



# JOB HUNTING IN KAINUU

GUIDE FOR INTERNATIONAL STUDENTS



*Dear Student!*

*Are you searching for a practical training placement or a part-time job in Kainuu? Do you want to know how to start job hunting and from where to find a work placement near your place of study?*

*This guide will give you a general idea of planning your career by introducing useful tools for job hunting in Kainuu. It provides a brief overview about the region, Finnish working culture as well as the rules and legislation of Finnish working life. It also offers the contact details of local career and employment services, and application tips including models of an application letter and CV. We will also introduce the main business sectors and company clusters in the Kainuu region and provide links to companies and organizations. At the end of the guide, you will find a small vocabulary which will help you to survive when looking for a job in Kainuu.*

*This guide is meant to support the international students of the Kajaani University of Applied Sciences. The guide is a publication of the project: Integrating International Students into the Kainuu Area. The project aims to motivate foreign degree students to stay in the area by providing information about Finnish working life and supporting them in the search for good practical training placements. The project is financed by the Kajaani University of Applied Sciences and the European Social Fund.*



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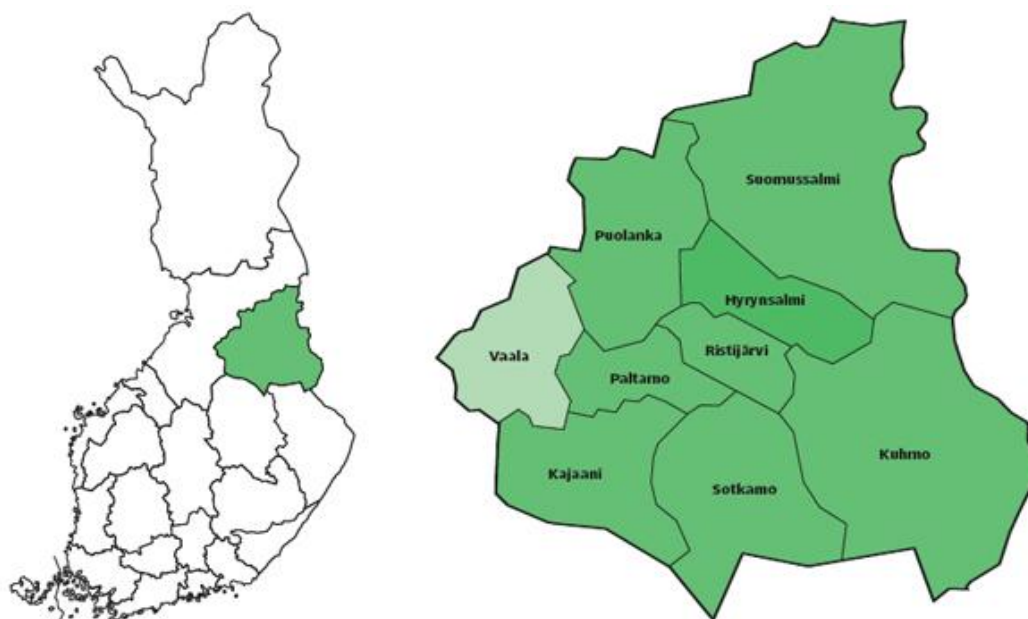
# WELCOME TO KAINUU!

The region of Kainuu is located in the centre of Finland and in the surrounds of Lake Oulujärvi, which is known as the “sea of Kainuu”. Kainuu is almost the size of Belgium and its population is just under 83 000 inhabitants, which means only four inhabitants per square kilometre. Although Kainuu’s population is shrinking, an increasing number of people are moving to the region both from within and from outside Finland. Over 1 200 foreign nationals are currently living in Kainuu. (EURES 2009)

There are nine municipalities in Kainuu: Kajaani, the province’s capital, Sotkamo, Suomussalmi, Paltamo, Vaala, Puolanka, Hyrynsalmi and Ristijärvi. The municipalities are especially known for their tourism resorts, activities and events. Sotkamo is well-known for Vuokatti, the most versatile international winter and summer resort in Scandinavia. Hyrynsalmi is known for the Swamp Soccer World Championships held in July and the downhill skiing facilities of Ukkohalla. The virgin forests and clear waters of Kuhmo and Suomussalmi form the beautiful Wild Taiga, well known in Central Europe. Kuhmo is also popular for the world famous Chamber Music Festival held during the last two weeks of July each year. (kainuu.fi)

Population and labour market trends within the region show clearly that Kajaani is now experiencing more positive development. The region’s company base is growing, and new companies are being generated at a rapid rate. Demand for labour is also increasing, particularly in the service sector, also in the construction and mining sector as well as the healthcare and social welfare sector. (EURES 2009)

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



# WORKING LIFE IN FINLAND

## FINNISH LANGUAGE

As in any other country, knowledge of at least the basics of the Finnish language is required in practice in all workplaces. Some employers require a certain level of Finnish language skills, especially in tourism and the service sector, where employees are supposed to work with Finnish customers. The chance of getting a job in Kainuu often depends on your Finnish skills, so try to **learn Finnish!**

### Finnish courses

There are many ways to learn the Finnish language. The English degree programmes of Kajaani UAS include obligatory 'Finnish for Foreigners' courses for international students. Finnish language courses are also provided by adult education centres in Kajaani, e.g. Kaukametsä Adult Education Centre.

