

*Naiset tasa-arvoisesti uralle – NAU!* -hankkeessa (ESR, S21952) Jamkin hanketoimijat työstivät keväällä 2021 ammattikorkeakoulunsa opiskelijoilla kyselyn tasa-arvoisesta siirtymisestä työelämään tulosten perusteella tuotettiin tarvelähtöisesti tietyt teemat yhteen kokoava, opintojen loppupuolella sijoittuva ja työelämlähtöinen, pakollisiin opintoihin lukeutuva verkkokurssi *Boost your career! Career planning and working life skills* (2 op). Tämä materiaali sisältää tuon Moodle-alustalla olevan verkkokurssin sisällön esittelyn.



**Mandatory modules:**

- **Welcome**
- **Info & forms to fill**
- **Module 1: Self-knowledge**
- **Module 2: Networking**

**Optional modules (choose 3 modules):**

- **Module 3: Job-seeking skills, written**
- **Module 4: Job-seeking skills, spoken**
- **Module 5: How to find a job?**
- **Module 6: Rights, duties and labor law**
- **Module 7: Integration into the Finnish working life**

# Welcome to boost your career planning and working life skills!

Please read this page carefully as all the course practices are explained here. You can find information related to the course content, timetable, tasks and guidance. You can start by watching the introductory video below. There we course teachers guide you through the course practices. We hope you'll find the course useful and enjoy the ride!

- Have a look at this video introducing the course practices. On this video you will meet the course teachers, get to know the course practices and modes of guidance.
- [Course description URL](https://opetusuunnitelmat.peppi.jamk.fi/en/course_unit/ZZ00BP80) (=https://opetusuunnitelmat.peppi.jamk.fi/en/course\_unit/ZZ00BP80). Here you can read the course description, evaluation criteria and learning goals.

## Course practices

**Mandatory: Info & forms / feedback and project forms**

**Mandatory: Module 1**

**Mandatory: Module 2**

Choose 3 optional modules:

**Optional:  
Module 3**

**Optional:  
Module 4**

**Optional:  
Module 5**

**Optional:  
Module 6**

**Optional:  
Module 7**

Timetable	Module	Assignment	Mandatory/optional
March	Info & forms	Starting phase: Participant-specific follow-up information form for ESF projects	<b>Mandatory</b>
11.3.2022	Welcome	tutoring pop-up, join if needed	Optional
March	Welcome	book the individual guidance session if needed, with your own teacher	Optional
25.3.2022	1	Module 1: Orientation task	<b>Mandatory</b>
25.3.2022	Welcome	tutoring pop-up, join if needed	Optional
8.4.2022	Welcome	tutoring pop-up, join if needed	Optional
22.4.2022	Welcome	tutoring pop-up, join if needed	Optional

April	Welcome	book the individual guidance session if needed, with your own teacher	Optional
30.4.2022	1	Module 1: Other assignments than the orientation task and learning diary	<b>Mandatory</b>
6.5.2022	Welcome	tutoring pop-up, join if needed	Optional
15.5.2022	2	Module 2 assignments	<b>Mandatory</b>
20.5.2022	Welcome	tutoring pop-up, join if needed	Optional
May	Welcome	book the individual guidance session if needed, with your own teacher	Optional
31.5.2022	3	Module 3 assignments	Optional
31.5.2022	4	Module 4 assignments	Optional
31.5.2022	5	Module 5 assignments	Optional
31.5.2022	6	Module 6 assignments	Optional
31.5.2022	7	Module 7 assignments	Optional
31.5.2022	1	Module 1: Learning diary	<b>Mandatory</b>
31.5.2022	Info & forms	Course feedback	<b>Mandatory</b>
31.5.2022	Info & forms	Ending phase: Participant-specific follow-up information form for ESF projects	<b>Mandatory</b>
June		You'll receive the grade in Peppi. Well done!	

- Everyone needs to complete the assignments in the mandatory modules 1 and 2. On top of that, you need to choose three (3) optional modules and complete the tasks as instructed under each module.
- When you are ready with all the assignments (2 mandatory and 3 optional modules) you fill out the feedback survey on the page "Info & forms".
- You need to fill out the follow-up information forms in the beginning and in the end. You can find the links on the bottom of this page. That will start the evaluation process.
- All the course tasks, feedback and follow-up forms need to be done latest at the end of May 2022.
- You can submit the assignments either in English or in Finnish. On the discussion forums, everyone should only write in English.
- The course workload is approximately 54 hours of student work. We estimate the hours to be divided like this but it may vary a lot depending on your background and goals:
  - Module 1: 15 hours
  - Module 2: 24 hours
  - Modules 3-7: appr. 5 hours each → 15 hours in total

# How to get guidance during this course?

## Individual guidance

Based on your individual needs you can ask for guidance from your own course tutor. The course participants will be shared among the teachers. The guidance sessions can be arranged at the beginning, middle and end of the course if needed.

## Pop-up guidance

If you have any questions related to the assignments or other course practices you can join the pop-up tutoring sessions every other Friday at 10:00-11:00 on Zoom. The pop-up timeslots are visible in your Tuudo and Outlook calendar. Those sessions are optional for any questions you may have.

## Peer support

You also get peer tutoring from other course participants during the course by joining the pop-ups and having active discussions on the modules. To enable the discussions, it is important to follow the timetable and comment actively on the discussion forums.

# Info & forms to fill

On this page there are:

- two discussion forums
  - one for teachers to inform students if there are some reminders or news
  - one for all the course participants to chat freely
- the course feedback form that needs to be filled out
- the ESF project forms that need to be filled, printed and sent
- some info on how this course got started and how Jamk students have influenced the content

## Course updates and general discussion

- [News and current affairs Forum](#)

On this forum, the course teachers post if there is some general information to be shared with the students during the course. If you wish to ask something please send the teachers an e-mail.

- [Open discussion related to all course topics. Welcome to share your thoughts! Forum](#)

On this forum all course participants are encouraged to do this:

- share interesting links and materials
- network with other students (you might want to watch the intro videos first from Module 1)
- ask for peer support (if you have some technical issues please contact your teacher directly)
- anything else related to the course topics

## Course feedback

During this course, the course feedback is collected at the end. You can fill the feedback form in Peppi as soon as you have completed all the required assignments.

The feedback link is active anytime and **you are supposed to fill it out only after completing all the mandatory and optional modules**. Please use some minutes for giving feedback on this course and developing it further. As we are in the pilot phase of this course, your opinions are more valuable than ever. The survey is anonymous. The course teachers and their superiors have access to the results. Thank you for the honest feedback! All improvement ideas and suggestions are welcomed.

You can tick this part as completed when you have filled the course feedback survey.

## Participant-specific follow-up information form for ESF project

Participant-specific follow-up information form is needed because this course has been implemented and funded as a part of the project "Equal career paths for women - NOW!" (ESR, S21952). Therefore please fill out both the start note and the finish note of this form. You can fill them by computer and then print and sign.

