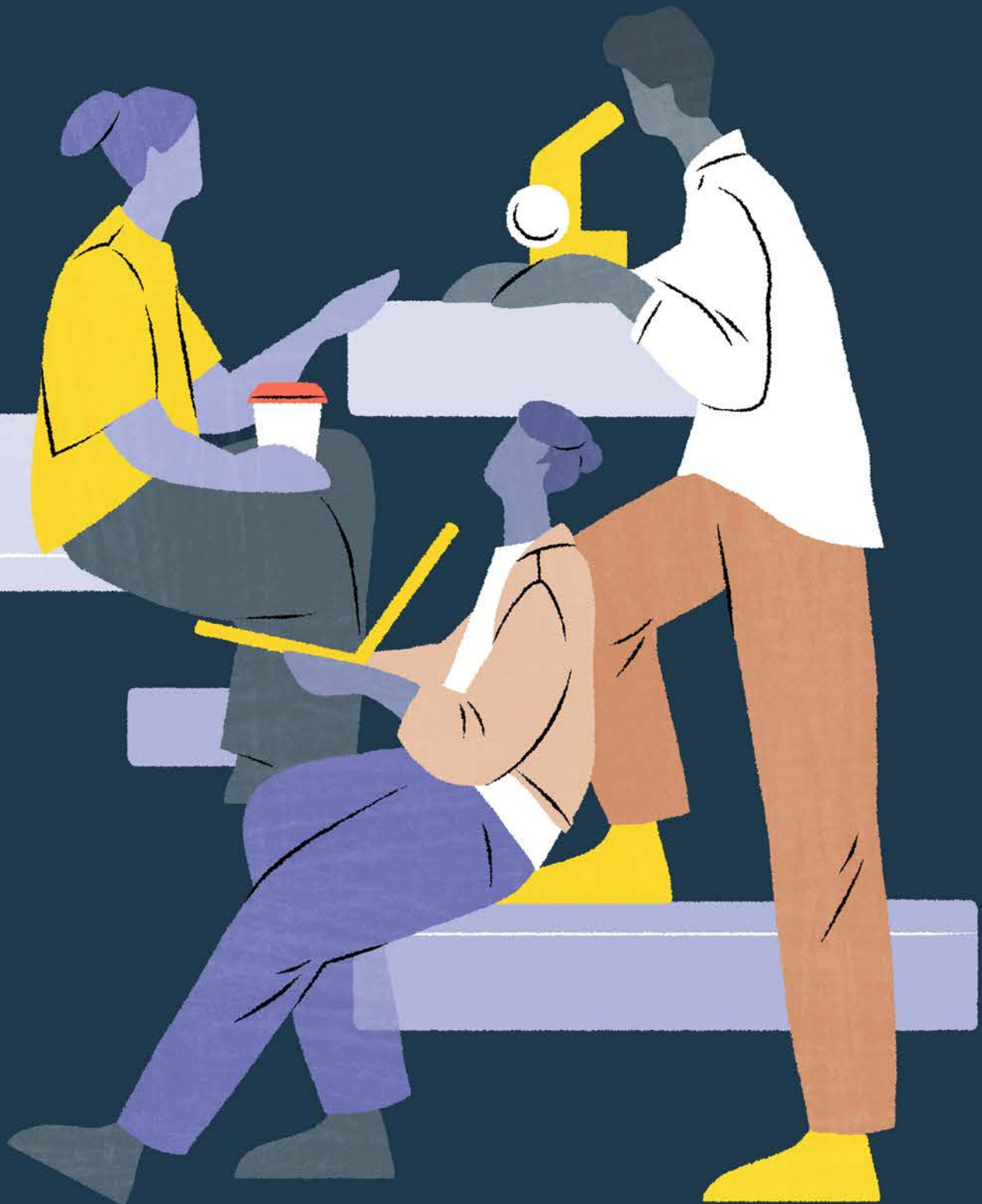


Workbook

Guide for job search and career planning for students in
technology, architecture, mathematics and natural sciences



Workbook 2024

30th issue

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Thank you!

Warm thank you to everyone who took part in creating the Workbook and supported our work.

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Thank you specialists at TEK Career Services, Communications, Legal services, Student liaisons, Salary advice and everyone who shared your expertise. Thank you for the collaboration also University Career Services and KOKO-fund.

Welcome to Workbook!

Workbook is designed to support you as you plan your future and search for jobs. Workbook provides insight into identifying your skills and putting them into words and finding hidden jobs. It gives you concrete tips for searching for jobs and preparing for job interviews. Workbook also provides CV examples for different stages in your studies.

Workbook is available in Finnish and in English and the contents of the two language versions are mostly the same. In the Finnish version, however, international themes are examined from the perspective of internationalisation at home, whereas the English version describes job search experiences from an international expert's point of view.

The Finnish and English CV examples provide a range of tips for writing a CV. You can read the other version by turning Workbook upside down in your hands.

In addition to the printed guide, the Workbook webpage contains information and tools for further deepening your knowledge about the topics. For instance, you can use an exercise to analyse job advertisements or play a job interview game to practise your answers to some of the most common job interview questions. The webpage also contains exercises and CV examples in Swedish.

You can find the Workbook webpage at www.tek.fi/tyokirja (in Finnish) and www.tek.fi/workbook (in English).

The Academic Engineers and Architects in Finland TEK has been publishing Workbook as a tool for students for a long time, and this publication is already the 30th edition of the guide. Although some basic facts in job search hold true year after year, Workbook also addresses topics that are particularly relevant today, such as well-being and international themes.

Workbook is aimed particularly at students in the fields of technology, architecture, mathematics and natural sciences. Students in these fields may also join TEK and enjoy the services included in student membership. TEK also continues to support its members in various ways after graduation, at different stages in their career. You are warmly welcome to join our tight-knit community!

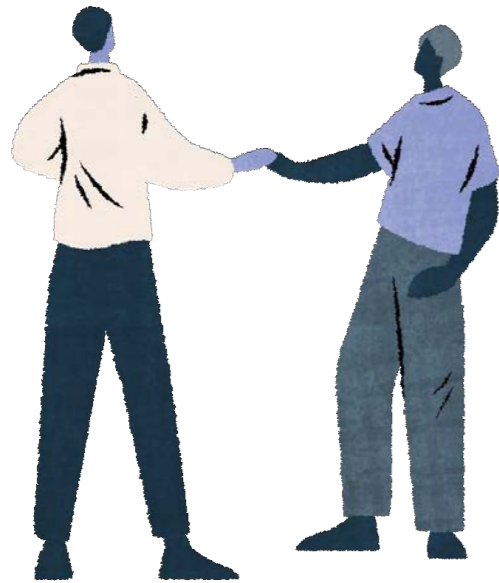
Workbook has been planned in collaboration with the career services of universities. The career counsellors of universities provide on-campus support for career planning and job search. You can find the contact information for your university on page 35.

We hope that this Workbook will serve as your partner when you are searching for a job, planning your future or looking for ways to support your well-being. We wish you success in your job search and in the next steps of your studies and career!

SARI HAATAJA
TEK Career Services

TEK
Powering your career

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The English section

In this part of the Workbook you will find help for job search and career planning in English. If you want to read the Workbook in Finnish, please flip the guide around.



How to identify your skills?

Can you communicate what you have learned so far in your studies? Have you gathered work experience in summer jobs or by working while studying? Or are you just now starting to look for opportunities to gain some work experience?

TEXT: TEK CAREER SERVICES
ILLUSTRATIONS: OUTI KAINIEMI

4

Identifying and communicating your skills may seem difficult, if you have not had much experience so far. Not all skills are visible in the form of credits or certificates either.

Our skills are often examined in relation to something, such as a position you're applying for, your colleagues or the requirements of the job market. Your personal interests and motivation guide your learning and your choices of what you want to develop.

Making your skills visible

The ability to verbalise your skills clearly and understandably to a potential employer is crucial when looking for a job. It isn't always easy to recognise which skills are especially important for a particular job.