### Free Finnish language courses online

The **UUNO** language learning material was created by Tampere University of Applied Sciences to teach foreign students something about Finnish language and culture.

[www.uuno.tamk.fi](http://www.uuno.tamk.fi)

The Finnish Broadcasting Company YLE offers free online courses for independent studying of Finnish. The **Easyfinnish** course starts from the very basics and English is used as a tutorial language.

[www.yle.fi/easyfinnish](http://www.yle.fi/easyfinnish)

If you already know a bit of Finnish you can practise with the Supisuomea-course. The course is in Finnish and is a little bit more challenging than the Easyfinnish-course.

<http://yle.fi/opinportti/supisuomea/01/>

### Facebook and the community

The Internet also provides other nice ways to familiarise yourself with the Finnish language. You may learn a little bit of Finnish while using Facebook. Join the group "Finnish Sentence of the Day" and you will receive a new Finnish sentence including its English version, every day! If you want to improve your Finnish skills you can read news in *easy-to-read* Finnish at the Papunet website.

<http://papunet.net/selko>

It is much easier to learn the Finnish language by meeting local people and building up social connections. Make friends with Finnish students and start to speak Finnish wherever it is possible, e.g. when greeting people, when paying in supermarkets or when asking for a book in the library. Finnish people appreciate it when you start speaking their language and once you have started speaking it gets easier - word by word!

## FINNISH WORK CULTURE

In Finland, all employees have the right to **equal treatment**. Employers must not discriminate against anyone on the basis of gender, descent, ethnic or national origin, nationality, religion, age, health, disability, political activity or other corresponding reasons. (Working in Finland) One example of equality is that in Finland, many managers and supervisors are women. The opinions of a female supervisor are just as important as those of a male supervisor. (Amiedu 2008)

At work, the atmosphere is rather informal and **first names** are used. However, you should use last names when applying for a job and when agreeing on employment. Managers will suggest that you start using first names rather rapidly after your first meeting.

Shaking hands is common when being introduced in business meetings, on arrival and departure. A normal work day starts by wishing each other 'hyvää huomenta' ("good morning"). Finnish people do not necessarily ask how everyone is doing.

In a Finnish workplace, employees are expected to work **proactively**. Waiting for orders is not a good working attitude and it is regarded as a sign of passiveness. Employers expect their workers to try their best. You can always ask for clarification if you do not understand your working instructions. Finnish people do not normally make long speeches and tend to express their own opinions directly. Straight talk is normal in Finnish working life.

**Punctuality** is important in Finnish society. You are expected to come to work at the hour agreed; coming at 8.00 am means 8.00, not 8.10 am. Some work places have flexible working hours. You may start between 7 and 9 am and go home between 3 and 5 pm. However, you have to make sure you work as many hours as agreed.

Finns are honest and expect others to be honest, too. If you find someone else's belongings that may have been lost, you should always return them to the owner. In addition, **stealing is unacceptable**. Taking even the smallest thing from your workplace without permission is considered grounds for dismissal!

You are not supposed to take care of your **own affairs** during working hours. Private phone calls are supposed to be made during breaks. If you have to visit a doctor or have issues that cannot be dealt with outside working hours you have to ask for permission and the time will be deducted from your working hours.

In Finnish work culture, hierarchy is low and the positions and duties of employees in a workplace may change. In a Finnish workplace it is important that things get done and people appreciate characteristics like flexibility, initiative, and the ability to get along with everyone in the workplace. (Amiedu 2008)

**More information about Finnish working culture: Working life certificate**

[www.amiedu.net/cofi/tyoelamasertifikaatti\\_en.pdf](http://www.amiedu.net/cofi/tyoelamasertifikaatti_en.pdf)

## RULES AND OBLIGATIONS

As a rule, provisions regarding pay, working time, employment protection as well as health and safety at work are applied in the same way to all those working in Finland. Similarly, employers are obliged to pay pension, social security, unemployment security and accident insurance contributions for both foreign and Finnish employees. (Working in Finland)

At the beginning of new employment or your practical training period, it is advisable to draw up a formal **employment contract** with your employer. Employment contracts are made either until further notice (a permanent contract) or for a fixed term.

Regular **work hours** are usually a maximum of eight hours a day and 40 hours a week. In certain fields the working time is only 37.5 hours per week. Work contracts often stipulate when to take **breaks** during the day. Lunch breaks are usually not included in working time. The amount of overtime is restricted: no more than 20 hours over a two-week period. Overtime must be agreed separately on each occasion and can only be expected with the consent of the trainee or employee, and the stipulated minimum overtime rate will be paid. Employers must keep records of all hours worked by employees; employees and trainees are also advised to keep track of their own hours. (CIMO 2007)

**Salaries** are usually paid at the end of every month. Payment in advance is not normally possible. In Finland, payments of salaries are remitted electronically and you will need a Finnish bank account.

### State Funding for Practical Training in the Kainuu Region / Foreign Students

It is possible for Kainuu region employers who hire an international trainee via Kajaani UAS to apply for state funding for practical training. Funding can be awarded if the practical training is non-salaried or if the salary is a maximum of 500 €/month.

Finnish law entitles employees to salaries during **illness**. If your employment relationship is at least one month old you are entitled to sick pay for nine days following the first day of sickness. If you fall ill and cannot go to work, you must call your supervisor **immediately**. Notification must be given in person. If the illness lasts less than 3 days, it is not usually necessary to give the employer a medical certificate of absence.