Please return the completed forms by the end of May either by post or as a security e-mail. You may also bring the envelope to the Jamk campus info and ask them to send it via inner mail. In that case you don't need to pay for the stamp.

You can tick this part as completed when you have filled and sent both parts of the form.

## Course background

This course has been implemented and funded as a part of the project [Equal career paths for women - NOW!](https://tasaarvoisestiuralle.fi/in-english/) (=https://tasaarvoisestiuralle.fi/in-english/) (ESR, S21952). The ideas for the content came from Jamk students on the course "JAMK InnoFlash" in spring 2021, as well as from the goals of the project. In spring 2022 the course is implemented in a pilot mode. The continuation will be decided later.



tasa-arvoisesti uralle

Vipuvoimaa  
EU:lta  
2014–2020



Euroopan unioni  
Euroopan sosiaalirahasto



# Welcome to the module 1: "Self-knowledge"

This module acts as a basis for this whole course. Getting to know yourself better and improving your self-awareness is also the basis for your career planning. There is no point in updating job-seeking documents if you haven't planned the big picture. The module begins with making an **introduction video of yourself (assignment 1, check the deadline)**. Then you orientate yourself into the concept of career planning skills by getting familiar with the materials. **Assignments 2-6** are separate tasks that can be done at your own pace.

**Learning diary** (assignment 7) should be built throughout the whole course period. Therefore, please note that you should keep a learning diary for every module in this online course. That will help you see the progress both in your thinking and skills. You need to include material from all the mandatory and optional modules.



## Self-knowledge: Materials

### *Identifying and developing career planning skills*

Career planning skills play an increasingly important role in the future working life and in life in general. Career planning skills refer to a number of competencies that enable individuals and groups to collect, analyze and structure information about themselves, their education and occupations, and the ability to make and implement decisions and transitions in a controlled way.

Career planning skills cover self-knowledge, the ability to gather and deal with different opportunities and options, planning and decision-making skills, and job search skills. Students' career planning skills should be developed through higher education as part of their lifelong learning skills in both supervision and teaching.

Key issues in career planning include are:

- What can I do? What are my competencies and my strengths?
- What are my values? What am I dreaming of?
- What are the opportunities and options?
- How do I make decisions and choices?
- What do I do next?

### *Developing self-knowledge*

The development of self-knowledge creates the basis for the development of career planning skills. It includes awareness of one's qualities, characteristics, competencies and strengths, interests and values. A successful and personally satisfactory career is based on well recognized personal values, the ability to use one's own strengths and skills to their full potential and knowing one's motivational factors. The better you know yourself, the stronger foundation you have both for your career planning and job hunting.

The purpose of this module is to support you with your own expedition to your skills, strengths, interests, values and personality affecting your professional career. After studying this module, you should have a good understanding of the key concepts and their roles in professional career planning. In this module, you are expected to study the material and do the assignments independently.

#### **What are skills?**

A skill is the ability to do something well. Skills are not something that you are born with. You have learned them either through formal training or in practice. Identifying your skills helps you to find suitable jobs, increases your probability to get hired, enables you to find new opportunities to use your skills and assists you in identifying your development points.

Questions to identify your skills:

- What have you learned in your studies or in separate training?
- What have you learned at work?
- What have you learned during your free time?

#### **What are strengths?**

A strength is something you are good at and that comes naturally to you. Strengths are mixtures of your talents, knowledge and skills. It is important that you recognise and express your strengths and consider how these strengths could be utilised in your studies and working life.

Questions to identify your strengths:

- What do you usually succeed in? What is easy for you?
- In which situations do you feel you're in control?
- What do people usually thank you for?
- How do people describe you as a person?
- When have you achieved a state of flow?

#### **What are interests?**

**Interests** are the things that you are interested in, want to learn more about and that motivate you. It is quite natural that your interests will change over time.

Questions to identify your interests:

- How do you wish to spend your time?
- What do you enjoy doing the most?

- What do you read about?

You could actually make a list to your learning diary and name 10-20 things that you enjoy doing. Those can be related to studies, hobbies, freetime, relaxing, anything. You can also think that how often do you do them and when was the last time you did.

### What are values?

**Values** are the things that matter the most to you. They are the strong basic issues that help you in decision-making (both big and small everyday decisions) and targeting your career options. Values also have a remarkable effect on your well-being and, therefore, your employer organization's values should, ideally, be in line with your own values. Knowing your values and living your life accordingly, makes it easier to live a happy life. Good self-esteem and happiness are related to the way you can implement your core values.

Questions to identify your values:

- What are the most important things for you? Do not automatically choose the values that you "should" choose.
- What are the things you would not want to give up in any situation?



<https://www.youtube.com/watch?v=2EIZspBsnUc>

### What is personality?

Personality is a combination of characteristics in you. Personal traits are quite stable in nature. However, they can also be actively developed. For example, if you feel you are quite impatient you can increase your patience by practicing. Understanding your own personal traits enables you to find jobs suitable for your personality, narrow down your options or find new possibilities. If the job matches your personality, you are more likely to enjoy and succeed in it.

Questions to identify your personality:

- Which features distinguish you from others?
- How do others describe you?

### *What is competence identity?*

Competence identity is a developing idea of oneself as a skilled person: of what you know and can do, how you can improve, and how to express your competence. The ability to recognize and express your competence does not come to you naturally. It is a skill that can be and needs to be practiced. When you recognize your skills and strengths and what needs to be improved, you can be taken into account when planning your studies and career. Education should help you develop a strong competence identity, in addition to their professional identity.

Competence identity:

- Develops throughout life
- People are continuously acquiring competence from all walks of life and not just via formal education
- Important: recognizing and expressing competence, learning these skills
- Recognizing competencies as opportunities: same skills might be required in various professions and jobs

You could also consider using your competencies in different forms. E.g., if you are interested in entrepreneurship you should find more information about that option:

- [Start-up Factory](https://www.yritystehdas.fi/en/) (=https://www.yritystehdas.fi/en/) offers various coaching services related to entrepreneurship, e.g. for setting up a business and running an existing business, also after graduation.
- [The guide to entrepreneurship](https://uusyrityskeskus.fi/en/help-for-entrepreneurs/guide-to-entrepreneurship/) (=https://uusyrityskeskus.fi/en/help-for-entrepreneurs/guide-to-entrepreneurship/) is a comprehensive set of guidelines for starting a business
- [Team Finland](https://www.team-finland.fi/en/) (=https://www.team-finland.fi/en), public internationalization services supported on the same website.

### Online tests

There are lots of free online tests available which you can use in your expedition to yourself. Try some of them and evaluate if you agree with the results or not, or if you learn something new about yourself. Please note, however, that most of the online personality tests found on the Internet are not scientifically validated. You can still use them to have a general idea of yourself or to gain a wider range of words to be used when describing your skills, strengths, interests, values and personal traits.