You might be unsure about to what extent the candidate is expected to fulfil the expectations and competence requirements in the job advertisement, or what level of knowledge do employers expect from students. Giving examples of tasks or projects within your studies may help you verbalize your skills realistically.

You may ponder as to how much experience in, for example, a task, a system or a method is enough for you to say that you understand it or have mastered it. You may also be thinking of ways to express your personal motivation to develop and learn those skills.

Early stages of your career

If you haven't gained a lot of experience yet, as a jobseeker you can also describe the concrete steps you've taken to develop and learn more. This allows you to demonstrate motivation towards enhancing your skills. When looking for a job, you can describe exciting courses that you've selected, the topic of your thesis, your hobbies or independent learning in the field of your choice.

Field-specific knowledge and skills are naturally at the heart of your job search. However, we often assume that employers are only interested in the experience and skills we have obtained when working in positions related to our field of study. But the truth is that every one of us possesses an individual set of strengths, knowledge and skills and motivational factors that make us interesting.

Tips for identifying your skills

- » Before writing a cover letter and a CV, spend time thinking about your competences. You can create a mind map or use the "Show us what you can do" tool in the Workbook website.
- » Discuss skills with students studying other fields or degree programmes. You will notice the skills you have in common, but also recognise how your skill set differs from theirs.
- » Don't be afraid to seize the opportunity to try something new, whether it's an interesting course or a job that you're not yet familiar with.

5

In addition to studies and work experience in your field, you should consider the insight, understanding, experience and skills that other jobs have given you, and how they may have affected your motivation or your plans for the future.

The hobbies you enjoy in your free time, various positions of trust and other life experiences can also teach you a lot. Sometimes it's precisely these individual experiences that can set you apart from other candidates in a positive way. Employers are trying to obtain the most comprehensive picture possible of you as a professional, an employee and a team member.

You develop a broad skill set during studies

It is important to think about how you can highlight the skills and knowledge you have learned during your studies. The study path is structured so that, in addition to field-specific content, the forms and methods of studying build a broad range of professional skills. >>>

Read tips from recruiters on how you can showcase your skills when looking for a job, even if you don't have much work experience yet. See the text on page 10 of the Workbook.

Perhaps you've noticed that your teamwork skills have improved, you've learned to communicate effectively or you've realised that you're good at building networks. Think about the skills you've noticed that you've learned during your studies and try to come up with concrete examples that you can use in your job application or interview.

Have you received positive feedback on your group work, have you been responsible for a student project or have you helped solve a case for a company? These examples can help employers identify your strengths and form an idea of your potential.

Positive and negative comparison

You can sometimes come to major realisations in identifying your skills when you separate yourself from other students in the same field and meet students studying completely different fields or degree programmes.

That's when you notice that the skills that are typical of students in your field may not be obvious to others, but characteristic of your field in particular. Students in different fields may also give you ideas of what individual skills you could learn during your studies that the other students in your field may not have. Having a versatile skill set may make you stand out in a recruitment process.

Sometimes it is easier to identify skills in other people. You should avoid unnecessary comparisons with others, but keep in mind that you can still learn from each other. Does a fellow student have a skill that you would like to master? Think of ways in which you could develop that skill.

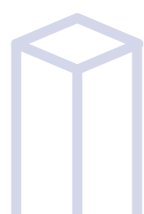
You can also use the people around you to help identify your skills. Ask your friends from the university or your work colleagues what skills or strengths they can see in you. You may be surprised at how perceptive they can be.

Experimenting deserves all the credit

Research-based teaching makes us accustomed to understanding the connections between things and teaches us to ask questions as well as to question our previous knowledge. This in itself is a valuable skill in the working life. Your time as a student enables not only extensive learning, but also experimenting with new things.

Your experiences of employment during your studies can also shape your wishes and goals for your future career. Work experience helps you think about your skills in relation to the needs of the employers. You can also make study choices that will help you find your place after graduation. ■

Contact the Career Services of your university and allow the career counsellors to help you assess your skills and put them into words. You can find the contact information on page 35.



General work life skills and self-management skills

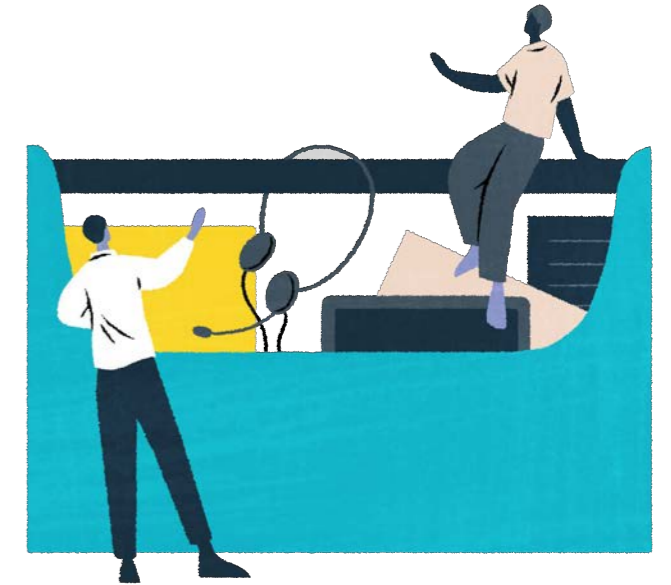
TEXT: TEK CAREER SERVICES
ILLUSTRATION: OUTI KAINIEMI

The ability to manage your work and learn general work life skills are highly sought after in the job market. General work life skills are also known as transferable skills, and they include interpersonal, communication, negotiation, leadership, analytical, project management, presentation and problem-solving skills. Self-management skills, on the other hand, help employees succeed in work and life in general and achieve their personal goals. Self-management skills include the ability to plan and evaluate activities and set goals, prioritisation, stress management and time management skills.

General work life skills and self-management skills help you perform your duties and work together with others and ultimately support the performance of the entire workplace. Since these skills are so useful, employers value workers who learn and are easily able to apply these skills in practice. In addition to your core competence, your professional job-specific skills, it is important to learn skills that will be useful no matter what job you have.

You can start developing general work life skills and self-management skills already during your studies. Simply making progress in your studies requires you to learn and apply these skills. Group work, projects, internships and volunteer activities during your studies can also help you gain experience, for example in project management, interaction, presentation, problem-solving and teamwork.

When looking for a job, you should also highlight your work life skills and self-management skills. Candidates should always describe their full set of skills to potential employers – not just their special expertise, but also their more general skills. General work life skills and self-management skills may seem obvious, but you shouldn't underestimate them, because



it may be that you happen to be exceptionally talented in one of them and this will make you a particularly strong candidate in the eyes of an employer.

Self-management skills are also useful for your personal well-being. The ability to plan your actions often helps you achieve a good outcome, and setting personal boundaries and communicating them to others helps you manage your workload, whereas time management and prioritisation can help you tackle and accomplish tasks. All this can help you manage stress, which is important for your overall well-being and how enjoyable your day-to-day work feels. ■

Read more about how you can take small steps to support your wellbeing at work on page 19 of the Workbook.

Identify hidden job opportunities

Are you looking for effective ways to stand out from other jobseekers and pursue your desired summer job or thesis job, even if it's not advertised in any public channels? By starting to look for hidden jobs you can enrich your job search and look beyond the job advertisements on job portals that are likely to attract many other potential candidates. Check out the following tips for finding hidden jobs.

