



# Guide for Starting Your Career in Kainuu

# Dear students,

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 gives you a general idea for starting your career in Kainuu by introducing the region and useful tools for job hunting. It provides a brief overview about the Finnish working culture as well as the rules and legislation of Finnish working life. It also offers application tips including examples of an application letter and a CV. If you are interested in starting your own business in Kainuu, this guide also has practical advice for you.

This guide aims at facilitating the international students' entrance to the employment market in Kainuu. It is a publication for the project "Talents for Kainuu". The project aims to find employment, i.e. practical training places, project work, part-time and full-time jobs as well as thesis commissioning for the international students of the Kajaani University of Applied Sciences in Kainuu.

The guide is available also in  
<https://careerinkainuu.kamk.fi/>

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# Employment Market Kainuu

The region of Kainuu is located in the centre of Finland and close to Lake Oulujärvi, which is known as the “sea of Kainuu”. Kainuu is almost the size of Belgium with 20 197 m<sup>2</sup> and its population is just over 73 000 inhabitants, which means only 3,6 inhabitants per square kilometer (2019, Kainuun liitto). There are eight municipalities in Kainuu: Kajaani, the province’s capital, Sotkamo, Suomussalmi, Paltamo, Puolanka, Hyrynsalmi and Ristijärvi. The municipalities are especially known for their tourism resorts, activities and events. Sotkamo is well-known for Vuokatti, a winter and summer resort. 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 are well known in Central Europe. Kuhmo is also popular for the world-famous Chamber Music Festival held annually during the last two weeks of July. (kainuu.fi)

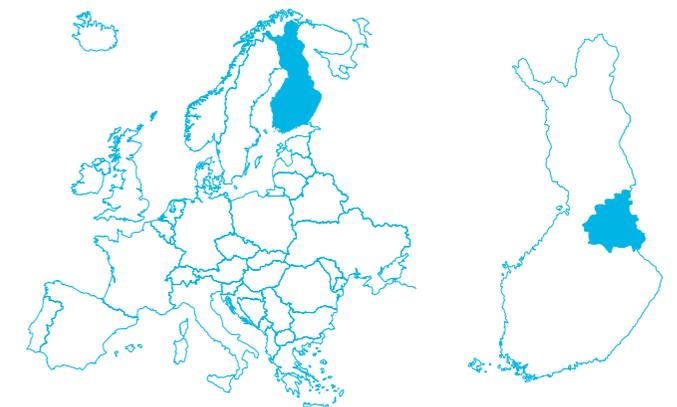
The unemployment in Kainuu has been increasing within the last 5 years constantly. The increase of unemployment leads to a lack of skilled staff. The biggest shortage is in the following sectors: health staff (doctors, dentists, veterinarians, nurses), customer service, cleaners and kitchen workers. You can follow the occupational barometer yourself in ammattibarometri.fi, that is an estimate of the employment offices for short-term outlook for key occupations and workforce availability. (KAINUU Työllisyyskatsaus Joulukuu 2019).

The development priorities in Kainuu as in the plan until 2035 are: know-how (tourism, technological industry, bioeconomy, sustainable mining), accessibility, wellness, image of the region, and internationality (Kainuun liitto).

There are about 2800 companies in Kainuu. One in six SMEs in Kainuu have business activities abroad (Newspaper article: yritysbarometri from Suomen Yrittäjät, Finnvera and työ- ja elinkeinoministeriö, 2019) and 60 % of the workforce is employed by SMEs and Microenterprises.

The biggest business clusters in Kainuu are mining, metal industry, tourism and technology. Mining is an important employer in Kainuu with Terrafame Oy being the biggest company with about 1.300 employees. In the metal industry Transtech Oy is the most important company for the area, but there are other companies like Katera Steel in Renforsin Ranta, Kajaani. In Renforsin Ranta there are several companies from different industries.

The tourism sector is growing steadily. The tourist centers are the ski resorts with Vuokatti being the biggest as well as Paljakka and Ukkohalla. The resorts aim at being an all-year round destination. In the east, in Kuhmo, there is Wild Taiga as a tourism main actor. The technology sector has companies developing industry solutions. Known companies are Herman IT, CSC, Critical Force Ltd, Valmet, CSE and Prometec.