Employees and trainees earn two days of **annual vacation** for every month if the work relationship lasts less than one year. Holidays are always calculated for one year and the calculation period starts on the 1<sup>st</sup> of April and ends on the 31<sup>st</sup> of March. The actual vacation period is from May to September, but you can usually negotiate with your employer about other possible arrangements. For trainees, the vacation days earned during the training period are usually refunded at the end of the period either in cash or as days off work. (CIMO 2007)

**More information on working rules:** CIMO Centre for International Mobility

[www.studyinfinland.fi](http://www.studyinfinland.fi) → *Practical Training* → *Practicalities*

If you intend to stay longer in Finland you should consider – even as a student – joining a **Finnish trade union**. The majority of Finns are members of a trade union. Trade unions represent the benefits and rights of employees and provide legal aid, unemployment security and leisure-time services. When joining a trade union you can also join the trade union’s unemployment fund. In case of unemployment you will receive an earnings-related daily unemployment allowance, which is higher than the basic unemployment allowance provided by KELA. Trade union members pay a membership fee to the union which is generally between 1 and 2 per cent of the salary. Different professions have their own trade unions which are part of 3 large central organisations of trade unions. More information about trade unions and how to join them is available on trade union websites.

[www.finunions.org](http://www.finunions.org) → in English → Trade unions in Finland

## TAXATION

In Finland you must pay **taxes** from your salary.



### If you stay less than 6 months in Finland

If you work in Finland less than six months you can earn up to 510 € per month tax-free. Earnings over this amount are taxed at a rate of 35% (“*lähdevero*” in Finnish). In this case you can apply for both – tax card and ID number – at the local tax office. You do not have to go to the local register office separately.

### If you stay longer than 6 months in Finland

If you stay longer than six months in Finland you will be taxed in the same way as Finns and the tax rate varies according to your income (“*tulovero*” in Finnish). You must also submit an official tax return. The tax offices will help you with any issue related to taxation. If you stay in Finland longer than six months you will get a personal ID-number from the local register office.

You need to **apply for a tax card** before starting your practical training or employment. You will also need a **Finnish personal ID-number** (sosiaaliturvatunnus) to be able to obtain a tax card. Contact the local tax office to apply for a tax card.

#### Local Tax Office (verotoimisto)

Lönnrotinkatu 2 C

87101 Kajaani

Tel.: +358 (0) 8 6179 43411

[www.vero.fi](http://www.vero.fi) → English → Tax Guide

#### Local Register Office (maistraatti)

Kalliokatu 2

87101 Kajaani

Tel.: +358 (0) 71 87 60251

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

## IS A STUDENT ALLOWED TO WORK WHILE STUDYING?

An **EU citizen** can work while studying in Finland and does not need to acquire a special work permit to do so.

**Non-EU students** are permitted to do a limited amount of paid work under a residence permit issued for studies if the work is practical training included in the studies or thesis



work. Part-time employment is also possible, if the working time comes to an average of **25 hours per week** at most. There are no restrictions on full-time paid work carried out during vacations.

Earnings from part-time work during term-time may be included in the amount of disposable funds required for a residence permit at the discretion of the authorities. However, this is not possible in the case of a first residence permit.

### **More information: Finnish Immigration Service**

[www.migri.fi](http://www.migri.fi) → *English* → *Students*

## **REMEMBER!**

When you are entering into an employment relationship, check the following points:

1. Get a **personal ID** number from the local register office
2. Check that your **residence permit** is ok
3. Get a Finnish **bank account**
4. Draw up a formal **work contract** with your employer
5. Get a **tax card** from the local tax office
6. If you intend to stay longer in Finland, you may join a Finnish **trade union** and **unemployment fund**
7. Once a year you will receive a pre-completed **tax return form**. You can make corrections or add information (be aware of the deadline!). For example, costs for travelling from home to work and back are tax deductible. If you have nothing to add or correct you do not have to send anything back to the tax office.

# HOW CAN I FIND WORK IN KAINUU?

There are many tools available to assist you in finding work in Kainuu. There are the local employment office, career and recruitment services at the university, recruiting fairs, local newspapers and of course online recruitment services, such as jostpep.net, mol.fi or monster.fi. Remember that successful job seeking depends after all, on your own activeness!

## NETWORKING: BE ACTIVE!

Only about one third of jobs are actually advertised, since it is expensive and time consuming for the employer. (Aarresaari 2010) Some employment services are only offered in the Finnish language, which makes it difficult for international students to search for jobs.

In Finland, it is always possible to **directly contact employers** by phone or visit a company. Personal visits to smaller companies are advisable rather than to big corporations, where the key person may be difficult to approach personally.

Successful job seeking in Kainuu often depends on the **student's own activity** and connections. It is always a good idea to use all available personal contacts of your close environment and to try to create your **own personal network**. Friends, fellow students (both foreign and Finnish), Finnish friend families or teachers may be useful when searching for information about potential employers. Let people around you know that you are looking for work! Someone might hear about a job you could apply for.



Create your own career network by staying in touch with classmates, colleagues and employers and discover inside connections when you're looking for a job. Join [LinkedIn.com](https://www.linkedin.com)!

## KAJAANI UAS RECRUITMENT SERVICES

Recruitment Services is a forum where students and working life meet, providing information on job hunting, career planning and vacancies in different fields and arranging various employer visits and recruitment events. A good example of this kind of activity is the Expeditus Novus –recruitment fair which is arranged every second year in cooperation with the student union KAMO. Recruitment Services also follow-up graduates and their working life situations.