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ILLUSTRATION: OUTI KAINIEMI

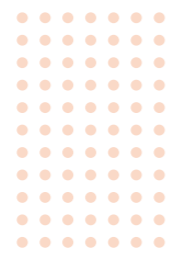
Use the power of networks

- » Keep your eyes and ears open within your network for interesting job tips – you may find out about positions that have not yet been advertised publicly or that will not be filled through a public recruitment process, but still need someone to fill them.
- » If you have had a summer job, contact your former supervisor or colleagues who already know you and ask them about job opportunities. If your former team has no job openings available, you can still ask if they can point you to other job opportunities outside the team.
- » Find out if your professor knows of any jobs. Some of the job opportunities pass through them.
- » Tell your social circle that you're looking for a job. You might discover an interesting tip or contact through a friend, a neighbour or a company representative you met at a recruitment fair. Also, find out about the experiences of your social circle: Could you land a summer job through the same recruitment agency as your friend did last year? Or perhaps you can ask for more information from someone you know who wrote their thesis for an interesting firm?
- » Expand your networks actively. There are numerous ways for doing this. You can meet interesting people and employers in your field at seminars, recruitment fairs, LinkedIn networking challenges, LinkedIn groups, company excursions, clubs and associations and networks for young talent.

Contact employers directly and use CV databases

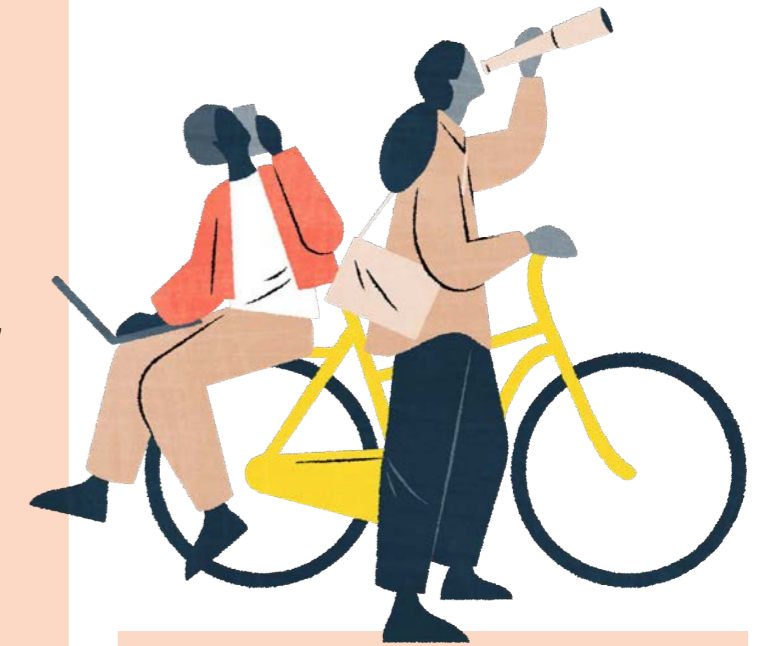
- » Approach an interesting organisation by sending an application and/or contacting them by phone or by e-mail. If the company is small, you can try to reach the CEO or the HR manager. In the case of a bigger company, you can try to contact the recruitment team or the hiring manager of the team you'd like to work in. You can send the employer an open application in which you express your motivation to work for them and explain why you'd be a good fit for them and what you can offer them.
- » Carefully fill in your details into any relevant CV databases (recruitment services and agencies, employers, career and employment services of your university) in which recruiters conduct keyword searches. Even if you don't land the job you were originally hoping for, your skills may still make you a good fit for some other interesting position.

More advice on how to draft an open application can be found on page 17 of the Workbook.



Be active on LinkedIn and on other social media platforms

- » Follow interesting employers on social media and pay attention to any news of business expansions, investments and appointments, corporate acquisitions, partnership announcements, product and service launches, financing decisions, stock exchange rates and share issues. Could the news give you some idea of the talent that these companies may be looking for?
- » Polish your LinkedIn profile. You should carefully optimise your profile and fill it out thoroughly and using relevant keywords. List your work experience by describing your duties and achievements, because a job title alone does not tell recruiters very much. Remember to mention any positions of trust, volunteer work and projects that have taught you skills that are valued in the job market, such as the ability to generate ideas, organise large amounts of work and information or support team members.
- » If you have a portfolio containing samples of your work, add it to your LinkedIn profile and to your CV as a link – your portfolio provides concrete evidence of your skills.
- » Do not hesitate to send networking invites to interesting people and recruiters – remember to include a personalised message. Consider setting up an informational interview, which is a great way to ask someone working in an interesting role for more information: what do they like about their job and what knowledge and skills does it require?
- » Actively take part in discussions that concern your field. You can publish your own posts and build your personal brand as a student in the field or as a recently graduated professional.
- » You can post about your job search or even run your own job search campaign in which you describe the type of job you're looking for. The people in your network can boost your job search – they can help spread a positive word about you or point you towards interesting job opportunities.



Spot job opportunities

- » Gather information by keeping your senses alert. Did you notice an advertisement by an interesting employer? Did you hear about a fascinating project from someone you know? Did you read about a product or service that you would like to work with? Make note of any interesting signals from different sources – this way you can make a list of potential employers. When you know which organisations you want to approach and why, you can make your job search more organised.
- » Consider a change of scenery. You can also scout job opportunities outside your city and start gathering work experience from a new region or even abroad, if this is a realistic option in your situation.

Verbalise your skills

- » Work on a pitch that helps you briefly summarise your skills to others, even in unexpected situations – this way, you will always be ready to shine whenever you come across a suitable job opportunity.
- » Ask for feedback from people you know to gain a new perspective on verbalising your skills. You can ask people who know you about how they see you and your skills. This way, you can discover new strengths to bring up when you're looking for a job! ■

How to draw the attention of a recruiter?

Recruiters go through hundreds of job applications every week to find the best candidates for their clients. Since many of your fellow students, colleagues and distant relatives may be competing for the same jobs, standing out from the crowd is crucial. Here are some tips from aTalent for drawing the attention of a recruiter when looking for jobs.

TEXT: MIKKO MATIKKA
PHOTO: ATALENT

Highlight your motivation when targeting your application

“When I’m looking for junior talent, I pay special attention to motivation. If there’s a place where you can make an impression, it’s in the first few sentences of your cover letter. Start your cover letter by describing what specifically you find interesting about the position. Don’t be afraid to show your personality – you’re allowed to use a bit of humour! But the important thing is that you show that you’ve given some thought to why you want to work in that particular role.”

SOFIA LATVA-KOIVISTO
Senior Recruitment Manager, aTalent

How to show your motivation:

- Why are you interested in the company and the role in question?
- How would the job serve your short-term career goals?
- What are your future dreams for your career and how would this job help you fulfil them?

You should customise your motivational factors for each job application, because recruiters are good at recognising mass applications. Customisation is also useful, because it helps you get rid of any careless mistakes you may have made.

Use concrete examples to describe your strengths

“Are you a fast learner? Great, but so are many others! We believe that you are everything you say you are in your application – but I still recommend that you illustrate what you’ve said with some concrete examples. What specifically did you learn quickly in your precious job, during your studies or your traineeship? Have you received positive feedback on your communication skills? The recruiter will remember you better if you describe your abilities in more detail.”

MINNA TIAINEN
Team Lead, Senior Talent Sourcing Manager, aTalent

How to show your strengths:

- Have you taken any extra courses related to the special industry of the position?
- Have you learned the basics of software that is commonly used in the industry?
- What kind of feedback have you received in your previous jobs, hobbies or student organisation activities?

Two jobs with the same title can have vastly different duties depending on the company. Look for the section describing “the type of person we are looking for” in a job advertisement and try to come up with concrete examples of how you fit this description.



Keep your LinkedIn profile up to date

“You should brush up your LinkedIn profile regularly, because as your studies progress and you gain more work experience in your field, you will also start to attract the attention of headhunters. Especially if you’re about to graduate from a more specialised field, you may be approached via LinkedIn.”

MINNA TIAINEN
Team Lead, Senior Talent Sourcing Manager, aTalent

How to keep your LinkedIn profile attractive:

- List your key professional skills and your general work life skills in the Skills section.
- List your employment history and, for each role, describe your key responsibilities; the job title alone does not tell recruiters everything they need to know.
- List your education and the courses you have completed, what you specialised in and when you graduated or will graduate.

