-to-date information on all vacancies in our register and vacancies to be published, see our website at [www.mol.fi](http://www.mol.fi). You can search for jobs on the basis of the industry, region, location, duration of application, or by using specific search words.

When you use the Job Guard service, you will receive information on vacancies suitable for you directly to your e-mail address. You can also order the information to your mobile phone.

### Advertise your competence – use the CV Net

All job-seekers have the opportunity to write a presentation about themselves in our CV Net service. Write your presentation on the form in our CV net at [www.mol.fi](http://www.mol.fi) and describe, in your own words, your skills, your experience and your personal traits that



might help you to get the job you are applying for. You can also describe the kind of work that interests you. The service can be accessed by using an electronic identity card or your personal identification codes used for on-line banking.

### **Confidence for job-seeking from job-seeking training**

Take initiative and advertise yourself actively, because employers release only a part of their job vacancies for public application. Knowing your strengths and being able to write a good application will help you to succeed. You should prepare yourself well for a job interview, get acquainted with the employment situation in your area and the employers' recruitment methods. Job-seeking training will increase your knowledge and skills in this area and practise for job-seeking.

### **Work or traineeship abroad**

EURES is the employment service of the European Economic Area. The EURES portal offers information about job vacancies in the Member States as well as descriptions of work and life abroad. If you are looking for work in another EU/EEA country, vacancies can be found at [www.mol.fi](http://www.mol.fi). The pages entitled Seeking job abroad display topical recruiting events and offer additional information about moving abroad. The largest TE Offices have a special EURES advisor to provide you with additional information. The TE Office also offers information about traineeship opportunities.

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

### **The integration plan is a path to working life**

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 and draw up an integration plan.


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

### **Educational and vocational information**

The educational and vocational information service of the TE Office provides you with all necessary information about education, different lines of work and occupations, as well as about financing your studies. The service is open for everyone with questions about education and occupation, regardless of age, educational background or employment history. You may have confidential discussions with the education advisor about the alternatives in education and occupation without making an appointment in advance, or search for information in education, application and study guides in the library corner of the educational and vocational information service.

### **Assistance for choosing a vocation and planning a career**

Our career guidance counselors will help you to choose and plan your career. The objective is to help you to draw up a feasible plan that suits your needs through



confidential one-on-one conversations. When needed, psychological tests or practical work and training try-outs can be used to support the interviews.

### **Labour market training enhances your competence**

Labour market training is financially subsidised learning, primarily aimed at persons over 20 years of age who are unemployed or under the threat of unemployment. The training is free of charge to the participants and organised by vocational adult education centres, vocational institutions, institutions of higher education and private providers 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 specialised vocational examination. It may be additional training, retraining or training for entrepreneurs. Training can also be all-round education or it can enable you to complete unfinished university studies. We can also prepare you for job-seeking and vocational training.

### **Get a vocation through apprenticeship training**

Apprenticeship is a possibility to get a vocation while working. You will learn a vocation and obtain additional training combining work and theory in a flexible manner. More information about apprenticeship training is also available at the TE Office.

### **Traineeship increases experience**

Traineeships and introduction to working life aim to provide knowledge about working life, promote job placement and improve vocational skills. Furthermore, they are ideal possibilities to try out new type of tasks and to get prepared for work. Neither of them takes place in an employment relationship: they involve an agreement on fixed-term practising of tasks.

### **Occupational rehabilitation clarifies your options**

What would be the kind of job in which a disability or an illness would cause the least inconvenience?

In these issues you should contact our advisors, instructors and career guidance counselors specialised in occupational rehabilitation. They will help you to find suitable work or training options, taking into account the restrictions caused by a disability or an illness.

### **Information on unemployment benefit security**

If you are unemployed or facing the threat of unemployment, you can find out which benefits you are entitled to at the TE Office. You will learn whether you are entitled to receive income-based unemployment allowance, basic unemployment allowance or labour market subsidy. We inform you of your rights and responsibilities, and the required procedure in each case.



## **Change security speeds up job placement**

If you have been laid off or are facing the threat of dismissal on economic or production-related grounds, check your right to change security.

Change security is a procedure enabling paid leave for seeking a new job. You are also entitled to an employment programme involving an agreement on which employment services will assist you in finding a new job.

## **Subsidy for job-seeking travel**

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

## **Start-up grant for setting up a business**

When you employ yourself by becoming an entrepreneur, you may be entitled to a start-up grant to secure your income while starting up and stabilising your business.

We will support you in developing your business idea and capacities by providing information on entrepreneurship, e.g. the start-up grant and entrepreneur training.

## **Salary subsidy and the salary subsidy coupon**

If you haven't found employment in the open labour market, you can seek employment by means of salary subsidy. This means that the employer receives subsidy for hiring you.

The purpose of work arranged on the basis of salary subsidy is to improve an unemployed job-seeker's vocational skills, competence and position in the labour market, and to promote entry into the open labour market for people who have been unemployed for a longer period.

The employment agency may issue you a salary subsidy coupon for supporting independent job-seeking. The coupon proves that you have agreed on utilising salary subsidy with the employment agency.

## **Pay guarantee information**

If your employer is unable to pay your salary, the pay guarantee secures the payment of your claims. We inform you of the requirements for receiving pay guarantee and the appropriate procedure.

## National Help Line Työlinja

Tel. +358 1060 76766  
(from Finland 010 60 76766).

E-mail: [työlinja@mol.fi](mailto:työlinja@mol.fi)

Information on TE Office services and guidance  
for persons seeking work in Finland.



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

Website of the Employment and Economic Development Administration. Vacancies and labour force training. Information about work, training and the working life.

### Teletext, page 521

Vacancies, labour force training and topical issues.

### Websites of the Employment and Economic Development Offices

Each TE Office has its own Website, at which you can find local and regional information. You can access these sites through the front page of [www.mol.fi](http://www.mol.fi).

[www.suomi.fi](http://www.suomi.fi) > eServices and forms

You can also find the TE Office forms in the joint form service of the public administration.