- The *VIA character strengths assessment* takes about 15 minutes and includes 120 statements. You can do the test at <https://www.viacharacter.org/survey/account/register>
- *16 personalities* test helps in identifying and naming the competencies <https://www.16personalities.com/>
- *Myers-Briggs Type Indicator* (MBTI) is commonly used in recruitment processes. Have you heard of ESTP or INFJ? One of the most popular personality inventory at <http://www.humanmetrics.com/cgi-win/jtypes2.asp>

- *The Big Five Personality test* includes 120 statements and takes about 10-15 minutes. You can do the test at <https://www.123test.com/personality-test/>
- *Buzz Quiz* (temperament test) <https://icould.com/buzz/>

**Sources:**

Course materials, Find your career, LUT University Career services  
 Omännäköinen elämä, Ståhlberg Leena and Herlevi Marjaana  
 Osaamismatkalla project

## Self-knowledge: Assignments

You will do all these assignments individually and only the course teachers have access to the submission. Please check the deadline for each task from the timetable on the Welcome module as they might differ.

There is a separate return box for each assignment. The orientation task needs to be in the early stage of the course. Assignments 2-6 you can do in any order as long as they are ready before the course ends.

You should fill out the learning diary during the whole course. On each module, there is a task related to this learning diary. It means that you should also reflect on all the modules to this one diary. Pay attention especially to the development of your thinking process and skills. You can freely choose the mode of the diary: videos, text, photos, blog, ... you make the decision. This is also a good way to practice some technical skills if you wish.

### Self-knowledge assignment 1: Orientation task, introduction video about yourself

Now it's time to introduce yourself to your classmates and the course teachers. Below you can find some questions that you can use or tell something else about you.

- Who are you? What kind of background do you have, especially related to the course topics?
- What do you expect from this course?
- What do you want to learn?
- Which modules do you find interesting? Why?
- Are the course practices clear to you? What is still unclear?
- What do you think about career planning in general and especially in your case? What is the level of your career planning and working life skills?
- Where did you find this course from? What made you choose it?

You can either do this in a relaxed form just using your mobile phone and speaking freely for 1-2 minutes. You can also use this assignment as a practice for the upcoming tasks, e.g. if you choose to make the video application/CV task, you can do this in a more professional way.

Please share your video on this discussion forum. Check the deadline from the timetable on the Welcome module.

1. Start a new topic. Choose a title that describes well your post, not just e.g. "My video". If you have a motto, why not add it to be the topic!
2. Have a look at others' videos and please comment on them. Knowing the other course participants is useful when you are having discussions on other modules. This might also help you to build the networks.

## **Self-knowledge assignment 2: Online tests**

Do at least two different online tests (links on the Self-knowledge materials). Analyze the results and answer the following questions.

- Which tests did you take?
- Do you agree with the results or not? Why?
- Did you find something surprising? If yes, what?
- What did you learn about yourself?
- How could you utilize the test results in your career planning? Could it e.g. help you with putting your skills into other words when describing yourself in job seeking? The tests are never telling the whole truth but you might find something that helps on your way.

## **Self-knowledge assignment 3: Values**

Have a look at the [list of values](https://jamesclear.com/core-values) (=https://jamesclear.com/core-values or google for a longer one).

- In the first round, mark all the values/topics you find important to your life in general. You can also think about this task from a professional point of view. Hopefully you can combine both personal and professional values in your job!
- In the second round, select only the five most important ones, the core values.
- Then it is time to reflect on why you chose those values to be your core values, meaning that those words have a special meaning in your life.
  - Can you see them as your strengths? Or vice versa, are they something that would like to get rid of even though they play a big role in your life at the moment?
  - Do you need to develop that part in your life or can you already implement it in the desired way? What could you do already today?
  - How do your life choices support you in having a meaningful and value-based life?
  - On what kind of work could you implement your core values?
  - Please be open-minded and honest with yourself.

## **Self-knowledge assignment 4: Others describe you**

Identifying and articulating your own skills are key skills on your career path. Often people around us see something we don't see, remember or know how to appreciate. Therefore, it is worthwhile to sometimes rely on people close to us and record what they see in us.

Ask at least four different people who know you well to describe you in a few words. Try to select people from different life sectors (e.g., family, friends, work, studies, hobbies, positions of trust).

- Ask them e.g., these questions:
  - what kind of tasks and situations are natural and easy for you
  - list five skills or strengths they think you have
  - suggest five professions that might be suitable for you
- List the comments and analyze if the comments are alike or if they differentiate from each other.
- What might be the reasons for possible differences?
- Did the comments come as a surprise, or did you know it already?
- How could you utilize this information? Could this bring something extra to your job seeking? Could these people write public recommendations on your LinkedIn profile? Could you write the comments to your work experience part on LinkedIn?

## **Self-knowledge assignment 5: Strengths**

What are you good at? Identify at least seven of your strengths, preferably more. You can use the [VIA test](https://www.viacharacter.org/survey/account/Register) (=https://www.viacharacter.org/survey/account/Register) or a different strengths list. You can think about this task from a personal and professional perspective. You can also try to change the way of seeing: a perfectionist could also be seen as a person who has an eye for details.

One extra tip: Would you like to think about your strengths also related to future foresight? Have a look at [Sitra's](https://www.sitra.fi/en/projects/toolbox-for-people-shaping-the-future/#challenge) materials (=https://www.sitra.fi/en/projects/toolbox-for-people-shaping-the-future/#challenge) and you might find some new thoughts.

## **Self-knowledge assignment 6: Mind map of competence identity**

The goal is that you identify your strengths and skills and recognize how you have acquired these skills. The exercise aims to highlight the kind of competence you have acquired informally (everyday life learning) or formally (structured learning that is associated with organizations of education). The competencies stay and move with you if you go to a new job. Developing your skills is always an investment into the future.

Draw a mind map of your life. Write your name in the middle of the paper and add the areas of your life around it like bushes. The areas could be e.g. family, friends, hobbies, studies and work. Then think about what kind of competence you have acquired from these areas of life and write them down on the map. What you have learned at home, hobbies, or courses outside of school.

You can also add how the learned things connect to your field of study or how you could benefit from these things in your studies and in future working life. What are the competencies that you would like to develop further?

It is highly recommended to use lots of colors, different shapes and drawings when creating a mind map. The visuality of the map helps you picture the relations between things and remember the

mind map better. You can also utilise electronic tools like [Mindmup](https://tobloef.com/text2mindmap/) (=https://tobloef.com/text2mindmap/) or [Canva](https://www.canva.com/graphs/mind-maps/) (=https://www.canva.com/graphs/mind-maps/).

Here is something you could start with:

Skills:

- orientation, readiness, practical skills, ability to apply information, problem-solving, guidance, tacit information, social skills

Formal knowledge:

- education, degrees, studies, courses, diplomas, expertise, qualifications, theories

Contacts and networks:

- professional networks, free time and hobbies, positions of trust, co-operation, projects, clients, referees

Desire, motivation:

- things that make you move, commitment, goal orientation, career path, future

Experience:

- work, hobbies, life, challenges, disappointments, coping strategies, wisdom, areas of interest

Attitude:

- learning, positivity, overcoming difficulties, hard work, tenacity, responsibility, trustworthiness, commitment, readiness for change

Energy:

- your power generator, innovativeness, mental strength, courage, activity, visions

After identifying these competencies, you can make a SWOT out of these if that helps in your job-seeking. For this return box you don't need to go that far.