Recruiters also look for:

- **Carefully written application documents:** Correct any spelling and grammar mistakes, especially check the spelling of company names.
- **Coherence:** List the most relevant work experience in your CV and use the cover letter to describe your career situation and motivation in more detail.
- **Your contact information vs. job location:** If there is a great distance between the two, provide a more detailed explanation in your cover letter.
- **Your availability:** How much can you work? What is the situation with your studies? When can you start? ■

Check out more tips for LinkedIn on Workbook’s website:

→ www.tek.fi/workbook

Tips for writing your CV

TEXT: TEK CAREER SERVICES

The purpose of a CV is to catch the interest of an employer and to provide a descriptive overview of your most important experiences, skills and achievements for the job you are applying for. Being in the beginning of your career means you may not have a lot of (work) experience to share. You can still build a CV that attracts potential employers by showing you have the skills they are looking for and a drive to start working as a professional. Here are some tips for writing a CV.

Identify your skills

The starting point for writing a good CV is identifying your competence and skills. Look back on the experiences you have accumulated during your studies, possible employment and internships, positions of trust and hobbies. For each experience, think about the responsibilities you had, what you achieved and what skills you had to use. You can examine your professional skills as well as your general work life skills.

Put the most important things first

You should start your CV with the most relevant information that you at least want the recruiter to read. You can add a brief summary in the beginning of your CV in which you introduce yourself and describe your core skills, interests and your career plans. In addition to this summary, your educational background or your recent degree may be relevant, in addition to the internship experience you may have. Don't forget to include your contact information in your CV.

Tailor the document

When writing a CV, you should consider the target position or industry and include things in the document that are relevant to the job you are applying for. Think about your experiences, skills and interests that are particularly relevant in the context of the job. For example, you can highlight your educational experience, coursework and projects or previous internships and the skills you have developed that relate to the potential job.

Pay attention to form

A good length for the CV of a student or a recent graduate is around 1–2 pages. Make sure your CV is clear and easy to read. Visual elements can make the document easier to skim through. You should choose a file format that the recipient can easily open without the layout changing. For example, a PDF is a good format. Save the document using a file name that includes your name and the name of the document. ■

You can find more advice on how to write various documents for your job search on the Workbook website:

→ www.tek.fi/workbook

CV example:

Bachelor's degree student

Leonora Rondinelli

Industrial Engineering and Management Student

About me

As a Bachelor's degree student in Industrial Engineering and Management at LUT University, I am seeking job opportunities to apply and enhance my academic knowledge. I would like to work as a summer trainee in either Supply Chain Management or Procurement, aligning with my academic focus and interest. In my future career I am interested in working towards managerial roles in my field. For the summer, I'm open for relocating within Finland.

Experience

Client Support Specialist
Invista Innovations Oy
05/2022 – 08/2022

I provided clients support service in English related to the use of the e-invoicing software, addressing their inquiries and questions online. Additionally, I created instructional guides and training materials in English.

Sales Associate
Moda Gente
01/2020–12/2020

I assisted customers with their inquiries and purchases, handled customer payments and returns, created merchandise displays, managed store inventory levels by reporting shortages and initiating product orders to maintain optimal stock availability.

Logistics Worker
CentroPostal
09/2019–12/2019

I managed the flow of packages in a high-volume post package terminal, ensuring accurate sorting and timely dispatch. Demonstrated strong organizational skills in coordinating shipments and resolving discrepancies.



Contact

Phone: +358 456 78901
Email: norarondinelli@email.com
LinkedIn: linkedin.com/in/norarondinelli
Location: Lahti, Finland
Nationality: Italian

Education

LUT UNIVERSITY, FINLAND
Bachelor of Science studies (Technology), 2021–
Industrial Engineering and Management Program
90 / 180 ECTS

LICEO SCIENTIFICO STATALE NOMENTANO, ITALY
Diploma di liceo, 2019
(Upper secondary school certificate)

Skills

Problem solving, analytical thinking, customer service, product orders, logistics, sales & marketing

Language skills

English (fluent)
Italian (native)
Finnish (basics)

Technical skills

MS Office ██████████
Power BI ██████████
SAP ██████████
Python ██████████

CV example:

Master's degree student





Joydeep Bhuiyan

UX Designer & M. Sc. Student in HTI

Profile

I am a goal-oriented and ambitious Master's degree student in Human Technology Interaction. I am graduating soon and currently seeking full-time job opportunities that allow me to keep growing my skills as a UX Designer. I have gained experience in user research, UX and UI design, UX writing and web development. My keen eye for detail, user-centric mindset and strong problem-solving skills are my key strengths.

Work Experience

Master's Thesis Worker

SmartPulse Solutions, Finland | Jan 2023 – Dec 2023

- Began the user research phase with literature review in cybersecurity domain.
- Benchmarked other cybersecurity products to gain ideas for quality, performance and customer satisfaction improvement.
- Audited the current UI and conducted usability testing with the user group.
- Insights from usability testing were used to make design changes to SmartPulse Security Tracker.

UX Trainee

SmartPulse Solutions, Finland | Dec 2021 – Dec 2022

- Conducted background research on UX writing to find gaps in existing practices.
- Defined UX writing process for the team.
- Defined UX writing guidelines for design patterns.

Web Development Intern

TechHorizon, Bangladesh | Jan 2019 – Sep 2019

- Crafted visually appealing and user-friendly interfaces for web applications. Actively engaged in implementing designs using HTML, CSS, and JavaScript, ensuring responsive user experiences across various devices. Collaborated closely with UX/UI designers and back-end developers.

Contact Details

+358 456 789 00

joydeepbhuiyan@email.com

linkedin.com/in/joydeepbhuiyan

Portfolio: mysite.com/joydeepb

Location: Tampere, Finland

Nationality: Bangladeshi

Education

TAMPERE UNIVERSITY, TAMPERE, FINLAND

Master of Science studies (Technology)

Human Technology Interaction
Jan 2020 – Dec 2023 (estimate)
90 / 120 ECTS

Thesis: Enhancing the usability of SmartPulse Security Tracker

UNIVERSITY OF DHAKA, DHAKA, BANGLADESH

Bachelor of Science (Technology)

Computer Science and Engineering
Sep 2014 – Dec 2018

Skills Summary

Projects

- HabiTracker mobile application
- PersonalFina mobile application
- UX Design of a robot
- Usability testing of an online store customer's shopping path

See more details of these projects on my portfolio.

References

Available upon request.

Hobbies

- Tech blogging
- Photography
- Hackathons
- Running

Skills and Expertise

- User Research
- User Experience Design
- User Interface Design
- Prototyping
- Usability Testing
- Component and Interaction Design
- User Experience Writing

Designing Tools

- Figma
- Adobe Photoshop
- Adobe Illustrator
- Canva

Programming

- HTML
- CSS
- JavaScript
- Python
- Angular
- React JS

Language Skills

- English: Fluent
- Bengali: Native
- Finnish: Basics

Voluntary Work

Tutor for Exchange Students

Tampere University | Aug 2022 - Feb 2023

Acted as tutor for new exchange students for the fall semester at University of Tampere. Gained transferable skills in intercultural communication and group work by working in multicultural groups for peer guidance, organizing meetups and events.



Tips for writing a cover letter

The purpose of a cover letter is to express your motivation for a specific position and sell your expertise to a particular company. A good cover letter complements your CV and answers the question of ‘why should the employer hire you for the position?’ and ‘what added value can you bring to the organisation?’ You should approach writing a cover letter slightly differently depending on whether you’re responding to a job advertisement or approaching an employer with an open application.

TEXT: TEK CAREER SERVICES
ILLUSTRATION: OUTI KAINIEMI

1 Analyse the job advertisement

Read through the job advertisement carefully and pay attention to what is said about the employer and the position. Think about what you find particularly interesting about the position and the organisation. Go through the advertisement and find the criteria for employees and the responsibilities of the position. Compare the skills and capabilities you have to offer to the criteria mentioned in the advertisement. Write these things down for yourself and decide whether you should apply for the job.