Recruitment Services supplies information about vacancies and practical training places through **Jobstep** and **email** (check your kajak-account regularly!). You will get information about practical training opportunities both in Finland and abroad, including practical advice. Recruitment Services will also provide you with training, materials and guidance in your search for a job as well as in career and life planning.

## Recruitment Services of Kajaani UAS

Ms. Päivi Vaattovaara

Ketunpolku 3 (1<sup>st</sup> floor)

Tel. +358 (0) 8 6189 9648

Email: [firstname.lastname@kajak.fi](mailto:firstname.lastname@kajak.fi)

[www.kajak.fi](http://www.kajak.fi) → *in English* → *Studying* → *Student Services*

## JOBSTEP.NET

Students of Kajaani University of Applied Sciences have the possibility to use Jobstep.net portal, an employment and information service of the Finnish Universities of Applied Sciences. All jobs and practical training places sent to the UAS are added to Jobstep.net. Jobstep.net also offers useful information about career planning and provides valuable tips for all stages of your job seeking process. To use the employment services and search for job offers, you need to create yourself a user ID by registering as a job applicant. As a job applicant, you can browse job advertisements or leave your CV there for employers to read.

[www.jobstep.net](http://www.jobstep.net)

## JOB OFFERS AT MOL.FI

The Employment and Economic Development Office website **[www.mol.fi](http://www.mol.fi)** provides you with information about job vacancies. It is a good address to check if you are looking for a part-time job.

The Employment and Economic Development Offices (TE-toimisto) are State public authorities that help in matters such as job seeking and employment. The largest local TE Offices also have advisors specialised in serving foreigners and EURES advisors trained in helping foreign jobseekers. (Working in Finland) The labour administration's online service ([mol.fi](http://mol.fi)) provides job vacancies (Avoimet työpaikat) and you can also use the Paikkavahti jobwatch service and receive notification of vacancies by e-mail. All Employment and Economic Development Office services are free of charge but online services are only available in Finnish.

### Employment and Economic Development Office of Länsi-Kainuu (TE-toimisto)

Lönnrotinkatu 2, (2<sup>nd</sup> floor)

87101 KAJAANI

[www.mol.fi](http://www.mol.fi) → *Avoimet työpaikat ja Paikkavahti*

## EURES

EURES – the European Job Mobility Portal is maintained by the European Commission and offers information about job vacancies, living and working conditions and the regional labour markets in Finland. It also provides access to CV-Search, a forum where you (EU-citizen) can post your CV to advertise yourself to employers.

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

# HOW TO APPLY?

Before you start writing your application letter and drafting your CV collect some information about yourself! Analyse your skills and knowledge, what are your strengths and interests and what kind of job are you looking for? Set personal goals and be ready to work hard to achieve them.

You can explore your knowledge, skills and personality traits by the help of **TAITO-URA self-assessment tool**. TAITO-URA is a web-based tool which provides you with a report of the self-assessment results. You can save the report and print it out for your use.

[www.uraohjaus.net](http://www.uraohjaus.net)

## JOB APPLICATION

Your job application, which is possibly the first contact with your eventual employer, is of key importance in your job seeking process, together with the interview. The objective of the application is to obtain an interview, and thus should convince the employer of your personality and skills. The aim is to tell the employer why he should be especially interested in you.

Before drafting your application you should find more information about the company you are applying to. It is good to show that you know something about the business. In this way you can better justify your own usefulness to the company.

Your application letter should always be tailored to the company and employer you are applying to. Never copy applications and send the same version to many different companies. Think separately, which of your skills and characteristics would be suitable for each job.

The application should be addressed to the person who has the power to hire you. Do not send the letter with a general address as it may not reach the right person. The same is true for applying by email. Avoid sending applications to general addresses such as [info@company.com](mailto:info@company.com).

The application should be concise but clear and a maximum of one page long.

A good application is always faultlessly finished. It is a good idea to have someone else read the application before you send it. The application should be sent in a large envelope, not folded in a small one. Remember to sign each one of your applications!

**More information about writing a job application:**

[www.jobstep.net](http://www.jobstep.net)

## Model of a job application (kajak.fi)

Your first name and last name Your Present Address City, State, ZIP Code	<b>Job application</b>  Date
Person's Name Title Employer Name Street Address City, State, ZIP Code	
Reference to telephone conversation /newspaper advertisement	
<b>Heading</b>	
Dear (Mr., Ms., Dr., etc.)	
	(First paragraph) State your reason for writing, the specific position for which you are applying. Also, indicate where you found the position. Say something about why you are applying for this particular job and this company. Mention when you have to start your practical training.
	(Middle) The middle, one or two paragraphs, is your opportunity to sell yourself to a prospective employer. Tell the employer about your education, work experience and emphasize your skills and strengths related to the job you are applying for. Mention information other than what is on your CV. (Your résumé states what you have done; the cover letter must integrate this with what you have learned.)
	The letter should not have more than three main paragraphs. Your cover letter needs to be short and concise and motivate the reader to read your application. Ensure your cover letter has no misspellings, poor grammar or typos.
	(Final paragraph) Express your willingness to have a personal meeting and the possibility to tell more about yourself. You can even write that you will call in a few days to find out if an interview can be arranged. Thank the employer for taking the time to read your letter and résumé.
	Sincerely
	Signature Your typed name
Enclosure(s)	refers to enclosed résumé, references list, etc.