There are values in the Finnish culture that are especially treasured and create the essence of Finnish being. You should know about these in order to be able to integrate in the society, which is a crucial part when looking for employment. However, Finnish customs and manners are rather European, attitudes are liberal and codes of behavior relaxed.

One big value is equality, meaning that men and women are on equal terms regarding their career, as well as home and family care. This can be seen for example in the relatively high number of women holding advanced positions not only in politics but also in other areas of society.

Trust is another value, not only trusting other people, but trusting in democracy and the freedom of speech as well. This relates also to the value of honesty. Finns take promises seriously and believe in what you say. Discussions are straight forward to the point and there is little small talk. Silence is not regarded as awkward and speaking loudly in public is considered rude.

The Finnish society is oriented on individualism, the freedom of being who you want to be. They also have a strong perception of one's personal space. Finns value their privacy and young adults are encouraged to live on their own and be independent.

Punctuality is a must in Finland for any appointment. It is better to arrive a little early than late. When you have an appointment at 10:00 but arrive 10:05, you are late. Modesty is also highly regarded: Finns do not want to stand out and they do not talk loudly, and they are considerate about their surroundings.

Nature is essential in Finnish culture. Many have summer cottages (Mökki) that often do not even have electricity or running water, located in the middle of the nature, preferably near a lake. Due to the everyman's right Finnish people can enjoy engaging in activities such as mushroom and berry picking. Also disposing garbage in order to protect the nature is regarded as important. More about everyman's right: <https://www.visitfinland.com/article/everymans-rights/#7c442e07>

And of course, Sauna is a big part of the Finnish culture. It is a ritual of relaxing and quietness. Most Finnish people go to Sauna at least once a week. It is common to go to the Sauna without any clothes and the time is often divided between genders. Only in families, men and women go together to Sauna. In Sauna you sit on a small towel.

Finnish food is European and consists of typical items as fish, meat, pasta, potatoes, and rice. There are local variations, as reindeer meat is eaten in Lapland and more fish at the coastal area. Finnish people tend to eat earlier than in most European countries. The two warm meals, lunch and dinner, are eaten between 11:00–12:00 and 17:00–18:00. Finnish people drink a lot of coffee and it is common also for adults to drink milk. Eating and drinking out is more costly than in most European countries. Only light alcoholic beverages can be purchased at the supermarket. Others can only be purchased at the government regulated Alko store. Buying alcoholic beverages is limited by age. Between 18 and 21 years you are permitted to buy alcoholic beverages under 22 %, above 21 any kind of alcohol.

As a guest in a Finnish home you should take your shoes off at the entrance. The most important holidays in Finland are Christmas (Joulu) and Midsummer (Juhannus). Most Finnish public holidays are Christian:

- » New Year, 1 January
- » Twelfth Day, 6 January
- » Easter: the date varies, in March or April
- » May Day, 1 May
- » Ascension Day: in May, the date varies
- » Midsummer Eve: in June, always on a Friday
- » Independence Day, 6 December
- » Christmas Day, 25 December
- » Boxing Day, 26 December

## Finnish Language

It is important to use the duration of your studies to learn as much Finnish as possible. As in any other country, knowledge 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 KAMK include obligatory 'Finnish for Foreigners' courses for international students. Finnish language courses are also provided by adult education centres in Kajaani, e.g. Kaukametsä. Also

use the practical training, the Finnish Friend Family Programme and other social activities as an opportunity to use and improve your Finnish language skills. Do use it as often as possible in everyday situations, e.g. supermarkets. It gets easier each time.

### 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: <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 uses English as a tutorial language: <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: <https://yle.fi/aihe/artikkeli/2015/12/15/supisuomea>

A good way to stay informed and learn Finnish is to watch the news in easy language "selkouutiset" from Yle: <https://yle.fi/uutiset/osasto/selkouutiset/>

## 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	desired 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

## Finnish Work Culture

As one of Finland's most important values is equality, this is also visible in the workplace. There are women in high positions, and there is no discrimination related to age, race or gender in the workplace. There are flat hierarchies, and everyone can express their opinions. This however also means more responsibility for the area that the employee oversees.