Tip

Remember that the list of job requirements and expectations for the ideal candidate can be quite demanding. You don’t necessarily need to meet all the requirements exactly to be a successful candidate. Go ahead and apply for the job if the position feels right, you’re interested in it and you believe you have the right skills for it.

2 Tailor your cover letter to the job you are applying for

You should always tailor your cover letter to the job you’re applying for and avoid generic arguments and descriptions. You can start your cover letter by stating the position you’re applying for and why you’re interested in that particular position and employer. Draft your cover letter so that you respond to the criteria listed in the job advertisement from your perspective. Look at what is said in the advertisement and explain how you would perform the duties and why you fulfil the criteria that are given. Your cover letter should therefore describe your skills and strengths in the context of the specific position you are applying for.

3 Remember the details and follow the instructions

Include all the information that is requested in the job advertisement in your cover letter. You may be asked to state your desired salary or your preferred employment start date. Remember to also include your contact information and the name of the employer and the position you’re applying for. At the very end of the cover letter, you can mention that you would be happy to discuss the job opportunity further. Save the file and name it with your own name and the name of the document. Remember to follow the instructions and deadlines mentioned in the advertisement. ■

Tips for preparing an open application

1 Do some background research on employers and yourself

Start planning your open application by first clarifying your goals to yourself. Think about the role you’re hoping to obtain and the types of employers you’re interested in. Are you looking for, say, a summer job in your field or an employer to hire you to write your thesis project? Do some research and make a list of potential employers. Find out more about them from various sources and by asking questions. Try to learn more about the operations, goals and needs of the potential employer and think about the problems you could try to solve when working for them and the skills that would benefit the organisation.

2 Identify your skills and motivation

Identify the skills that you have that would be useful for the particular employer and that you could use in your target role. Assess your knowledge, skills and experiences that are relevant for the employer in question. If you’re looking for a job in which you have no previous experience, think about things that you’ve done that could help you learn new things and get a good grip of the target position. Make sure you have a clear idea of why you’re interested in the potential employer and the positions you’re applying for.

3 Write a targeted, appealing application

Write an open application where you explain what type of job(s) you’re looking for and why you’re interested in that particular employer. You should also explain how the organisation would benefit from the skills you have to offer. The purpose of the application is not to repeat the contents of your CV, but to explain why you would perform well in the roles you’re applying for, what skills you would bring to the organisation and what kind of employee the employer would get by hiring you. The more targeted your text is, the better. Remember to also include your contact information in the application and the wish to discuss job opportunities further.

4 Submit the application in a way that is appropriate in your circumstances

Decide how you will approach the employer. It is often worth trying to identify who makes the final recruitment decisions in the company and try to contact these individuals. For example, they can be the hiring managers of the teams or even the CEO in very small companies. If you’ve already met or talked with company representatives, you can approach them and ask them who you should send your application to. If you know the recruiter, consider sending your application directly to them. You could also first try to call or send a message to the person before sending your application, or you can send your application directly to them by e-mail, for example.

Some employers and recruitment agencies use recruitment systems where you can submit open applications. If you’re approaching a company or a recruitment agency that may have suitable job opportunities for you, you could try to get in touch with their recruiters and let them know that you are looking for certain types of roles. Choose the approach that is most appropriate for you and your circumstances! ■



Cover letter example

Procurement Summer Trainee HB Operations

I am applying for the procurement summer trainee position at HB Operations. I am a third year Bachelor's degree student in Industrial Engineering and Management at LUT University and this position would align very well with my field of study.

I am highly motivated to work for HB Operations as the position resonates with my professional interests. I can see myself enjoying working as a part of your international team on development tasks for operational procurement and the purchase-to-pay process. As a curious IEM student, I want to gain valuable hands-on experience in the field of procurement at this stage of my studies.

I would be a good fit for this position as your description of the role aligns well with my academic background and interests. Through my studies I have gotten a good foundation in supply chain management, service development and accounting. I would be very happy to apply my knowledge and contribute to the operational efficiency of HB Operations.

The responsibilities in this role, such as order processing, proactive monitoring of order-to-delivery events, communication with suppliers, and collaboration with internal stakeholders, resonate with my academic coursework and some of my previous work experiences.

While I may not have direct procurement experience in corporations, I have done tasks that are very useful for this position. For instance, as a Sales Associate I managed the inventory levels of a small size store by reporting shortages and initiating product orders to maintain optimal stock availability as well as handled product returns and reclamations.

I am fluent in English, both oral and written. My proficiency in MS Office, along with a basic understanding of SAP systems and PowerBI, will be useful for the advertised role. The opportunity to work with a team of experts in this field is particularly appealing to me. I am eager to develop my skills and knowledge to actively contribute to the development of the operative procurement processes across the entire organization.

I am excited about the possibility of joining your company and supporting your procurement team. I am available for working for the whole summer and I would be interested to hear also about opportunities to continue working part-time during my studies. I would be happy to tell you more about myself in an interview.

Best regards,

Leonora Rondinelli
+358 456 78901
norarondinelli@email.com

Time for a break!

Life as a student can be hectic. Here are some concrete tips from psychologist Samuli Shintami on how to set boundaries, take recovering breaks and practise self-leadership – in other words, how to cope with your daily life.

TEXT: KATARIINA RÖNNQVIST
PHOTO: RIKU MÄNNISTÖ / HELTTI OY
ILLUSTRATION: OUTI KAINIEMI



Psychologist **Samuli Shintami** works at the health company Heltti Oy.

Has someone recently told you to take a break? It may be hard to take this advice seriously, because everyone takes breaks without being told to do so, right? But even so, psychologist Samuli Shintami likes to keep reminding people about the benefits of breaks.

“Schools don’t have recesses for no reason. Adults also have a limited concentration span. If you notice that you’re just staring at the computer screen or you’ve grabbed your phone without even realising it, or if your brain feels foggy, that’s a sign that your concentration is dipping,” he says.

According to Shintami, a good break gives your brain some variety. The key is that the things you do during your break are completely different from your work. If you are studying or working at a computer, leave your desk and move around. If you have had a hard day or have not slept well the night before, you can take a ten-minute rest on the sofa without doing anything.

“A good break can consist of doing nothing, going outside, exercising, or doing something with your hands or even household chores. Ideally, the activities you do are things that you enjoy and that you look forward to.”

It is possible to take a bad break without even noticing it. This is a kind of “pseudo-break”: you check your e-mail, your messages or the notifications on your phone. Shintami says that phones are good for distracting and entertaining us, but scrolling through social media or the news means that your brain has to work.

“It’s worth learning what makes you feel relaxed. You can reflect on this by taking a moment after your break to see if you feel refreshed.”

1 Break down tasks into smaller ones and set boundaries

Upon graduation, 66 per cent of technology students have at least one year of work experience in their field of study, according to the 2022 TEK Graduate Survey. Whether you are studying full-time or working while studying, it is important that you also make some time in your schedule for being free from all obligations.

“Studying is a devilish thing, because there’s always something you could be doing. Many students are probably familiar with the situation where you’re resting or enjoying a fun evening, but you’re still aware of a looming deadline at the back of your mind. It’s important to set yourself some clear times for studying and for enjoying your free time,” says Shintami.

Setting boundaries requires self-leadership and listening to yourself. If you find it hard to calm down or you have no energy to do anything and you want to cancel all your appointments, set some new boundaries. These are signs that there are too many moving parts in your life.



Planning is a good way to set boundaries. Shintami recommends that you list all the things that you need to get done and come up with a rough schedule for doing them. The bigger and harder the task, the more important it is to break it down into smaller sub-tasks. A big project is easier to put off and feels harder to tackle than small tasks.

You can also break down tasks by time: how much time will you spend working on each task every day? Or you can split tasks into projects: complete this section this week and another section next week. If you are studying for an exam, you can break down the material by deciding the number of pages you will read daily.

