

**FOR ENTERPRISES
AND EMPLOYERS**



**TE Office
at your service**

www.mol.fi



**Employment and Economic
Development Office**

Whenever your company needs new, skilled workforce or you are facing changes and require fresh expertise, contact your local Employment and Economic Development Office (TE Office).

We specialise in human resources and their development. With our understanding of trade and industry, the labour market and jobseekers, we form part of the regional business service network and customise solutions to meet employers' needs.

*Contact us - TE Offices will assist in finding suitable people to fill your positions. **www.mol.fi**.*

A wide range of diverse services for enterprises and employers

TE Offices tailor services to meet the needs of enterprises and employers. Our services help employers and jobseekers to find each other.

**Contact your
TE Office for
tailor-made
solutions for
employers.**

Find new personnel efficiently

In every case, recruitment and employment services are based on the employer's specifications. The TE office agrees with the employer on the competence and professional skills requirements set for the applicant, the methods used for seeking suitable candidates, how the vacancy will be advertised and the schedule for filling the position.

Should the employer so wish, the vacancy will be placed in the **'Vacancies'** service, Finland's most

frequently visited recruitment service. It is easy to announce a new vacancy via the TE Office's web services.

Our website reaches a high number of active jobseekers, who may be students, people changing jobs, or the unemployed. Our service is fast because the **Job Watch** service informs jobseekers of suitable vacancies immediately, by e-mail.

Recruitment tools

Employers often find the recruitment of a new employee challenging. A TE Office will provide advice on all recruitment matters and assist in preparing a job advertisement that reaches suitable candidates.

On the basis of the employer's needs, TE Offices search for suitable jobseekers and inform them of the vacancy. They can also present suitable candidates to the employer, who then makes the choice and final decision on recruitment.

Jobseekers present themselves on the Internet, through the **CV Net service** on our website. You can use **CV Watch** to order information on suitable candidates directly to your e-mail address.

TE Offices arrange **recruitment events and campaigns** providing employers with the opportunity to present the operations of their company, and vacancies, to jobseekers.

The largest TE Offices also host a **job search centre**. These centres specialise in offering a meeting point for employers and jobseekers, by arranging recruitment events and theme days in various lines of business, and guiding jobseekers in their search for work.



The TE Office
helps in finding
suitable
candidates.

Suitable workforce from other European countries

EURES (European Employment Services) is the joint employment service network of the European Economic Area countries. A total of 800 EURES Advisors across Europe participate in the network, which includes the public employment services of member countries. EURES helps employers to find employees in Europe. In Finland, EURES Advisors work at the largest TE Offices. The related services are free of charge.

EURES Advisors are experts in the European labour market and act as links in recruitment by

- Assisting in the launch of the recruitment exercise and seeking a local partner
- Replying to enquiries and accepting applications
- Performing a preselection if necessary
- Providing advice to foreign employees on issues specific to working life in Finland.

The EURES portal, with its Europe-wide database of vacancies and jobseekers, can help in recruitment. At the portal, employers can announce vacancies and search potential candidates' CVs. More than a million users visit the portal and use its services every year.

**EURES for
cross-border
employment
services.**

Together with EURES Advisors, employers can also participate in recruitment events arranged in Europe. EURES advisors can even arrange a special recruitment event for the client enterprise, in a suitable country.

www.eures.europa.eu

Support, advice and training for prospective entrepreneurs

For entrepreneurs starting a business, TE Offices offer a start-up grant, entrepreneurship training and services for establishing an enterprise and developing it for further growth.

TE Offices form part of regional business services, offering a variety of advisory services, facilities and other such services for all enterprises.

Basic advice for start-up enterprises:
EnterpriseFinland telephone service +358 10 19 4680 (from Finland 010 19 4680).

Comprehensive information on various enterprise services:
www.yrityssuomi.fi

Skilled workforce through education and training

The competence requirements of various positions are changing; a lack of skilled experts is affecting an increasing number of sectors. If suitably skilled

**Utilise various
training options
to find suitable
workforce.**

employees are unavailable in the labour market, training suitable workforce may be the solution.

Training and development in cooperation with employers

In cooperation with the employment and economic development administration, an enterprise or other employer can train its current or new employees. An entrepreneur, or a person intending to become one, can also participate in training alongside employees. Leased employees, too, can participate.

Such training is jointly planned by the employer and the employment and economic development administration.