People mostly address each other by first name, and "sinä" (informal you) is mostly used in business encounters and among colleagues. Upon the first encounter with elder or senior staff, it is advised to address in a more formal manner using "te" (formal you). The senior staff will most likely offer then the informal way of address. However, use the first name of your employer only if he introduces himself to you by first name or offers you to call him by first name. When writing an application, use the last name.

When greeting each other in a work environment, you shake hands. Hugging is reserved for close friends and family, no kissing on the cheeks. When you speak, it is considered polite and honest to keep eye contact.

The communication style is straight forward and focused on work related issues with little or no small talk. Also, the dress code is usually rather casual compared to many other countries, although there are places where a uniform is required and will be provided by the employer.

Finns separate work from private life, so it can take a longer time to bond with a coworker. Try to be active and participate in company organized activities such as Pikkujoulu (Staff Christmas parties) and outdoor activities, as well as sauna visits. Additionally, you can ask a coworker to meet in your free time.

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.

### More information:

<https://www.infofinland.fi/en/living-in-finland/work-and-enterprise/finnish-working-culture>

[https://www.ttl.fi/wp-content/uploads/2016/10/englanti\\_toissa\\_suomessa.pdf](https://www.ttl.fi/wp-content/uploads/2016/10/englanti_toissa_suomessa.pdf)





# Work Rules and Legislations

## Legal Information about Workplaces in Finland

There are collective agreements (työehtosopimus) for almost all work fields defining minimum wages, holidays, sick leave, working hours etc. They are legally binding: an employer can give more than in the agreement but needs to give at least the minimum terms and conditions from the agreement.

### **A written work contract must always include:**

1. The parties to the contract of employment
2. The start date for your employment (and the end day of your employment for a fixed-term contract)
3. Your work-related duties
4. Your working hours or minimum working hours
5. Salary and method of payment
6. Place of work (community)
7. Your trial period
8. Workplace meals
9. Mention of the collective agreement that the contract of employment observes

A fixed-term contract can be done only for certain reasons, that are deputyship, work experience placement, project work or seasonal work.

The probation period cannot be longer than 6 months. During this time the work relationship can be ended from either side without time of notice. The reasons for resolving the work relationship have to be non-discriminating.

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 on 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.

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.

Finnish law entitles employees to salaries during illness. If your employment relationship has lasted at least one month 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.

It depends on the company policy whether you need to provide a medical certificate of absence from the first day of illness or only if the illness lasts for more than three days. If you cannot return after 10 days of illness, you can apply for sickness allowance from Kela.

## Legal Information about Workplaces in Finland

There is paid family leave when a child is born. Maternity allowance is paid for about 3 months. The father can have a leave for up to 54 days, which is called paternity allowance. Following the maternity allowance starts the parental allowance that is about 6 months and is followed by the childcare allowance that can be used until the child turns 3. The allowances must be applied for at Kela.

The employer must apply the periods of notice which are specified by law, unless otherwise agreed. The periods of notice vary from 14 days up to 6 months, depending on how long the person has been working in the company.

**Unless otherwise agreed, the periods of notice which the employee must observe are as follows:**

**14 days**  
if the employment has continued for up to five years.

**1 month**  
if the employment has continued for over five years.

An employee is entitled to receive, on request, a work certificate from their employer at the end of the contract of employment. A work certificate is an important document specifying the duration of employment and the employee's tasks. The employee can also ask that the reason why the contract of employment ended, and an estimation of the employee's skills and behaviour are included in the certificate. (infoFinland).

## Taxation

In Finland you must pay taxes from your salary. The employer withholds the taxes automatically from your salary. For this you need a tax card, which can be applied for at the local tax office, or, if you have a bank account and bank authentication, online. The percentage of your tax depends on your income. In Finland, taxation is progressive. This means that the tax rate (the share of taxes) is larger for a larger salary than for a smaller salary. For the tax card, you need to estimate the amount of income you will receive during the whole year. You also need to have a Finnish personal identity code.

If you do not show the tax card to your employer, they will deduct 60% of your salary as taxes. The same applies if you have stated your annual income too low and have not applied for a second tax card. If you pay too much tax, you will receive a tax refund (veronpalautus). If you pay too little tax, you will have to pay back tax (jäännösvero). In addition to taxes, your employer will withhold insurance payments from your salary for unemployment and sickness, for example.