**Source:** Urakortit uusiksi, Maija Haaranen and Erica Svärd

## **Self-knowledge assignment 7: Learning diary**

A learning diary is an instrument of your learning, professional and personal growth: what I learned, what I did not learn. Author may disagree, present own interpretations and criticisms, but the perspectives must be justified.

We all learn from experiences. This learning diary helps you to become more conscious of your learning experiences during this course.

## Creating a learning diary

- Write a learning diary regularly, at least after each module. Things are then in fresh memory.
- When doing assignments of each module, it is a good idea to make notes and markings that can be presented in a learning diary.
- The text of the learning diary is coherent, structured and titled.
- Write your thoughts related to every module to your learning diary. Reflect, comment and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment.
- You can use these topics or broaden your thinking:
  - How do I learn? Did I learn something new?
  - Is there something that makes me hesitate?
  - Has this module helped me to proceed in career planning?
  - What did I like/dislike about this module?
  - What should I learn more to make me an expert on this topic?
- You can make your learning diary as a text, blog, video, audio file, photos, infograph or some another form.
- Return your learning diary as a one single file (not after every module).

# Module 2: Networking

In this module, you can find materials and assignments related to networking that may help in your career management. You'll get to know professionals in your own and other fields and learn about different professions and companies. Active participation and information seeking will lead to better results also on this matter. Please notice that this module has an earlier timetable than the optional modules.

Career planning has a lot to do with decision-making skills. You can gather information by independent data search but also having a discussion is a good way to expand and clarify your thoughts. If you tell someone about your dreams and the data you've found, the big picture and concrete actions might be easier to find. To get further information to support your career choices you should be close to interesting people. What are their career stories like? How did they end up in their position? Are they on their dream job? Where did they find the courage to make big changes? What did it feel like to make the big jump?

You might notice that there is often a happenstance, coincidence, supportive person, clear plan or other reasons behind their choices. People might have several degrees, professions and careers. During those changes people are needed to support the decision-making. E.g. if you dream of being an entrepreneur you can contact [Jyväskylä Entrepreneurship Society](https://www.jkles.fi/en/) (=https://www.jkles.fi/en/) and get to know people who have similar paths. On the video below you can see in action how the contacts can be made.

<https://www.youtube.com/watch?v=HIVzqhsn3r0>

## Networking: Materials

### Identify and build your networks

No matter what career you are in, networking is a tool that drives success. In Finland about 80 percent of the jobs are never advertised anywhere, they go through the networks instead. If you want to know more about the hidden job market in general, check the “Where are the jobs” module. As a start, you could also check what the [Job seeking guide](https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf) (=https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf) (p. 13-15) says about this.

In this module, you will get tips on how to detect your existing networks and how to expand them. The module consists of four sections:

- What are networks?
- How to improve your networking skills?
- Where to start (re-)building your networks?
- Tips for professional networking

You are expected to study the material below and do the assignment independently. You'll get peer support and feedback though.

## 1. What are networks?

Networking has been described as "the action or process of interacting with others to exchange information and develop professional or social contacts." You just need to contact people in order to be successful in networking. Networks are also highly respected in working life and quite often the employers ask about your networks in job interviews. According to Balance Careers, 80 percent of professionals consider professional networking to be important to career success.

You already have a wide network, even though it might not feel like that at the moment. Think about your family relations, hobbies, prior or ongoing studies and other activities you have done, for example voluntary work. You have been meeting a lot of people up to this point and now your task is to convert these relationships into professional networks. You can still be a good family member, friend, or peer student even if you start utilizing the network for your professional goals, too. Voluntary work in different clubs and associations, for example, is a very common way to network in Finland, because it gathers people from various backgrounds together. Usually someone always knows someone who knows someone and so on... It just requires that you go and involve yourself in all kinds of possibilities!

Professionally thinking, expanding your existing network can open doors to new job opportunities, career advancement, personal growth, or simply new knowledge. Active networking helps you to stay in people's minds when opportunities arise and increase the likelihood to be presented to potentially relevant people. They may not even be peer colleagues but, for example, a wife of a cousin who heard about the opening and knows people inside the company of your dreams.

Check this video to get an idea of how networking works: <https://www.youtube.com/watch?v=R71wV7G99G4>

Remember that LinkedIn is, now, the most used professional networking channel. When you meet new people, remember to send connection invitations right after the meeting.

## 2. How to improve your networking skills?

Networking skills come easily to some, but this is actually quite rare. For most of us, it is a skill that requires practice over time. Start with defining your goals every time you want to improve your networking skills. Are you searching for contacts with a future employer? Or do you want to meet a new mentor who can provide career guidance or industry expertise? Do you want to meet new people inside your industry? Perhaps all of these or something else?

Watch the video below to improve your networking skills. The video has been recorded with different networking events in mind, but the same tips work very well for recruitment events, LinkedIn contacting, and hidden jobs contacting, too. The basic rules of networking apply regardless of where you are doing it. You can use the tips in your personal networks also.

<https://www.youtube.com/watch?v=E5xTbn6OnAA>

### 3. Where to start (re-)building your networks?

It is said that people who rely on job ads only are living in the 1990's. Nowadays, networking is the key concept in finding traineeships, thesis topics and jobs in general. This is the reason why you need to activate your networks already during your studies. Networking takes time and the networks need to be taken care of, so don't try to do everything at once but make a networking plan for yourself instead.

Start building networks with your friends. Focusing your conversations on their professional experiences might reveal new perspectives and ideas, although you may have known your friends for a long time. Ask if they can connect you to someone who might help you to get forward in your field and build from there. Remember that in professional networking, too, it is not only the work or field-related friends who matter. This video will open up how and why friend-based networking works: <https://www.youtube.com/watch?v=xFrqZjlIDE44>.

But remember that networking is useless if you don't listen to other people. When you are stressed about your studies or job search, it's easy to become so focused on yourself that you forget to pay attention to others. So, always remember reciprocity! When you network, whether it is at an (online) event or around a coffee table, ask people questions based on your goals and listen closely to their answers. Especially in these situations note that you need to use different tactics than in casual social conversations because you have goals. It is also important to listen to others although you are the one that needs something. Networking is not only about taking and benefiting, but also about giving.

[https://www.youtube.com/watch?v=F\\_mZqAmBIcg](https://www.youtube.com/watch?v=F_mZqAmBIcg)

Now that you know what kinds of networks there are, it's time to start exploring and contacting your own networks.

- Start with going through your phone and social media platform contacts. Make a contact timetable for yourself.
- Prepare an elevator speech (check our spoken job-seeking module) so that you have valid content when you reconnect.
- Start expanding your professional network (LinkedIn connections, meeting people in webinars, courses, labor union coachings, etc.).
- Tell it in your platforms that you are looking for a job or trying to find new people to connect with. Remember that nobody can know what you are thinking of if you don't express your needs!