Training can be sought for three different purposes:

- **Recruitment Training.** If no skilled employees are available to meet the employer's needs, and no experts newly qualified through other types of training are in prospect.
- **Precise Training.** Basic or further vocational training tailored to meet the needs of the enterprise and staff. Also suitable for implementation during fixed-term lay-offs.
- **Change Training.** The employer can help employees, dismissed for financial or production-related reasons, to find a new profession or job, or support employees laid off until further notice.

Training can be combined with other development services for SMEs.

Participants receive either pay for the training period, or, on certain preconditions, unemployment benefit and maintenance support.

Suitable workforce through apprenticeship training

Apprenticeship training is ideal for training professionals for positions hard to fill through other means. This training combines on-the-job learning at work with theoretical training, and is suitable for vocational basic and further training.

Apprenticeship training is a fixed-term employment contract; a TE office can grant a pay subsidy for the apprenticeship of an unemployed person.

On-the-job training and preparatory training for work

On-the-job training and preparatory training for working life are excellent options for recruiting a young adult, a person changing professions, or someone enhancing his or her professional skills.

A contract, signed by the participant in on-the-job training or preparatory training for working life, a representative of the TE Office, and the training organiser, is concluded for on-the-job training or preparatory training for working life.

The organiser of the training does not pay a salary to the trainee.

On-the-job training

You may qualify for on-the-job training if you are less than 25 years of age, you have no vocational training and are within the labour market support system. Trainees receive full labour market support during the training period. On certain preconditions, trainees may also be eligible for maintenance support.

Preparatory training

You may qualify for preparatory training for working life if you are 25 years or older, or have vocational training, or are receiving the basic or earnings-related daily allowance as unemployment security. For the duration of preparatory training, you will receive unemployment benefit (earnings-related daily allowance/basic daily allowance/labour market support) and maintenance support.

Support for employment costs

On certain preconditions, when hiring an unemployed jobseeker, employers may be eligible for support in meeting employment costs. A pay subsidy may also be granted for apprenticeship training.

The objective of work arranged through a pay subsidy is to improve the vocational skills, competence and labour market position of the unemployed jobseeker, while helping the long-term

unemployed gain access to the open labour market.

A pay subsidy is primarily intended for enhancing the employment of young people under 25 years of age, and disabled and unemployed who are under the threat of long-term unemployment, or exclusion from the labour market.

Employers must agree to pay wages in compliance with the collective agreement applicable to the position in question.

If no collective agreement applies to the job in question, ordinary or reasonable wages must be paid.

Are you familiar with employment contracts and the applicable legislation?

Employment contract, working hours, annual leave, alternation leave, study leave, young employees, privacy protection in working life, matters related to co-operation negotiations...

The aforementioned are examples of statutory matters that every employer must take into account.

Further information on these is available at: **www.mol.fi**

Support when reducing workforce and during employment changes

TE Offices offer help, support and advice for both the employer and dismissed or laid off employees, including when workforce is being reduced or changes are being implemented within an organisation. If necessary, advice can be arranged in the form of briefings on the employer's premises.

In dismissal situations, the nationwide network of change security experts at TE Offices provides support for the employer and employee in all matters related to change security. Change security helps the TE Office to anticipate services required in connection with dismissals, and assists the jobseeker in finding a new training position or job as quickly as possible.

Special services subject to a fee

PersonnelSolutions is a nationwide network of experts working in connection with TE Offices' employer services and specialising in the provision of HR services.

PersonnelSolutions offer enterprises and employers assistance in recruitment, the leasing of staff, staff adaptation situations and needs related to the development of personnel and the working environment. Service entities are tailored to meet the service needs of client enterprises.

PersonnelSolutions are the right choice whenever the HR needs of enterprises cannot be met using TE Office services delivered free of charge.

www.hrv-palvelut.fi

TE Office:
support and
advice during
organisational
change.

National Help Line Työlinja contact numbers

Corporate customers, organisations and employers

For reporting a vacancy,
TE Office services,
guidance for web services,
advice on residence permits

+358 10 19 4907
(from Finland 010 19 4907)
tyolinja@TE-toimisto.fi

Educational advice

+358 10 19 4901
(from Finland 010 19 4901)
koulutusneuvonta@TE-toimisto.fi

Advice on change security

+358 10 19 4910
(from Finland 010 19 4910)
tyolinja@TE-toimisto.fi

Advice on unemployment security

+358 10 19 4911
(from Finland 010 19 4911)

EnterpriseFinland

+358 10 19 4680
(from Finland 010 19 4680)

Telephone charges

To numbers beginning '010 19', local network charge from landline subscriptions,
mobile phone charge from mobile phones

**Comprehensive information on our services,
quickly and easily:**

www.mol.fi

www.yrityssuomi.fi
www.asiantuntijahaku.fi