## Labour Unions

A labor union or a trade union is an organization that represents the collective interests of employees. There is a variety of labour unions for different work sectors. There are about 70 labour unions in Finland, each of them belonging to one of the 3 central organisations

(SAK, STTK and AKAVA). Employers' associations and employees' associations work together to agree on the working conditions in a certain field and generate collective agreements. The Finnish law doesn't specify a minimum wage, but workers must be paid at least the wages specified in the relevant universally binding collective agreement.

If you intend to stay longer in Finland you should consider – even as a student – joining a Finnish labour union. The majority of Finns are members of a labour union. The labour unions look after 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.

You can apply to become a member of a labour union either online or in the local office. There are labour unions specific for a certain field (for example business graduates, engineers, health care professionals) or more general ones that anyone in the workplace can belong to. Once you start working, you can ask around in the work place for which labour union the others belong to. The membership fee is between 1-2 percent of gross income.

## Working as an International Student

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 allowed to work without restrictions if the work is related to the degree, ie. practical training and thesis. Otherwise, the students are able to work for an average of 25 hours per week during the academic year. During holidays, the students can work without restrictions.

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.

# Knowing Your Strengths

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.

There are online tests that help you get a clearer picture of your personality with its strengths and weaknesses. A popular test is the Myers-Briggs self-evaluation test (for example <http://www.humanmetrics.com/cgi-win/jtypes2.asp>). This test divides one's personality in four basic types Introversion/Extraversion, Sensing/Intuition, Thinking/Feeling, Judging/Perception according to one's strengths and weaknesses. But there are also other ways to find out your strengths and skills. One way is to think about a challenging situation from work/ studies/ hobbies that you managed to overcome and then to reflect on how you overcame the obstacles, what skills and strengths did you use for that. It is best to prepare a list of your skills that you can then use when writing your application.

As important as learning about yourself is also learning what you are looking for in a workplace. Which values are most important to you in a workplace? This will make it easier for you to focus on specific companies or jobs that you are really interested in and that fit you. Possible values could be stability, independence, joy, creativity, environmental issues, good reward, social standing, opportunities to travel etc.

When looking for a job there is a great number of channels to use. But first, it is important to know that only about 30% of all jobs are openly advertised. These announced positions are visible to everyone and there are a lot of applicants going through the public recruitment process. Most jobs, however, are hidden. There are open positions, but this information is only shared with an "inner circle", i.e. internal job openings. Here it is important to have a good network. When you are looking for a job, make sure to let your network know, because you never know who in your network knows whom. In the hidden recruitment process, there is only a limited competition due to the fewer

number of applicants. A personal recommendation can place you far ahead. Another option is to send an open application to a company that you are interested in even though they do not have an announced open position. Maybe there is a hidden vacancy and if not, there may be future openings and it is good for the company to have your contact information. It also shows a specific interest in the company as well as proactiveness, which can be an advantage for future recruiting. Companies are also happy, when the recruiting process goes smoothly and having a potential candidate in the reserve is helpful for them too.

# How to



Find Work

# The most common recruitment channels are the following:

**Internal recruitments** – Recruiting new candidates among the company's own employees. This recruitment channel will be essential to you once you have your first workplace.

**Personal contacts** – Use your network of contacts to find positions. Your network consists of fellow students, teachers, your Finnish Friend Family, or other connections you may have made through hobbies. This is one of the most common ways and a personal contact is the best way to enter the job market, as a personal recommendation is the best promotion for you.

**Applicant direct contact** – If you have sent out an open application previously and the company has saved your contact information or if you are visiting a company directly. 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.

**Company's webpage** – Most companies publish their vacancies on their website. If you are interested in a specific company, it is worth checking out their career webpage. You can find companies in Kainuu from the website of Kainuun Yrittäjät: <https://synergia.yrittajat.fi/>

**TE toimisto** – The Finnish employment office publishes vacancies on the webpage: <https://paikat.te-palvelut.fi/tpt/> They are state public authorities that help in matters such as job seeking and employment.

**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 can post your CV to advertise yourself to potential employers. The link to the portal is: <https://ec.europa.eu/eures/>

**KAMK's intranet** – There are job postings from companies for practical training, full time and part time jobs as well as thesis topics at KAMK's intranet.