### 4. Tips for professional networking

Being visible, especially in a professional way, and getting noticed is a benefit of networking that's essential in career building. Checking company information regularly and attending professional and social events, either online or in real life will help to make your face and ideas known. As much as networking is beneficial to your career and even your personal life, the reality is that it doesn't come naturally to most of us. In fact, for some, the thought of starting a conversation with a stranger at a webinar or event feels like a horror movie.

A good rule of thumb is to plan and have a few topics of discussion in mind so that you are ready when the opportunity arises. These talking points don't have to be all about work – they can even be about topics like hobbies, studies or the event itself. The idea is to get the conversation going on and leave room for future meetups and discussions. Networks will form even though all the discussions aren't purely professional.

In this video you will get some final tips on how to network professionally: <https://www.youtube.com/watch?v=mi2mCQGejMM>.

Remember that professional networking is not collecting candies and pens in different seminars and events. Read more about networking from [the Finnish job market point of view](https://www.laurea.fi/en/current-topics/news/tips-for-networking-and-finnish-work-culture-shares-laureas-career-planning-officer). (=https://www.laurea.fi/en/current-topics/news/tips-for-networking-and-finnish-work-culture-shares-laureas-career-planning-officer).

And finally, here are the main points for you to concentrate on when forming your professional network:

1. Contact interesting companies directly. Make sure to contact a person, not a nameless email address.
2. Read news - big sales / project announcements, appointments. React to those somehow. Find the people and contact them, congratulate and so on.
3. Identify the growing companies and connect with them.
4. Be active in networks – your own contacts, LinkedIn.
5. Visit recruitment events and professional seminars (also webinars and other online events).
6. Be available – LinkedIn, recruitment companies, CV databases.

Reference: Course materials, Find your career, LUT University Career services

## **Job shadowing as a mode of mentoring**

The purpose of this module is to familiarize you with the concept of job shadowing and to give concrete instructions on how to arrange a job shadowing experience. After studying the content on this page, you will do a job shadowing in practice, reflect on your experiences, and return an assignment. This module consists of five parts:

- What is job shadowing and why do it?
- How to arrange a job shadowing?
- How to prepare for the job shadowing?
- What to do during job shadowing?
- What to do after job shadowing?

You are expected to study the material below independently and to arrange a job shadowing for yourself.

### **1. What is job shadowing and why do it?**

Job shadowing is a short-term experience where a student follows and observes a worker in a professional environment. In other words, job shadowing is an experience where you can observe

what a certain professional does in their work and get to see the real-life version of a specific work environment. You will observe the main daily tasks, have a chance to ask questions and, most importantly, create networks within an industry and inside a company of your own interest.

It is evaluated that about 75-80 % of all open positions in Finland are so-called hidden jobs (read more about this in the module How to find a job?). This means that the vacancies will never be advertised or announced anywhere, not even on the company's own web page or social media, but are filled based on existing contacts, networks or targeted open applications. Therefore, it is extremely important to form and grow networks during the studies already. Job shadowing is an excellent way to build personal relationships inside an interesting industry and organization.

Furthermore, job shadowing enables you to evaluate if you want to work for the company and/or in a certain position. In addition, job shadowing helps you to understand what kind of skills and competencies are required in the work you are shadowing. Hence, you get an idea of which skills you still need to develop in order to be employed in a similar position. During job shadowing, you also have a great chance to get comfortable with having professional conversations, which in turn comes in useful in different career fairs, other networking events and job interviews.

Study more at: <https://www.sdstate.edu/ness-school-management-and-economicsblog/importance-job-shadowing>

And watch the videos:

<https://www.youtube.com/watch?v=excnL8IBMtk>  
<https://www.youtube.com/watch?v=zqSXXT5jFIg>

## 2. How to arrange a job shadowing?

Please note that the preparations listed here are meant for a whole-day (approximately 6-8 hours) job shadowing experience. You can also have a shorter visit if you wish. It can be online if there is no other option.

### 1. Research companies, careers and positions that might interest you.

- Even if you already know which fields or careers interest you, you should still gather more in-depth information before contacting anyone in person.

### 2. Identify an occupation for job shadowing

- Define what kind of a position you are interested in. If, let's say, you are interested in the work of a backend engineer, you are supposed to contact Jamk alumni (or other people) working in that position. If that person already belongs to your networks feel free to ask them directly to support you on this matter.
- Preferably choose a JAMK graduate with a bachelor's or master's degree, or a JAMK master's student. If you don't know anyone suitable please approach the alumni representatives at JAMK by sending an email: [alumni@jamk.fi](mailto:alumni@jamk.fi). They have a list of JAMK graduates from different degree programmes who have said to be interested in mentoring. Tell shortly about this course, yourself and your wishes for the mentor and they will try to find a matching pair for you.

- You can also find JAMK graduates on LinkedIn: <https://www.linkedin.com/school/jamk-university-of-applied-sciences/people/>. You can search by the location and/or the company where they work.

### 3. Contact alumni / other people working in the position you are interested in

- Find the contact information on the company's webpage or on LinkedIn, for example.
- You may also call an organization (contact center or HR department) and ask for the name of the person by job title.
- Email or call the person you'd like to shadow.
- It can be helpful to email first and then phone to discuss. This provides the potential host with a context for your phone call and lets them think about job shadowing rather than deciding on the spot during a call.
- If needed, you may use letter when writing the email to the person you'd like to shadow.
- Thoughts like "I don't want to bother anyone" are completely normal but remember that job shadowing is a common activity in the world of work and most professionals are familiar with this practice.

### 4. Agree on the practical issues. Once you have been welcomed to shadow a worker, it's time to agree on the practicalities. Make sure to agree on these before the shadowing day:

- date & arrival and end time
- location of the job shadow
- parking or transit information
- lunch information (bring or buy lunch on site)
- potential activities or plans the host is thinking of
- your specific goals; what you'd like to see and hear

### 5. What if you get rejected?

- You will probably get turned down a few times before someone says yes to your job shadowing request. Don't get discouraged since this is a normal part of the process.
- Respect the organization's / the professional's course of action and send an email to thank them for consideration.
- Remember that a rejection isn't anything personal. People tend to be busy at their works and it just wasn't the right time for a shadowing.

## 3. How to prepare for the job shadowing day?

### 1. Research the organization and the position even further.

- Your initial search may have been enough to get your foot into the door, but you need to know more about the company and its role in the industry.
- Research on the position, too. Visit your host's LinkedIn profile so that you know what kind of professional background the host has.
- Check if there are any open positions available in the company.
- Doing your research beforehand will give you context for conversations, processes and meetings you see, experience and attend throughout the day.

## 2. Think about the expectations and goals you have for the day.

- Why have you decided to arrange a job shadowing in the first place?
- What do you expect from this experience?