Shintami encourages everyone to be flexible when it comes to scheduling studies or work. If you notice that you have bitten off more than you can chew and planned a schedule that will not work, change it.

“Try to be realistic. If you know that you’re usually tired in the afternoon, don’t schedule the start of a project in the afternoon.”

In addition to timing, you should also plan the environment that you work in. Consider the sensory stimulation, such as the sounds and lights – how much stress do they cause? Optimise. If you are sensitive to sound, Shintami recommends noise-cancelling headphones, whereas people with light sensitivity can use sunglasses. In a library, choose your place depending on whether or not you get easily disturbed by people walking past.

“For some, drawing a line between work and free time may be easier if they leave the house. Even if you have the option of studying or working from home, it might be better to go to the library or somewhere on campus. This emphasises the role of your home as the place dedicated to free time.”

2 Take a mental break from work and studies

Life as a student or a recent graduate can be turbocharged: in addition to working and studying, your life may also include hobbies, organisational activities, friends, dating, sports, family and having fun. Plus, you need to get some sleep somewhere in the middle of all this. How can you manage your resources to avoid total burnout?

“Everyone knows the basic building blocks: remember to get enough sleep, do the things you enjoy, focus on regular meals, exercise and stay in touch with people who are important to you. The problem is that these pieces of advice are repeated so often that it’s hard to take them seriously,” says Shintami.

When there are a lot of things that you need to do in life, Shintami suggests that you balance these out by also making time for things that you want to do. It is important to learn to distinguish between the two: what you need to do and what you want to do. Meaningful activities and people are important for recovery.

“Sleep is the number one thing, but mentally detaching yourself from your obligations also helps you recover your energy. A sure sign of a positive activity is the way you feel after doing it. Do you feel like it was time well spent?”

For example, many enjoy playing video games and can get totally immersed in them. Shintami argues that, while video games can help you recover your energy, they can also consume it – especially if the game is difficult and demanding. In those cases, consider whether it would be better to leave the tough game for the weekend and not try to play it through to the end after a full day of working or studying.

“Using alcohol to help you relax is like going out of the frying pan into the fire. Alcohol is the enemy of sleep and an effective way to prevent recovery,” says Shintami.

When a person gets excited, they tend to take on too many things at once. You may not know where your boundaries lie, until you cross them.

“Students think of themselves as immortal. But humans don’t play well together with chronic stress. Stop and think about your daily life. Short-term stress can give you an energy boost and help you get a lot done; the pressure can even feel good. But it’s extremely important that this is only a brief, intensive period. Pushing beyond your resources in the long run will lead to burnout.”

Tips

Shintami has some tips to share for people who do not speak fluent Finnish yet and are about to start working in a Finnish workplace. First of all, you can ask a Finnish-speaking colleague to only speak Finnish with you so that you can practise the language.

“If you speak Finnish with an accent, many will reply to you in English. This might make you feel like there’s something wrong with your Finnish. But Finnish speakers often switch to English simply out of politeness.”

“You will learn the language by using it in everyday situations. I don’t think Finns are very demanding when it comes to language. We appreciate it if someone at least tries to learn Finnish.”

3 A few pieces of early career advice

Starting a new job puts you under an incredible amount of stress, says Shintami. One of the causes of stress is that, instead of having your friends from school around you, you have to build new networks and get to know new people.

However, it is easier to ask your co-workers for advice if you know them at least on some level, and they know you. In today’s hybrid working world, Shintami encourages everyone to visit the office once in a while or even have lunch together to meet your colleagues face to face.

“For the sake of well-being at work, it’s important to feel like you are part of the group. It’s also easier to feel motivated at work when you feel like you’re doing things together.”

Another potential stress factor in a new job is doubting your own competence. Shintami says that, during your studies, it is mentally easier to accept that you cannot do something – after all, you are still learning. When you transition to work, you may feel like you need to be able to do things already. Especially if you are not sure what is expected of you in your new job.

“A degree or qualification gives you an adequate foundation and the tools for learning a new job. Graduation is not some magical event that turns a student into a talented professional. We tend to expect too much from ourselves. It’s perfectly natural that a recent graduate doesn’t yet know how to do the job they’ve been hired for,” says Shintami.

As a new employee, you may want to prove to others that you were the right choice for the role. This creates a risk of overcompensation: the new employee does too much and does not dare to take breaks or admit that they do not know or cannot do something.

“Although many have gained some work experience during their studies, the harshness of work life may still come as a surprise. Remember that you’re learning a new job, not knowing how to do it. Focus on your recovery so that work doesn’t take over your life. There are other things in life besides your job.” ■



Becoming a magnet to Finnish employers

The author of this article, Lukumanu Iddrisu, is a speaker and a story-teller. He also works as a project manager for the Vaasa Spouse programme. He communicates to students and jobseekers on how to network and build relationships with Finnish industry players as well as how to land a job through value validation approach.

TEXT: LUKUMANU IDRISU
PHOTO: OTTO VIRTANEN
ILLUSTRATION: OUTI KAINIEMI

When I arrived in Finland as an international student, one of my biggest mistakes was not making time outside schooling hours to network. I only focused on my studies to get the best grades as possible. Owing to this, I couldn't get the real information on the ground about the local job market at an early stage. Moreover, I didn't make plans for my career path in advance. This made it difficult for me to land a job relevant to my field of expertise and interest during my bachelor study years

and after graduation, which ultimately exacerbated my career goals. I could only manage menial jobs such as cleaning, dishwashing and the like.

Due to my inability to plan earlier, I became a desperate jobseeker especially after graduation – applying immediately to any vacancy I saw, leading to rejections or no answers. I had to learn painfully from experience. Overall, it took five years of my stay in Finland to land a relevant role. Through these experiences, I realise what I didn't do right.

Fast forward when I got admission to study master's degree in autumn 2020, I started the job search immediately following these steps:

- » I assessed myself looking at my strengths, skills, and interests. So, I found that my skills were aligned with sales, purchasing, and marketing. This was done because clarity is the most important thing to consider first in order to invest your time and energy appropriately.
- » I started networking with people in relevant roles in the companies of my interest. For instance, I used LinkedIn to connect with the team leaders, specialists and trainees in specified roles in these companies. I created a conversation by asking about their routines, challenges, skillsets needed, plans for the summer, etc.
- » Deciding on the companies of choice and roles of interest came next. Here, as an international student, I made sure the companies of choice have interest in hiring internationals. I selected five companies.
- » Instances where I find it hard to find the right contacts, I utilise my school email to reach out to the company's HR for the right contacts for the roles of interest. Connecting with people in HR was also important to get more information of the recruitment processes.



My story doesn't end here. Let me introduce you to **Reuben**, a dear friend who had been living in Finland for over a decade. He, too, had experienced the sting of job application rejections during his bachelor's studies. However, when he embarked on his master's studies' journey, I shared my newfound wisdom, and he embraced a fresh approach.

He carefully assessed his strengths, skills and interests. Afterwards, he started targeting relevant people in his companies of interest. This helped narrow the focus of his dream job. Reuben networked appropriately with the relevant people through LinkedIn, cold mailing, and physical events. More so, he took a step further by participating in competitions organised by the companies of interest to showcase his talent and validate his value. Guess what! When summer jobs were officially opened, Reuben did not only get multiple interviews but multiple offers. From a place of no interviews to multiple job offers, his transformation was awe-inspiring.

The truth is the job market has become increasingly competitive in this knowledge-based economy. Over ten thousand people are on job search right now. A role can attract hundreds of applicants. Interestingly less than 2% of these applicants get invited for interviews and ultimately only one person gets the job offer. In view of this, a jobseeker has less than 1% chance of getting a job offer via the traditional method of job application. Therefore, following the traditional method of applying for job is no longer effective.