**Recruiting agencies** – The agencies work as an intermediary between companies and applicants. Their job ads are posted online, and you often also have the chance to leave your CV to their database. Examples are [monster.fi](https://www.monster.fi) and [oikotie.fi](https://www.oikotie.fi)

**Staffing services and temporary work agencies** – In temporary agency work the temporary-work agency is the official employer, but the work is done for the company using the agency's services. This means that you enter 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. Those are especially a good way to find part-time jobs and there is many them operating in Kajaani. Examples are Sihti/ Adecco, StaffPoint, VMP, Kairest and Barona. Cleaning companies also operate in the same way. In Kajaani there are SOL, ISS Palvelut, Lassila & Tikanoja, Leenan Puhdistuspalvelu and RTK-Palvelut.

**Recruitment fairs/events** – Use recruitment fairs and events to get direct contact with employers. One possibility is the recruitment fair at KAMK, Expeditus Novus, that is organized by the student union KAMO. Other events, such as Big Friday and Social Friday, which take place every last Friday of the month, may present an opportunity to meet local entrepreneurs.

**Excel sheet shared with ELY Keskus** – In this sheet you can put your professional information. The sheet is shared with ELY Keskus, the Finnish Centre for Economic Development, Transport and the Environment. They have meetings with up to 800 companies per year that are looking to internationalize and use this sheet as a tool for potential candidates that can work with a company in their aim of internationalization. You can find the sheet under this link: <https://bit.ly/2O16GJj>

**Social Media** – An increasingly important channel is social media, with especially LinkedIn being a global network used to connect with professional contacts. You can use it to look for job openings, and to present yourself and be found by employers. If you want to learn how to make the most of your LinkedIn profile, watch this video: [http://www.urasampo.fi/fi/LinkedIn\\_Job\\_Hunting.html](http://www.urasampo.fi/fi/LinkedIn_Job_Hunting.html)

# The Application Process

Your job application, which is possibly the first contact with your eventual employer, is essential 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 they should be 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.

The documents should be clear, easy to read, and have a correct grammar and spelling. It is advisable to have them proofread by another person. A good trick is also to use the words from the job ad to highlight your suitability. If you are sending the application documents via E-mail, it is also advisable to name them in a manner logical to the employer, i.e. lastname\_firstname\_CV-date.

## The Cover Letter

In the cover letter you emphasize your skills and know-how related to a certain job and its requirements. Highlight your personality and style and try to avoid standard phrases. It is important that you describe the additional value that you can bring to the job, and

that you show enthusiasm by telling your motivation for applying. Remember to be truthful with anything you state. If the job add is in Finnish, also prepare application documents in Finnish. The cover letter should be 1 page in length.



# The CV

Resumé 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 specific 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 must include. In addition to the must-haves, there are parts that are highly recommended and can set you apart from others. You can find good information on how to compose your CV in this video: [http://www.urasampo.fi/fi/Creating\\_an\\_Impressive\\_CV.html](http://www.urasampo.fi/fi/Creating_an_Impressive_CV.html). It is not recommended to use standard CV templates as the Europass CV. This one has been produced for job applications at the European Union in Brussels.

There is no rule regarding the length of a CV as it naturally grows with your growing experience. However, it should be as compact as possible, and for a career starter the rule of thumb is approximately 2 pages.

## Must include:

### Title

– Curriculum Vitae or Resumé

**Personal and contact details** – Your personal information should include your full name, date and place of birth (is not an absolute requirement in today's discussion about age discrimination), nationality only if it is relevant (i.e. for working visa), address, E-mail, telephone number and links to online CVs as a LinkedIn Profile or a video CV. Whether the following section of the CV is work experience or education depends on your strongest selling point. Is the job that you are applying for rather related to previous work experience or to the studies that you have done.

**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 the employer, especially if one can assume that the new employer does not know this company (i.e. which industry, size). Also include your tasks and responsibilities, as well as your achievements showing your skills. Use verbs describing action. You can focus on specific projects and describe shortly

which achievements you gained using which skills. Highlight your specific role in those achievements. In this section you should not merely list your jobs but elaborate what skills you have acquired through them by giving concrete examples.