## 3. Think about what you would like to ask from your host. Here are some typical job shadow questions:

- How did you get involved in this type of work?
- What do you like best about your job/field/work setting?
- If you could, what would you change about your job?
- Does your work change during the year?
- What values are important in your career/field/industry/work setting/team?
- What makes someone successful in your work? (Listen for key skill words; you may need to develop these skills or highlight them on your resume.)
- Looking back, is there anything you wish you'd known or that you would do differently?
- Were there situations in the past that required this company or department to change its operating procedures? What were they?
- Knowing what you do about industry trends, what type of classes or training would you suggest that I take or do?
- Is there anything outside of school that you would recommend that I do to better prepare myself for a career like yours?
- How did you get your job(s)? Are there any job search methods you would recommend?
- Can you suggest one or two other people I might contact? May I use your name if I contact them, to explain how I got their name?
- Is it OK if we connect on LinkedIn?

## 4. Be prepared to tell about your own know-how and competencies.

- What are your core skills and competencies?
- If you have any troubles defining them, you can always do the Tell about your skills module before the job shadowing.

## 5. Remember to observe the things that you need when doing your assignment after the job shadowing.

### 4. What to do during job shadowing?

Congratulations! You have arranged a date, time, and location for a job shadow, and now you'll just have to carry it out. Here are some tips for doing the actual job shadow.

#### 1. Wear clothing appropriate to the work environment

- Think about the corporate culture and remember that hierarchies tend to be low in Finland.
- Usually this means wearing business casual clothing.

## 2. Show up on time.

- Remember that in the Finnish working life it is crucial to be on time, whatever you do.
- There's no harm done if you enter the workplace 10-15 minutes before the time that was agreed on, but if you turn up late, it's really difficult to restore your reputation and to ensure the host about your professionalism.

## 3. Remember that you are a "shadow".

- You don't, actually, participate in the work itself and you need to give your host the opportunity to concentrate on the tasks that need to be done that day.
- If you like, you can take notes during the shadowing but remember to discuss it with your host first so that the host knows what you are doing and why.

## 4. Stay engaged and present.

- Put your phone away for the day.
- Be open-minded and prepared for anything.
- Keep up a positive spirit.

## 5. Don't be afraid to ask questions.

- You can ask questions whenever there's a natural place and time for that.
- Alternatively, you and the host can agree on a specific time frame for your questions. Typically, this would be at the end of the shadowing.
- Remember the general questions mentioned above.
- Think about the assignment you're going to do afterward. Is there something you need to ask your host before you can do it?

## 6. Respect confidentiality.

- Reflect on the appropriateness of disclosing the information your job shadow host has shared with you.

## 7. Scan for opportunities to get employed.

- Can you see yourself working in this company and/or a similar position?
- If yes, you can ask your host how you could apply for positions in the company. Are there some hidden recruitment needs?
- Remember that this conversation is something that you can have toward the end of the day. From the company's point of view recruiting isn't the primary target when it comes to job shadowing, so don't bring this up right in the beginning.

## 5. What to do after job shadowing?

1. To be polite, write a short thank you email to your host expressing your gratitude for the opportunity.

2. Finally, reflect on your job shadowing experiences and do the assignment.

Reference: Course materials, Find your career, LUT University Career services

## Quick mentoring as a tool in career planning

The ability to actively seek and utilize mentoring and coaching in competence development is considered one of the future working life skills. The concept of quick mentoring is based on the experience that one - even a short - discussion can be a significant moment of learning and insight in terms of career guidance. Furthermore, quick mentoring is based on the understanding that one mentor cannot meet all the competence needs of a student or employee, but rather that wisdom is located in networks where different professionals can share their specific skills. Have a look at the [Job seeking guide](https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf) (=https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf) (p. 16)

Mentoring is an interactive relationship between a mentor and a student in which knowledge, experiences, guidance and tacit knowledge are shared and support is given to the student while strengthening their self-confidence. In such a relationship, confidentiality is a key factor. The main emphasis in student mentoring is how they absorb the theoretical knowledge and put it into practice and what are key skills in working life.

Mentoring can be seen as a bridge between educational institutions and working life. The mentor teaches and advises students to use the tools that they have received during their studies. One goal is to broaden the perspective of the students to what positions they can perform and how they may use the skills from studies in different job descriptions.

Knowing how to ask good questions to a mentor is key to a successful relationship. There are so many questions, but not enough time to ask them all during mentoring sessions. Whether they're on mentoring topics related to career paths, job search, how to ace job interviews, leadership lessons and so on, asking the right questions to your mentor is more of a skill that you can improve. Some keypoints are:

- Prepare and ask relevant questions.
- Be respectful of your mentor's time and experience.
- Ask if you can follow up and exchange contact information.
- Afterwards, ask yourself what you learned from the meeting and how you can apply your new knowledge.
- Thank your mentor for their advice with an email or personalized note.

*Have a look at these sites to know more about mentoring:*

- 4 tips on how to ask the right questions to a mentor: [50 questions to ask a mentor for a great mentorship experience - MentorCruise](https://mentorcrui.se/blog/22-questions-ask-mentor-great-mentorship-experienc/) (=https://mentorcrui.se/blog/22-questions-ask-mentor-great-mentorship-experienc/)
- 40 Questions To Ask A Mentor: [40 Questions To Ask A Mentor \(forbes.com\)](https://www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor/?sh=c15c9d7261b7) (=https://www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor/?sh=c15c9d7261b7)

Some questions to ask a mentor:

- What's the best advice you can give to help plan a career rather than simply work to keep a job?
- How do you encourage innovative ideas?
- How would you describe your personal style?
- Do you have a mentor? How have they influenced you?
- What do you do to constantly challenge your underlying beliefs and assumptions?
- Would you do anything differently if given the opportunity?
- How and where do you find inspiration?
- How do you keep your feelings separate from your decision-making?
- What values are you committed to?
- How do you balance your work and home life?
- Do you have any books that you would suggest I read?

Entrepreneurship related questions:

1. What do you enjoy most about entrepreneurship? What is hardest about it?
2. What are some mistakes you wish you could have avoided?
3. What advice would you give to newbie entrepreneurs?
4. How do you brainstorm and finalize business ideas?
5. What are the biggest mistakes first-time entrepreneurs can make?
6. How do you plan on growing your business or entrepreneurial mindset?
7. What was the toughest moment in your business journey? How did you overcome it?
8. Is there any popular entrepreneurial advice that you agree/disagree with? Why?

If you're considering starting your own business, you can also ask specifics about the business name, entity, business plan, funding, publicity/marketing, scaling and competition.

Good luck with the mentoring!

**Sources:**

[https://www.metropolia.fi/sites/default/files/publication/2019-11/2017\\_Luhanka\\_Aalto\\_Mentorointiopas\\_ERILLISJULKAISU.pdf](https://www.metropolia.fi/sites/default/files/publication/2019-11/2017_Luhanka_Aalto_Mentorointiopas_ERILLISJULKAISU.pdf)

<https://www.xamk.fi/tutkimus-ja-kehitystoiminnan-blogi/pikamentorointi-tulevaisuusorientoituneen-uraohjauksen-tyovalineeksi/>

[50 questions to ask a mentor for a great mentorship experience - MentorCruise](#)

[Questions to Ask a Mentor and Tips for a Successful Mentoring Session | U.S. Chamber of Commerce Foundation \(uschamberfoundation.org\)](#)

## **Networking: Assignments**

### **Networking assignment 1: Network map**

Now it's your time to practice! The purpose of this assignment is to help you define and expand your networks. **The assignment consists of five parts.** When you have finished all of them, scan/convert all the material preferably into a PDF file, and submit it for evaluation.