## CV OR RÉSUMÉ

Résumé or CV (Curriculum Vitae) is a short (usually one or two pages), individual summary of your work and life experience. It shows the employer what skills, knowledge and experience you have to offer. The CV should be adapted to each individual job you are interested in. It should not contain gaps but should only include experience relevant for the particular job you are applying for. You can draft a basic CV which you can adjust to certain jobs and update from time to time.

The CV is your personal marketing tool, make it look like you! Remember that a CV should be clearly structured and easy to read.

The CV consists of several parts. The order and headings can vary, but there are certain basic parts a CV should include.

**Personal information:** Your personal information should include your full name and contact information. Information such as your date of birth or marital status can be added if you so wish.

**Education:** Your latest education always first! Mention your degree, degree programme, specialisation, study duration and school you have graduated from.

**Work experience:** List your experiences in descending order. Mention your employer (company name), employment period and your job title and give a short description of your tasks and responsibilities. Use verbs describing action.

**Knowledge and skills:** This section should include your linguistic and IT skills, and also other things you are especially good at. Mention achievements and additional educational information that are connected to the job you are applying for (e.g. driving licence, hygiene passport etc.)

**Hobbies:** It is always a good idea to list some of your hobbies to give the employer a picture of your personality.

**References:** You can ask your former employers or teachers to provide you with references. A reference should be from someone who can tell something about you, e.g. if you have already gained some work experience in Finland.

### **More information about writing a CV:**

[www.jobstep.net](http://www.jobstep.net)

You can also use the Europass CV template to create your CV. The Europass documents are used in the same format in all EU/EEA countries.

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

**TERO TEEKKARI**

Pääväylä 1 A 1  
02000 ESPOO  
Tel. 040 123 4567  
Email: [tero.teekkari@tkk.fi](mailto:tero.teekkari@tkk.fi)

(Date and place of Birth: 1.10.1986, Turku)

**CURRICULUM VITAE**

18.1.2010

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**EDUCATION**

08/2006 - **Aalto University School of Science and Technology**, M.Sc. (Tech.) student  
Major: Telecommunications Technology, Minor: Information Technology 190/300 credits  
**Technische Universität München**, Exchange student, spring 2008

05/2005 **Turun lukio** (High School), Matriculation Examination

**WORK EXPERIENCE**

06/2009 - 08/2009 **Oy Pankki Ab, Helsinki, Finland**  
Foreign payments department, Summer Employee  
I was in charge of testing a new operations system and I also participated in developing the system. I got positive feedback for my accuracy and my good team working skills.

06/2008 - 09/2008 **Telekom GmbH, München, Germany**  
Network Operations Centre, Trainee  
My responsibilities included answering customer calls concerning problems in telecommunications. The work tasks required fluent skills in German and good problem-solving skills.

06/2007 - 01/2008 **Research Oy, Espoo, Finland**  
Part-time Assistant  
As an assistant for a small marketing research company I compiled research results with MS Excel and Word. I received positive feedback for my efficiency and the good results of the job.

**IT SKILLS**

Operating Systems MS Windows (excellent), Linux (good), Unix (good)  
Programming Java (excellent), XHTML (excellent), C (good), Matlab (basics)  
Applications MySQL (excellent)

**LANGUAGE SKILLS**

Finnish mother tongue  
English excellent  
German excellent (Student Exchange and Practical Training in Germany)

**MILITARY SERVICE**

07/2005 - 06/2006 Navy, rank: Sub-lieutenant

**POSITIONS OF TRUST**

09/2007 - 12/2007 Student Union of Helsinki University of Technology, treasurer

**INTERESTS** Volleyball, Scouting, sailing

## JOB INTERVIEW

You have been invited for a job interview! Now what? For many of us, the job interview is the most unpleasant stage of the application process. A successful interview needs good preparation and some experience.

The two objectives of the job interview are to find out whether you are suitable to the workplace and whether the job is for you. Your CV has proven that you are competent for the job, during the interview the employer wants to find out about your personality.

Before you go to the interview you should collect some background information about the company. You should be prepared for questions like “What do you know about our company?” Visit the company’s website or google the company to see what other information is available. Be prepared for questions like “What are your strengths and weaknesses?” and “Why do you believe that you are the most suitable person for this job?”

When you go to the interview, reserve enough time to find your way and be there on time which means ten to fifteen minutes early. The first impression is very important, dress decently and don’t smoke just before the interview. Shake hands with the interviewers and introduce yourself immediately at the beginning of the interview. Remember to bring a copy of your CV.

During the interview, try to stay calm and answer the questions clearly. Do not hesitate to ask for clarification if you are not sure what has been asked.

At the end of the interview, you may ask questions regarding the timetable of the application procedure. Remember to thank the interviewer for the interview.

Should you not get the job, it is important that you figure out the reasons and think carefully of how you could improve your performance. Looking for a job can be frustrating, but don't lose your energy and your efficiency. Keep trying! Activity is always rewarded at some point. During the job application process you will learn many things about yourself and acquire experiences that you can use later in similar situations.