**Education** – In this section you list your experience also in reverse order. Mention your degree, degree programme, specialization, study duration and school you have graduated from. Also use this section to highlight your acquired strengths and skills by pointing out the relevant courses and projects and your achievements relevant for the job application.

**Skills and knowledge** - This section should include your linguistic and IT skills and 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 license, occupational safety cards (i.e. hygiene passport, first aid card), online courses, voluntary work, projects etc. If you have in one area especially a lot of skills then group them together to make the structure clearer, i.e. IT skills can be grouped in Office Software and Operating Systems.

## Recommended to include:

**Introduction/summary** – This recommended section follows the personal and contact information and precedes work experience or education. Here you can describe your goals, motivation, background and what you are good at. Use concrete examples or feedback you got.

**Interests and activities** – Do not use the word hobbies in this section. You can include your interests if they are relevant to the job or show an important side of your personality (volunteering, sports etc.).

**References** - You can ask your former employers, colleagues 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.

**Photo** – It is not a requirement, but it is common. If you include a photo in your CV, make sure it is a professional picture and not a passport picture. It is a visual statement that can showcase your personality.

**Signature** – For the purpose of authenticating a CV, it is good to include a signature with a date at the bottom.

## CURRICULUM VITAE



Name:  
Address:  
E-mail:  
Phone number:  
Links:

Date of Birth:  
Place of Birth:  
Nationality:

### INTRODUCTION

Write here 2-3 sentences about your goals, motivation, background and your skills and strengths.

### EDUCATION

MM/YYYY – MM/YYYY

Degree, Major, Name of University, Place of University

Projects, Courses relevant for the job including a short description on achievements and acquired skills

### WORK EXPERIENCE

MM/YYYY - MM/YYYY

**Job title, company,**  
short description of company  
My responsibilities included ... and I also participated in the project .... I got positive feedback for ... and my good ... skills.

OR  
responsibilities:

-

Achievements:

-

-

### IT SKILLS

Office Software  
Operating Systems  
Programming  
Applications

MS Word (excellent), MS Excel (good), MS PowerPoint (good)  
Linux (good), Unix (good)  
Java (excellent), XHTML (excellent), C (good), Matlab (basics)  
MySQL (excellent)

### LANGUAGE SKILLS

Finnish  
English  
German

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

### MILITARY SERVICE - OPTIONAL

MM/YYYY - MM/YYYY Navy, rank: Sub-lieutenant

### TRAININGS / ONLINE COURSES

MM/YYYY – MM/YYYY Training  
training outcome

### OTHER SKILLS

Drivers license, occupational safety cards

### PUBLICATIONS

MM/YYYY Title

### EXTRACURRICULAR ACTIVITIES

MM/YYYY - MM/YYYY Student Union member, teaching assistant etc.

**INTERESTS** sport clubs, voluntary work, art

### REFERENCES

By whom – attach to application

*signature*  
Date, Name



# The Job Interview

It is excellent news, if you have been invited to a job interview. That means you have mastered the biggest obstacles already. The objective of the job interview is exchanging information and evaluation, from both sides. The employer wants to find out how the person would adapt to the job, position, team and organization. At the same time, it is a chance for you to find out whether the job is also suitable for you.

There are different types of job interviews: Phone/Skype interview, individual interview, group interview, work simulation, aptitude tests, or a combination of some of these.

Before you participate in an 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?".

## **Here is a list of the most frequently asked questions in a job interview that you should be prepared for:**

- » Tell us about yourself
- » What do you know about our organization?
- » What are your strengths?
- » What about weaknesses?
- » What motivates you?
- » If everything goes as you have planned
  - where do you see yourself in 3/ 5 years?
- » What do you do in your free time?

- » Why are you interested in this post?
- » Why should we choose you?
- » Is there something you would like to ask from us?

Questions that the employer should not ask are about religious or political beliefs, health, illnesses, family relations and planning, sexuality, military or non-military service as well as ethnic background.

Also, you should be prepared to answer your expectations regarding salary, but do not bring up the topic of salary and benefits yourself. The employer will come to the point and being too keen on this matter may seem greedy.

However, you should also be prepared to ask questions about the job in order to show enough interest and make the most of the interview for you too.