1. Start by asking the nearest people around you if they know anyone who could help to expand your professional networks. Are the people working in some interesting organizations or do they know someone (who maybe knows someone)? How many people are there on your list?
2. Name at least one so-called resource person in your life from whom you can get help and support. Then name someone familiar or unfamiliar who inspires you. If they would give you advice, what would it be? Consider how everyone in your network would describe you. The people closest to you may describe you differently than your employer. Consider what kind of help or support you can offer to others.
3. Create a mind map of all the networks you already have. You can draw a picture on paper or use some digital tool to chart it. Start with the headline level (family, friends, peer students, colleagues, hobbies...) and proceed to a more detailed level. Remember that the neighbor you have talked a few times with can be as important as any other person when you start to map who they might know! Add a picture of your mind map to the PDF file where you collect all your answers.
4. Go through your existing professional networks and activate them. Like and comment posts or, if you are familiar with the person, give endorsements on LinkedIn, dig up your favorite companies and remember to follow them on any social media platform. What did you do? Identify at least 10 actions.
5. Lastly, write a list of your concrete next steps in expanding your networks. What will your actions be? When will you implement those steps?

Sources: [Urapolulla](https://urapolulla.fi/tehtavat/verkostot) (=https://urapolulla.fi/tehtavat/verkostot) and Course materials, Find your career, LUT University Career services

## **Networking assignment 2: Job shadowing, discussion forum**

On this discussion forum you will share the findings you got from the job shadowing (instructed on the materials related to job shadowing). Write a short report, make a video, an infographic or other presentation about your career shadowing experience. Use the questions below to help. You can also attach photos/video clips to the submission.

Note! If you're making a video with the shadowed person please ask for permission to publish the video on this course. Send the filled form to your course teacher.

- Tell the name and the title of the person being shadowed and the name and the field of the company. Please ask the person if they are fine with publishing this information or if you should report this in a more anonymous way. You can also give a general overview of the industry and company.
- Tell about the position you were overshadowing. What kind of duties did you observe?
- What qualities and skills does an employee in the field need to have? What kind of educational background do they have?
- What was the corporate culture like?

- How is it possible to get employed in the field? Think about this from the perspective of your own career wishes.
- Evaluate and consider the suitability of the field/profession for you. Are you interested in knowing more about it? What type of skills does one need to succeed in this career?
- How did you grow your network during the whole experience? Did you connect with people on LinkedIn or change phone numbers, for example?
- What are the future areas for your personal development that the shadowing identified?
- How did the shadowing go? Any other comments on the career shadowing experience?
- Please ask for feedback from the shadowed person. How did they find this experience?

How to do this on Moodle:

1. Start a new topic and name it informatively. Add text, video links, photos, anything. You choose.
2. Please share the feedback from the shadowed person as well.
3. Check what the other students have done and comment at least twice on their submissions to complete this assignment. Please make the conversation active by writing more than just "Cool."

### **Networking assignment 3: Mentoring, discussion forum**

By completing this task, you will get to meet a person to mentor your career for a short or longer time. What to do?

1. Think about your goals for the mentoring. Do you need someone to give advice on your career choices? Would you like to know more about your field of study? Is there a person you look up to? Are you interested in entrepreneurship? Make it clear for yourself first why you'd like to meet a mentor.
2. Find the person who could act as your mentor. If that person already belongs to your networks feel free to ask them directly to support you on this matter. **Preferably choose a JAMK graduate with a bachelor's or master's degree, or a JAMK master's student.** You can think of having someone who has made unusual career choices, gender-wise or else.

In your sales speech, you may emphasize the win-win situation: Usually the mentor gets also new insights from the student and learns to see their career from a different angle. You might also be the next person to be recruited to their company which is always a bonus for both sides. If you're interested in starting your own business it's clever to choose an entrepreneur. The person doesn't have to work precisely in the same field as you are.

If you don't know anyone who you could ask to be your mentor, please approach the alumni representatives at your own organization. They have a list of JAMK graduates from different degree programmes who have said to be interested in mentoring. Tell shortly about this course, yourself and your wishes for the mentor and they will try to find a matching pair for you.

You can also find JAMK graduates on LinkedIn: <https://www.linkedin.com/school/jamk-university-of-applied-sciences/people/>. You can search by the location and/or the company where they work.

3. Agree with the mentor on how you both wish to proceed. Mentoring can be done in person or online, depending on the mode you choose. You can meet only once on a Zoom call or you can meet on a regular basis. You can also do the job shadowing assignment with the same person/company.
4. Make a short (5-10 min) video where you interview the mentor about their career story and choices. You can find good questions on the mentoring materials above. You can also discuss the mentoring experiences and practices. Your video doesn't need to have high quality if you don't want to spend too much time on this task.
  - Submit the video link to this discussion forum.
  - Start a new topic and name it informatively.
  - Please ask for permission from the mentor to share the video with the course participants.
    - Send the permission to your course teacher to be archived at Jamk.
  - Later we might contact the alumni mentors and ask if they'd like to make a career story video with Jamk's marketing department.
  - If the mentor does not give the recording permission:
    - Write a 2-3 pages long report about the same topics. Or make a shorter report and add an infographic.
5. Under the same topic at this discussion forum, please tell about your experiences in mentoring.
  - How did you do the mentoring in practice?
  - Why did you choose that person/company?
  - What did you learn?
  - Would you like to continue with the same or another mentor?
  - Do you find this mode of networking useful?
  - Did you find something that was maybe conscious or unconscious bias when thinking about equality matters?
  - Other comments
  - Please ask for feedback from the mentor and share that as well.
6. Check what the other students have done and comment at least twice on their submissions to complete this assignment. Please make the conversation flow by writing more than just "That's interesting."

## **Networking assignment 4: learning diary**

Write your thoughts also related to this module to your learning diary (instructed on Module 1). Reflect, comment and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment. You can use these topics or broaden your thinking:

- How do I learn? Did I learn something new?

- Is there something that makes me hesitate?
- Has this module helped me to proceed in career planning?
- What did I like/dislike about this module?
- What should I learn more to make me an expert on this topic?
- etc.

You can tick mark this assignment completed after finishing this part of the learning diary.

# Module 3: Job seeking skills, written

The work is found through several different channels. Finding a job in itself is a skill that is worth practicing. An important step in your job search is to create a personal application letter or job search profile. These often serve as the first business card to the workplace and make it possible to receive an invitation to an interview.

The purpose of this section is to develop your own job search skills and written job search documents. This section allows you to create a new one or improve your existing job search document.