To realize your career dreams, you must tread a path less travelled. The conventional approach to job seeking is no longer effective. If you dare to be extraordinary, if you aspire to turn dreams into reality, then embrace the art of self-assessment, meticulous company selection, and strategic networking. These will be of assistance to becoming the magnet that attracts Finnish employers, and watch your career ascend to new heights in this enchanting land. ■

Check out more tips for finding hidden jobs on page 8 of the Workbook.



The many types of job interviews

A job interview is ideally a two-way discussion, where the aim is to give the employer information about the candidate's fit for the job and the organisation and to give the candidate information to support their decision-making when choosing a job.

TEXT: TEK CAREER SERVICES
ILLUSTRATION: OUTI KAINIEMI

Candidates taking part in a recruitment process may receive invitations to one or several interviews. The interviews can vary greatly in terms of their format and content. The content and the participants of the interview and the number of interview rounds depend on the employer, the role and the recruitment process. For example, in the case of summer jobs where the number of applicants is large, employers may use a video response round, based on which some candidates are invited to actual job interviews. Because of the variation in the interview practices there is no one single approach for preparing for job interviews.

agency. In the interview, the candidate may therefore meet a hiring manager, an HR team member, a recruiter, an external recruitment consultant, a future colleague or some other key staff member from the organisation.

Most employers suggest ways in which they would like to meet candidates. Sometimes they may ask candidates if they would rather meet remotely or in person. It is a good idea to familiarize yourself with various interview options beforehand and be prepared for possible surprises on the way. Here are five different types of job interviews: >>>

Some interviews can be extremely formal, whereas others are more like a friendly chat. It is not always possible to deduce the type of interview beforehand. The information given about the interview gives you some idea of what to expect. Candidates may also ask the recruiter how they should prepare for the interview and who they will possibly meet. The interviewers can be representatives of the employer, but they can just as well be consultants from an HR service company or a recruitment



1

Recorded video responses

Applicants may be asked to provide recorded video responses to pre-defined interview questions, especially in the early stages of interview rounds. Video responses are often used to pre-screen candidates and get to know them better before inviting them to actual interviews. The purpose of the videos is to form an impression of the candidate's personality and to gain more insight into their competence, motivation and working style.

Typically, candidates are asked a few questions and they need to record their video responses by a certain deadline. Employers may request videos by e-mail or use a separate video interview platform to collect responses. Video interview platforms quite often allow candidates to re-record their responses until they are ready to submit them. The use of video responses allows more candidates to introduce themselves to the employer in a time- and location-independent way.

Follow the instructions provided and answer the questions that are asked. Avoid vague answers that do not provide more information about you or your competence.

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3

Remote interview

Remote interviews have quickly become more common as remote work has become more widespread and communication tools have improved. Remote interviews are widely used, because they are easy to organise and are not tied to a specific location. Remote interviews resemble in-person interviews in terms of content, but they involve real-time interaction via a video call. They can be conducted via Teams, Zoom, Google Meet or other video conferencing applications. Candidates who are invited to a remote interview will typically receive an invite link in advance by e-mail, which will allow them to join the video conference at the scheduled time using their personal device.

Test your equipment and the remote connection beforehand to make sure everything works and ensure that your device has enough power. Try to choose a bright and peaceful environment where your image is clear and your voice can be easily heard.

2

Phone interview

Phone interviews are usually used as so-called pre-interviews, i.e., the first, exploratory stage of the interview process. The recruiter may call potential candidates and ask them further questions to select suitable candidates for the actual interviews. A call from a recruiter may come unexpectedly. The phone call may also turn into an interview if the recruiter is interested in what they hear and both parties have time for a longer conversation.

After the phone interview, you may be invited to an in-person interview. However, not every phone call from a recruiter means that the conversation will turn into an interview. Sometimes recruiters simply call to schedule an in-person interview with you. Phone interviews are sometimes used if there are practical issues or technical problems in organising the (remote) interviews.

Get ready for a potential call from a recruiter. Make sure that you express yourself clearly and use a positive tone of voice. Be prepared to elaborate on the things you stated in your application.

4

Group interview

Candidates may be invited to a group interview if there are a lot of applicants or if the employer otherwise needs to interview them at the same time. Group interviews allow interviewers to observe how the candidates behave in group situations and with other people. You can prepare for a group interview just like you would any other job interview, but you should be aware that the dynamics and content of the interview situation may be quite different from an individual interview.

In a group interview, candidates typically take turns answering questions. Candidates can also demonstrate their listening skills and the ability to take others into account in the interview situation. Candidates also have a chance to provide answers that set them apart from the competition. During group interviews, candidates may also be observed as they complete a group assignment. This allows the candidates to show off their teamwork skills.

Plan your answer while the others are answering the question. Keep in mind that by listening to the others you may also gain some ideas for your answer. However, remember to be yourself in the group situation and avoid mimicking other people's answers.

How can you prepare for a job interview? Use the tips on Workbook's website and practise your answers by playing the job interview game:

→ www.tek.fi/workbook

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In-person job interview

An in-person job interview is the most traditional type of job interview. Typically, job interviews are conducted in the employer's facilities or the facilities of the company in charge of the recruitment process. Interviews may also be held in some other facility that is considered suitable, depending on the job in question. An in-person interview enables more versatile communication and offers you a chance to get to know the environment and the people face to face.

In some interviews, the behaviour of the candidate may be observed as they work on a typical assignment; for example, they may be asked to demonstrate their skills or solve a case in the work environment. If the job interview is conducted in the employer's facilities, candidates may also get a tour of the workplace and meet some members of the workplace or team. ■

Express yourself using gestures and body language that feels natural to you. If you get a chance, bond with the interviewer by having a light chat with them before and after the actual interview.

Were you asked about your references during a job interview? See the tips on Workbook's website on how to use references in your job search:

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Salary recommendations

TEXT: TEK'S SALARY COUNCELLING AND YTN: IMPROVE YOUR SALARY GUIDE

TEK studies and compiles statistics on the salaries and salary development of TEK members. The salary recommendations published annually by TEK are based on the collected data. Recommendations are provided for different career stages: for trainees, students doing a paid master's thesis project and starter salary for recent graduates.

Trainee salary

TEK publishes annual trainee salary recommendations for students. The recommendations are for work related to your field of study that is done while studying. The recommendations are based on the information provided by student members in the TEK Student Survey on their salaries during traineeship, summer jobs and work during studies. The recommendations also reflect salary increase projections.

The trainee salary recommendation provides a good starting point for salary requests for work in your field that is done while studying. When determining your desired salary, please remember to consider the job demands and your personal competence and previous work experience.

Master's thesis

A master's thesis project is often completed under employment, and a separate salary recommendation is given for work that is done in connection with a thesis. Please be aware that if you also have other duties in addition to your thesis, they should be taken into account and increase your salary.

Starter salary

The recommended starter salary is based on the salaries of recent graduates reported in the TEK Graduate Survey. The recommended starter salary is set slightly higher than the actual average salary, because TEK aims to facilitate salary increases for its members. The recommended starter salary is also based on the forecasts of future economic trends and salaries.

The recommended salary is for recent graduates working in specialist positions that match their education who do not yet have extensive work experience in their field. The starting salaries are higher especially for more demanding jobs and for graduates who already have more work experience. The specific industry, company and region may also affect the starting salary.

You can use the recommended starting salary as a baseline for comparing your desired salary and your competence and experience. Think about what kind of salary you would be satisfied with in your situation, considering the demands of the job. When negotiating your salary, remember to also find out about any other benefits offered by the employer. ■

TEK's latest salary recommendations can be found here:

→ www.tek.fi/en/students/salary-recommendations

As a student member of TEK, you may also use Salary Surveyor after logging in to our website:

→ www.tek.fi/en/services-and-benefits/salary/salary-surveyor

Salary negotiations

TEXT: TEK'S SALARY COUNCELLING AND YTN: IMPROVE YOUR SALARY GUIDE

PHOTO: SUVI-TUULI KANKAANPÄÄ

Candidates are often asked to state their salary request when they apply for a job. The desired salary often provides a starting point for negotiating salary. The company may have a specific salary range in mind, and the student's salary will fall somewhere within this range. The public sector often uses a payroll system and pre-defined criteria for determining the salary.