## **Here are possible questions that you may ask the employer:**

- » What kind of expectations do you have for the employee who will be selected?
- » What would a typical working day look like?
- » What are the most important tasks in this job?
- » What do you think would be the biggest challenges in the job?
- » What kind of possibilities are there for career progression and personal development?
- » How about employees' possibilities to educate themselves further?
- » How is the recruiting process going to continue after the interview?

Try to be relaxed and be yourself, remember that the interviewers are often nervous themselves. Try to approach to negative aspects in a positive manner and only speak positively of your previous employer. Be consistent, logical and honest. Do not be vague in your statements but rather give clear examples of achievements and show your motivation. Also pay attention to your body language and remember to keep eye-contact. Not looking in someone's eyes is mostly perceived as dishonest and crossed arms or legs give a closed-minded perception. It is better to lean slightly forward to the person speaking and keep an open arm position, i.e. on the arm rests.

When you go to the interview, reserve enough time to find your way, and be there on time, meaning ten to fifteen minutes early. The first impression is very important, so dress appropriately and don't smoke just before the interview. Remember to close your phone. It is also advised to have a good night sleep 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. At the end of the interview, do not forget to thank the employer for the time.

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.



# Residence Permits

If you want to stay in Finland after your studies, you are eligible to apply for

**1** an extended residence permit to look for a job for the duration of maximum one year. This is typically the first residence permit students apply for after their studies, if they have not found a job yet.

Otherwise, you can apply directly for **2** an extended permit on the basis of employment.

If you would like to start a business right away, you can also apply directly for **3** a residence permit for a start-up entrepreneur.

## 1

### Residence permit application for extended permit to look for work or to start a business

<https://migri.fi/en/extended-permit-to-look-for-work>

#### Requirements:

- » Valid residence permit for studies (Submit the application before the permit for studies expires)
- » Graduated from a Finnish university / university of applied sciences
- » Not have found a job yet
- » Income requirement: You have secure means of support EUR 560 at your disposal every month / EUR 6,720 for a year. The income requirement for this permit is the same as it is for a residence permit for studies.

You can start working with this permit immediately once you have found work. Then, however, you are required to apply for a work permit. You can apply for an extended permit on the basis of work.

## 2

### Residence permit on the basis of work

<https://migri.fi/en/extended-permit-on-the-basis-of-work>

#### Requirements:

- » you currently have a residence permit on other grounds
- » you have a valid work contract that complies with the requirements

The work residence permit is usually for the duration of your work contract, but for a maximum of 4 years.

## 3

### Residence permit application for a start-up entrepreneur

<https://migri.fi/en/start-up-entrepreneur>

If you decide to start your own business, then apply for the residence permit for a start-up entrepreneur.

#### Requirements:

- » you are a start-up entrepreneur
- » positive eligibility statement from Business Finland
- » sufficient financial resources for your living costs in Finland (min. EUR 1,000 per month or EUR 12,000 per year)

*Can be shown by bank account or if you have an employment contract with an according wage or you received a funding or through other sources of income (i.e. rental income)*

- » It is possible to work for another employer with this permit, the main purpose of stay must be however, entrepreneurship.

## In general,

for all residence permits you will have to fill out the application online on the Migri website and make an appointment at a service point of the Finnish Immigration Service. While filling in your application, you will be guided to make an appointment online. The nearest service points from Kajaani are in Oulu and Kuopio. During the appointment, you have to show a printout of your application, as well as original documents and your fingerprints will be taken. After the appointment the processing of your application starts. The duration of processing depends on the grounds of application.

As an EU citizen, you do not need to apply for a residence permit, but you have to register your right of residence: <https://migri.fi/en/registration-of-right-of-residence>



# Welcome to Kainuu

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- TE-toimisto [www.te-palvelut.fi](http://www.te-palvelut.fi)
- This is Finland <https://finland.fi/facts-stats-and-info/work/>
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- Urasampo [www.urasampo.fi](http://www.urasampo.fi)
- Working in Finland Brochure [https://www.ttl.fi/wp-content/uploads/2016/10/englanti\\_toissa\\_suomessa.pdf](https://www.ttl.fi/wp-content/uploads/2016/10/englanti_toissa_suomessa.pdf)
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