**More information about the job interview:**

[www.jobstep.net](http://www.jobstep.net)



# JOB OPPORTUNITIES IN KAINUU

It is always a good idea to contact companies directly and ask for a job or practical training place! But where do you start? In the following section, we will give you a general overview of the most important business sectors of the Kainuu region and introduce you to a number of company clusters. A business cluster is a concentration of different companies and organizations from the same sector. Usually, the website of a certain cluster provides a list of companies belonging to it.

Such companies *might* be interested in highly educated, international employees and *might* offer jobs or practical training places for international students. However, this is only an assumption and the companies have not announced open vacancies.

At the end of this chapter you will find links to companies where you can apply for part-time jobs (temporary-work agencies).

## BUSINESS PARKS

### **Kajaani Technology Centre**

Kajaani Technology Centre consists of a group of growing technology enterprises, a research unit operating within the University of Oulu and services for enterprises. It is known for its know-how in measurement technology. At present, there are 70 enterprises located in the Park, with a total floor space of 65 000 m<sup>2</sup>.

[www.measurepolis.fi/teknologiakeskus](http://www.measurepolis.fi/teknologiakeskus) → *Yritykset ja yhteisöt ("companies and organizations")*

### **Renforsin Ranta - Business Park**

Renforsin Ranta is a business park on the former premises of the closed Kajaani paper mill. More than 20 new companies, employing over 250 employees in total, currently operate in Renforsin Ranta. Altogether, there are almost 30 companies and as many as 500 people in the area.

[www.renforsinranta.fi](http://www.renforsinranta.fi) → *Yritykset ("companies")*

### **Snowpolis**

Snowpolis Vuokatti is a unique, international Technology Park, located in the midst of unspoiled nature and the most versatile recreation and holiday centre to be found in Finland. Snowpolis specializes in wellness, sports and all-year winter. As a part of the larger Polis-network, the main aim of the Vuokatti Centre of Competence and Start-ups is to fund, enlarge and develop small and medium-sized companies. All the companies, educational and research institutions of Snowpolis work under the same roof. At Snowpolis, there are 27 companies altogether.

[www.snowpolis.com](http://www.snowpolis.com) → *Snowpolis → Companies and Institutions at Snowpolis*

## ICT AND ELECTRONICS

Kainuu has a significant potential for offering information technology services, especially in the field of Internet media, software development and ICT outsourcing. The roots of the Kainuu ICT and electronics industry lie deep within the wood processing industry, whose development generated top-level expertise for the forest industry and measurement technology. Electronic solutions and software were needed for equipment designed for wood processing or for transport. (kainuu.fi)

### **IT Pooli**

IT-pooli is an association formed by over 20 strong ICT-companies. Its main objective is to consolidate Kainuu area ICT-enterprises. Integration and interaction of ICT enterprises contributes to more successful development of the ICT sector in general and each company in particular.

[www.itpooli.com](http://www.itpooli.com) → *IT-POOLI GROUP* → *Jäsenyritykset* ("participating companies")

### **Measurepolis**

Measurepolis is a cluster of measurement technology enterprises in Kajaani. Its aim is to promote opportunities for hi-tech companies by offering contacts with field-specific research and training and by developing cooperation between them.

[www.measurepolis.fi](http://www.measurepolis.fi) → *Yritykset* ("companies")

## METAL, WOOD AND STONE

### **Talvivaara**

The metal industry has always been a major employer in Kainuu. (kainuu.fi) A remarkable quantity of different minerals and stones has been discovered in Kainuu. The soil is rich in talc, lime, China clay, soapstone, shale and granite, in addition to diamond, nickel and gold. The Talvivaara mine is an internationally significant base metals producer and its deposits comprise one of the largest known sulphide nickel resources in Europe.

[www.talvivaara.com](http://www.talvivaara.com)

### **Woodpolis**

Kainuu has always made its living from the forest and the forest is part of our identity. Wood has been used in the preparation of food and for heating, as well as in the construction of furniture, houses and sheds for animals. Woodpolis in Kuhmo is a Finnish expert organisation in the woodworking branch and an active operator in Kainuu. Collaboration between Woodpolis and Kajaani University of Applied Sciences aiming to develop a new learning environment and new learning materials was started in 2007.

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

## EXPERIENCE INDUSTRY

Kainuu is famous for its tourism resorts, activities and events. You can find useful contacts of companies offering accommodation facilities, activities and cultural events in Kainuu from the **Discover Kainuu guidebook** for tourists.

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

### **Vuokatti**

Vuokatti is the most popular tourism resort in Finland. Vuokatti offers versatile services and activities. Within a radius of a few kilometres, there is a golf course and tennis courts, as well as bowling alleys, tropical spa and swimming hall, ski and half pipe tunnels, and numerous other recreation facilities.

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

### **Wild Taiga**

Wild Taiga comprises a network of dozens of companies and other organisations in Kuhmo and Suomussalmi. The destination's key products are wildlife watching, the Kalevala epic and Karelian culture which are unique on a European scale.

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

### **Ukkohalla and Paljakka**

Ukkohalla holiday resort is located in the municipality of Hyrynsalmi. The Paljakka resort (in Puolanka) is located very close by, only 20km away. These two resorts offer an alpine chalet village, downhill skiing slopes and a wide selection of services.

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

### **Culture**

Kainuu is home to a number of high-level cultural events, such as Kuhmo Chamber Music Festival, Poetry Week, Kajaani Dance and Kainuu Jazz Spring.