Even many experienced candidates find it difficult to provide a salary request. The purpose of TEK's salary recommendations is to help students and recent graduates think about, formulate and justify their salary request.

The final salary will be agreed in the employment contract, and during employment, salary increases depend on across-the-board increases decided through collective bargaining and possible personal pay rises. Personal rises are typically based on job performance, competence development and general career development. Everyone negotiates personal rises themselves.

How to prepare for salary negotiations

- » Find out if the employer is using a payroll system or if the salary is based on a collective agreement. Also, find out who to contact for more information about the payroll system. Find out as much as you can about the salary. As a member of TEK, you can also ask us to help you interpret salary issues.
- » Carefully analyse your duties and the competence they require.
- » Practise the negotiations either in your head or with someone.
- » Plan your arguments carefully in advance and practise stating them. Try to anticipate the counterarguments of the other party.

During salary negotiations

- » State your salary request, when asked, and provide arguments for it. You can justify your request by emphasising your competence or previous experience.
- » Emphasise the elements that relate to the demands of the role and your competence, potential for development, performance, motivation and commitment.
- » Highlight the skills and competence you have that benefit the organisation.
- » In your arguments, use the employer's own terms, if possible. >>>





Recognising your competence helps you prepare for negotiations

Position

» Analyse each job or project separately.

Responsibilities

» What personal responsibilities have you had in your previous jobs?

» What responsibilities have you shared with others, e.g., a colleague or a team?

Achievements

» How well have you succeeded in previous jobs or studies? What are some of your concrete achievements?

» What kind of feedback have you received from supervisors, colleagues, customers or other stakeholders?

Competence

» What competence have you gained at work and in your studies?

» What competence do you have that is relevant for this particular position?

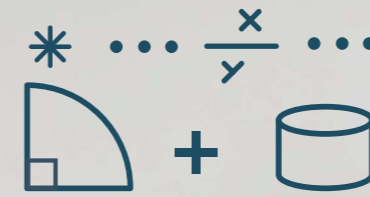
Strengths

» What are your professional and personal strengths?

Development

» How would you describe your ability to learn and develop?

» How would this be beneficial in your job?



This Workbook is brought to you by TEK

We will help you in building a successful career, developing your competencies, and taking care of your well-being. You will receive, for example, salary recommendations, employment advice, help in setting up a business, events and online trainings as well as benefits ranging from bank loans to rental cottage discounts. In addition, we are constantly negotiating fair working conditions and advocating for a better working life and a more sustainable world.

Academic Engineers and Architects in Finland TEK is a professional organization of approximately 80,000 university students and graduates in the field of technology, architecture, mathematics and natural sciences. Being a TEK member is free for students.

www.tek.fi/students

Employment contract and job certificate

TEXT: RINA KNAPE AND OTHER TEK LAWYERS
PHOTO: SUVI-TUULI KANKAANPÄÄ



1 Always ensure you have an employment contract in writing

You should have your employment contract in writing and signed already before the start of the employment. Read the employment contract carefully and ask for detailed explanations if you see something that's not clear to you. An oral employment contract is also binding but a written employment contract enables verification of what has been agreed on.

2 Negotiate on the terms and conditions of the contract

An employment contract is always drawn up between two parties, so it is possible to negotiate on the terms. If there is something you want to change in the contract, focus on a few things that you would like to change. Think in advance about how you'll react if your suggestions aren't approved. You should negotiate the terms and conditions of the contract before starting your employment. As a TEK member, you can have a lawyer check your employment contract. This way, you will be entirely sure that you understand its terms and conditions correctly.



3 Things that should be included in an employment contract

Tasks and places of work vary, but all employment contracts should include at least the following items:

- » The place of residence of the employee and the registered office of the employer
- » The start date of work
- » Fixed-term employment contracts must include the grounds for the fixed term as well as the date of termination.
 - The date of termination may also be an estimate or related to a factor such as the completion of a project. The employer must have grounds for using a fixed-term contract. Acceptable grounds can be for example substitution.
- » The trial period and its duration
 - According to the Employment Contracts Act, the trial period may not exceed six months or, in fixed-term contracts, it may comprise no more than half of the duration of the employment contract.
- » The place of work
 - The place of work is important when dealing with, for example, the payment of travel expenses. It is advisable to provide the address, city or workplace, not the whole country.
- » The primary duties of the employee
 - If necessary, a separate appendix may be prepared to specify the duties.
- » The applicable collective labour agreement (TES)
 - Labour legislation applies to all employment relationships. In addition, labour market organisations have agreed on several, industry-specific labour agreements that may deviate from legal provisions.
- » The grounds of the salary and other remuneration as well as the pay period
- » The regular working hours
- » The determination of annual holiday
 - When you start at a new job, you have no accumulated leave. This is something you can try to negotiate in order to ensure you also have some vacation during your first year.
- » Period of notice or the grounds for its determination
 - The parties may agree upon the period of notice, provided that it is not longer than six months, and the period of notice for the employee isn't longer than the period of the employer. The Employment Contracts Act contains a provision on general periods of notice. They are binding, unless otherwise agreed upon. It is common for employment contracts to refer directly to the provisions on periods of notice in the Employment Contracts Act or the relevant collective labour agreement.

»» In addition to these points, an employment contract may be used to agree upon many other factors that affect your employment. ▲

4 An employment contract may also include other terms and conditions

Some parts of your employment contract may also affect you after the employment has ended. Non-competition and non-disclosure clauses often apply to the time after the date of termination. Pay attention, in the at worst case, a non-competition clause may make it more difficult for you to change jobs. Carefully consider what you're ready to commit to.

If you work with copyrighted works or works with immaterial rights, it's important to check what has been agreed upon regarding these issues.

5 Remember to ask for a job certificate

After the employment has ended, always ask for a job certificate. A certificate enables you to demonstrate your work experience when applying for jobs in the future. It is up to the employee to decide how extensive they want the job certificate to be. An extensive job certificate contains the same information as a brief certificate - a reference to the employment's duration and the nature of the work duties, but also the reason for ending the employment and an assessment of the working skills and behaviour of the employee. The employer is obligated to provide a job certificate up to 10 years after the termination of the employment relationship. ■



SENSE AND SENSIBILITY IN ONE FUND
- kokokassa.fi/en

Student,
are you already
a member at
unemployment
fund KOKO?

In case you become
unemployed, you will
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**Join
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PS Check how much you would be paid:
kokokassa.fi/en/allowance-calculator/

Read more:
kokokassa.fi/en/conditions
-earnings-related-allowance/

Career Services at universities

The Career Services at your own university offer support for job search and career planning by organizing career events and courses as well as offering career counselling. They also publish job and internship offers for students.

Aalto University, Career Design Lab

- » careerdesignlab.aalto.fi
- » careerdesignlab@aalto.fi

University of Jyväskylä, Career Services

- » jyu.fi/tep
- » rekry@jyu.fi

LUT University, LUT & LAB Career Services

- » lut.jobteaser.com
- » careerservices@lut.fi

University of Oulu, Career Centre

- » oulu.fi/en/working-life
- » career@oulu.fi

Tampere University, Career Services

- » tuni.fi/careerplanning
- » careercounselling.tau@tuni.fi

University of Turku, Career Services

- » utu.fi/rekry/en
- » rekry@utu.fi

University of Eastern Finland, Career Services

- » kamu.uef.fi/careerservices
- » urapalvelut@uef.fi

University of Vaasa, Career Services

- » jolla.uwasa.fi
- » urapalvelut@uwasa.fi

University of Helsinki, Career Services

- » studies.helsinki.fi/instructions/work-and-career
- » careerguidance@helsinki.fi

Åbo Akademi, Career Services

- » abo.fi/career-services
- » careerservices@abo.fi



The English section of the
Workbook ends here!