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

## EDUCATIONAL INSTITUTIONS

Kajaani University of Applied Sciences  
[www.kajak.fi](http://www.kajak.fi)

Kainuu Regional College  
[www.kainuunmaakuntakorkeakoulu.fi](http://www.kainuunmaakuntakorkeakoulu.fi)

Kaukametsä College  
[www.kaukametsa.fi](http://www.kaukametsa.fi)

Kajaani University Consortium  
[www.kajaaninyliopistokeskus.oulu.fi](http://www.kajaaninyliopistokeskus.oulu.fi)

Kainuu Vocational College  
[www.kao.fi](http://www.kao.fi)

Kainuu College, Mieslahti  
[www.kainuunopisto.fi](http://www.kainuunopisto.fi)

## PUBLIC SECTOR

Town of Kajaani  
[www.kajaani.fi](http://www.kajaani.fi)

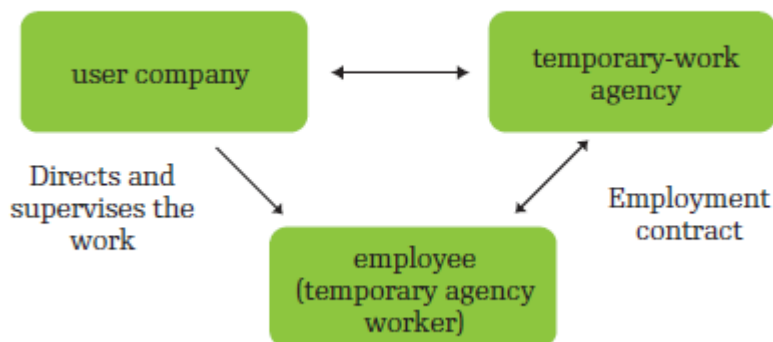
The Joint Authority of the Kainuu Region  
[www.kainuu.fi](http://www.kainuu.fi)

## TEMPORARY-WORK AGENCIES

A lot of international students find part-time jobs through temporary-work agencies (also called staff leasing companies or private employment agencies). There are numerous staff-leasing companies in Kajaani.

In temporary agency work the temporary-work agency is the employer, but the work is done for the user company. This means that you enter into an employment contract with the temporary-work agency although the work is performed in the user company. The temporary-work agency pays your salary and is responsible for all other employer obligations, but the user company gives the work instructions.

Agree on the hire out of an employee (so-called customer contract)



### More information about temporary agency work:

[www.mol.fi](http://www.mol.fi) *Guidebook for Temporary Agency Work*

Most of the agencies recruit workers for hotels and restaurants or cleaning jobs. Not all of the agencies have websites in English. A good way to contact them is to visit the agencies at their local offices and follow the instructions for applying. Work experience and basic Finnish skills are often appreciated. Temporary-work agencies advertise jobs on their own websites and on the public employment office website [www.mol.fi](http://www.mol.fi).

Leenan Puhdistuspalvelu (cleaning)  
Takojuankatu 8  
87400 Kajaani  
[www.leenanpuhdistuspalvelu.fi](http://www.leenanpuhdistuspalvelu.fi)

Lassila & Tikanoja (cleaning)  
[www.lassila-tikanoja.com](http://www.lassila-tikanoja.com)

Kairest (hotels and restaurants, cleaning)  
Nuaskatu 8 D H 1  
87400 Kajaani  
[www.kairest.fi](http://www.kairest.fi)

VMP Group  
Kauppakatu 3  
87100 Kajaani  
[www.varamiespalvelu.fi](http://www.varamiespalvelu.fi)

ISS Palvelut (cleaning)  
Lönnrotinkatu 2 C  
87100 Kajaani  
[www.fi.issworld.com](http://www.fi.issworld.com)

SOL Henkilöstöpalvelut (cleaning)  
Sammonkatu 14  
87100 Kajaani  
[www.solhenkilostopalvelut.fi](http://www.solhenkilostopalvelut.fi)

RTK palvelu (Kainuun tili- ja  
kiinteistöpalvelu) (cleaning)  
Kasarminkatu 6  
87100 Kajaani  
[www.rtkpalvelu.fi](http://www.rtkpalvelu.fi)

StaffPoint (hotels and restaurants,  
cleaning)  
Kauppakatu 7  
87100 Kajaani  
[www.staffpoint.fi](http://www.staffpoint.fi)

Opteam Kajaani  
Kirkkokatu 22  
87100 Kajaani  
[www.opteam.fi](http://www.opteam.fi)

Jakelumasters (delivering newspapers)  
Syväojankatu 3  
87700 Kajaani  
[www.jakelumasters.fi](http://www.jakelumasters.fi)

Letterbox Distribution Finland  
(delivering newspapers)  
[www.letterbox.fi](http://www.letterbox.fi)

## NATURE AS AN EMPLOYER

Kainuu is famous for its natural scenery and wide forest landscape. Berry and mushroom picking, and fishing are available all year round, providing not only the benefits of outdoor activity but also healthy additions to the food table. Berry picking belongs to everyman's rights in Finland. It is a free enterprise for all people, foreigners included; and is tax free for pickers. Berries are bought by factories that refine berries, agents that resell them, and buyers in groceries, at the marketplaces and at resting places along the roads. The Arctic Flavour Association provides information for foreign berry pickers and a list of firms who might require foreign berry pickers during summer time.

[www.arctic-flavours.fi](http://www.arctic-flavours.fi)

*Brochure: picking forest berries and  
wild mushrooms (mol.fi)*

# STUDENT EXPERIENCES

**Lin Qing from China** has been studying International Business in Kajaani since 2007. During her second academic year Lin went on exchange to Germany. After she came back to Finland in January 2010, Lin started her practical training in Kajaani. During 5 months of training, Lin has achieved many valuable experiences.

*"I worked for Mehi Oy, which manufactures and designs metal cutting tools for engineering workshops. Mehi Oy is located in Suomussalmi, and has mainly contributed to the Finnish domestic market for over 30 years in the metal industry. Recently, with the development of the Chinese economy, Mehi built a Chinese market penetration project. Therefore, I had a good opportunity to assist on this project. Due to the distance, my daily work place was in Kainuun Etu Oy, which invests financial and HR support in Mehi.*

*My trainee duties included Chinese market research by internet and industrial association interviews; a metal industry exhibitions survey, planning, preparing and implementing a business trip and exhibition in China; further communication with visitors from the exhibition and potential customers, etc. To complete the above tasks, I had to use B2B marketing strategy knowledge, communication and negotiation skills, as well as language skills. Besides these, the difference in business culture between countries led to success in achieving my training goals as I have a sound understanding of Chinese culture."*

**Saheed Adebayo Gbadegesin from Nigeria** started his studies in International Business in 2007 and graduated in 2009. He accomplished his practical training at Snowpolis in Vuokatti as a marketing researcher. Saheed also wrote his thesis during the practical training period. His thesis work has now been published by a German company making it available worldwide.

During his studies, Saheed had a part-time cleaning job at Leenan Puhdistuspalvelu Oy. After his graduation, Saheed continued his career in the company and is now the International Relations / Supply Chain Officer. Saheed lives happily in Kajaani.

*"Kainuu is my second home not only because of the kind people but also because of the many achievements I attained in the region. I obtained a great deal of knowledge from Kajaani University of Applied Sciences. I learned from the parent-like teachers, and I was guided by wonderful friends. Also, my work experience at Snowpolis was immeasurable together with the kind people and natural environment for intellectual development. Leenan Puhdistuspalvelu Oy is an awesome company that works with good companies. They support me in allowing me to earn some money to improve my future. Thus, I have no regrets about coming to, studying and living in Kainuu. I hope I will be able to use my talent to contribute to progress in the region."*

# A SMALL VOCABULARY

ammattiliitto	trade union
ansioluettelo	curriculum vitae
avoimet työpaikat	vacancies
hakulomake	application form
harjoittelija	trainee
harjoittelupaikka	trainee position/practical training position
koeaika	trial period
osapäivätyö	part-time work
palkka	salary
palkkatoivomus	salary
työ- ja elinkeinotoimisto	employment office
työaika	working hours
työhakemus	covering letter
työkokemus	work experience
työlupa	work permit
työnantaja	employer
työnhakija	jobseeker
työntekijä	employee
työpaikka	job
työpaikkailmoitus	job advertisement
työsopimus	employment contract
verotoimisto	tax office
viimeinen hakupäivä	closing date for applications
vuosiloma	annual holiday
yhteyshenkilö	contact person
yhteystiedot	contact information
yritys	company

# REFERENCES

- Aarresaari Academic Career Services** [www.aarresaari.net](http://www.aarresaari.net)
- Amiedu**, *Working life certificate*
- Arktiset Aromit ry** [www.arctic-flavours.fi](http://www.arctic-flavours.fi)
- CIMO Centre for International Mobility** [www.studyinfinland.fi](http://www.studyinfinland.fi)
- EURES The European Job Mobility Portal** <http://ec.europa.eu>
- Finnish Immigration Service** [www.migri.fi](http://www.migri.fi)
- Finnish Tax Administration** [www.vero.fi](http://www.vero.fi)
- Idän Taiga ry Wild Taiga** [www.wildtaiga.fi](http://www.wildtaiga.fi)
- Infopankki** [www.infopankki.fi](http://www.infopankki.fi)
- Jobstep.net** Employment and Information Services of the Finnish Universities of Applied Sciences [www.jobstep.net](http://www.jobstep.net)
- Joint Authority of Kainuu Region** [www.kainuu.fi](http://www.kainuu.fi)
- Kainuun Etu Oy**, *DiscoverKainuu Tourist Guide*
- Kajaani University of Applied Sciences Recruitment Services** [www.kajak.fi](http://www.kajak.fi)
- Kajaanin Teknologiakeskus Oy** [www.measurepolis.fi/teknologiakeskus](http://www.measurepolis.fi/teknologiakeskus)
- Local register offices** [www.maistraatti.fi](http://www.maistraatti.fi)
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- Ministry of Employment and the Economy**, *Working in Finland*
- Papunet**, Accessible communication <http://papunet.net/selko>
- Renforsin Ranta**, Business Area [www.renforsinranta.fi](http://www.renforsinranta.fi)
- Snowpolis Oy** [www.snowpolis.com](http://www.snowpolis.com)
- TAITO-URA** [www.uraohjaus.net](http://www.uraohjaus.net)
- Talvivaara Mining Company Plc.** [www.talvivaara.com](http://www.talvivaara.com)
- The Finnish Trade Union Representation to the EU** [www.finunions.org](http://www.finunions.org)
- UUNO** Language learning material [www.uuno.tamk.fi](http://www.uuno.tamk.fi)
- Woodpolis** [www.woodpolis.fi](http://www.woodpolis.fi)