## Job seeking skills, written: Materials

### What documents do I need to look for a job?

They are looking for a brisk and independent person, aren't they? You feel that you are the perfect one, but how do you say that in your job application?

It is not enough to assert that you are self-motivated or polite. Briefly describe how those requirements or characteristics are reflected in your practical activities in your studies, leisure or work history. What do others say about you? Describe an example situation or tell a short story. Start hard, stop hard. Add links to your job application: your referrer, your network, some, video-CV. The sharp job application is short, always including CV.

The most important documents used in a job search are still the job application and the CV. Always mirror your application and CV for the position you are applying for and any job posting. If you are applying with an open application, find out what requirements or needs the employer would have. Also keep in mind that you do not have to meet all the requirements. If any key competencies are missing, think about how you would be prepared to develop.

There is no single right template for a resume. It should be personal, but it should be easy to spot and clear. Make it easy to find what's important - headline and group. Highlight the things that are relevant to the place you're looking for. Describe your work tasks in more detail by highlighting your responsibilities and achievements. Would a touch of creativity be appropriate or would the traditional approach be valued?

### Job application

In the job application, you indicate that you have the qualities required in the job posting or want to develop yourself. You should highlight your own strengths that make you fit for the job. If you don't own all of them, you can make it fair. The lack of extensive work experience of a young job seeker can be replaced in many positions with the right attitude and enthusiasm for learning something new.

The job application must be written in each place separately, so you can highlight exactly what is needed in that place. The same application should not be sent to many places.

The application must justify why you want to be elected to that position. In the application, tell us about your work and training history, what kind of tasks you enjoy and what kind of employee you are. If you do not have previous work experience, you can apply for hobbies, positions of trust and other responsible positions in the application.

The job application must not be unnecessarily modest but must remain true. The recommended length of the application is one page (A4).

[Job application and CV](https://www.te-palvelut.fi/tyonhakilalle/loyda-toita/vinkkejatyonhakuun/tyohakemus-ja-cv) (=https://www.te-palvelut.fi/tyonhakilalle/loyda-toita/vinkkejatyonhakuun/tyohakemus-ja-cv)

[Effective job application will take you to an interview](https://www.ekonomit.fi/en/working-life-databank/job-seeking-is-active-work/job-application/) (=https://www.ekonomit.fi/en/working-life-databank/job-seeking-is-active-work/job-application/)

## Curriculum vitae

CV (Curriculum Vitae) completes the job application. It shows competence, training and work experience. Curriculum vitae information is presented from newest to oldest, ie the most recent information in order first.

A good resume is flawless, clear and concise. It emphasizes the issues relevant to the task sought. The recommended length of the CV is a maximum of two pages (A4). If you do not have a long work history, it is a good idea to mention all possible work experience on your resume. In addition, you can tell what else you have done, such as activities in a pupil or student union and volunteering or attending language courses.

[One version of CV template](https://tyoelamaan.fi/blog/materiaali/ansioluettelomalli/) (=https://tyoelamaan.fi/blog/materiaali/ansioluettelomalli/)

[Presenting your competence with Europass](https://www.oph.fi/en/presenting-your-competence-europass) (=https://www.oph.fi/en/presenting-your-competence-europass)

## LinkedIn

LinkedIn is a great tool for job search and networking, and anyone can be found on the service. LinkedIn has grown in popularity at a steady pace in Finland, and many recruiters are using the service to find new employees.

The internet is full of gimmicks to tweak your LinkedIn profile. But what do the recruiter really pay attention to in your profile? Your work history, your network and how you have crystallized your skills.

[Example of LinkedIn profile summary](https://www.cnbc.com/2019/09/25/example-template-of-perfect-linkedin-profile-according-to-harvard-career-experts.html) (=https://www.cnbc.com/2019/09/25/example-template-of-perfect-linkedin-profile-according-to-harvard-career-experts.html)

## Portfolio

There are many types of portfolios, just like us, and the portfolio is by no means intended only for students and professionals in the creative field. A portfolio can be put together to support a job search for a job interview.

Continuously collect work samples and select the best ones for your portfolio. A portfolio is a good way to convince an employer of your own skills even at a time when you have not yet gained work experience. It allows you to present your own knowledge and skills more freely.

A portfolio can very well be a folder with all the possible certificates and diplomas printed on it. It can also be a fully digital presentation or a website that handles small-scale personal branding in addition to the portfolio. A digital portfolio can be a pdf / powerpoint file, or a cloud service folder where you store your work samples. Simple websites are easy to implement on a variety of platforms, such as WordPress.com, wix.com. You can find inspiration for the content and layout of your portfolio, even on Pinterest. In addition, opinions can be sought from friends and others close to you.

A traditional portfolio folder can be easily created with the help of a CV, previous work and school certificates and diplomas (course certificates, Volunteering, Get to know and Earn internships). If you wish, you can add a “home page”, a personalized home page, to the first page of the folder, where you will write a brief introduction to yourself, your motivation, and your goals.

You can also add work samples, if any, to the portfolio folder. It is a good idea to add a watermark or other copyright notice to the printed job samples you want to protect to remind the recipient that the jobs are your own. If the work samples are from customer projects, describe to the reader what the work has achieved. A portfolio is good for personalizing yourself. You may also want to research the websites and some channels of potential employers to see what kind of company it is, what their values are, and what you have to give them.

### [How to create a job search portfolio](https://www.csustan.edu/sites/default/files/Career/documents/HowtoCreateaJobSearchPortfolio.pdf)

(=<https://www.csustan.edu/sites/default/files/Career/documents/HowtoCreateaJobSearchPortfolio.pdf>)

## Referees

During the job search process, you will often be asked for referrals. The referrer can be, for example, a supervisor or a teacher. Referrals should have experience working with you. So don't put a person who is a forerunner on paper only if he or she hasn't actively followed your work. Please always remember to ask the recommender for permission in advance before attaching him or her to the application as a recommender.

### Sources:

[Jos-seeker's checklist](https://tyoelamaan.fi/en/blog/2021/06/09/job-seekers-checklist/) (=https://tyoelamaan.fi/en/blog/2021/06/09/job-seekers-checklist/)

[To working life \(Työelämään.fi\)](https://tyoelamaan.fi/en/) (=https://tyoelamaan.fi/en/)

## **Job seeking skills, written: Assignments**

### **Job seeking skills, written, assignment 1: Prepare or improve some of your job search documents**

Which of your own job search written documents would need updating? In this section, do one of the following:

- a) Reply to one of the genuinely open job postings and write your own job application. The job return for this item is to return your job application.
- b) Either update your current CV or create a new CV for yourself. The task return for this item is to return your CV.
- c) Update your current LinkedIn profile or create a completely new LinkedIn profile for yourself. The return of this item is to provide a link to your own LinkedIn profile.

### **Job-seeking skills, written, assignment 2: learning diary**

Write your thoughts also related to this module to your learning diary (instructed on Module 1). Reflect, comment, and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment. You can use these topics or broaden your thinking:

- How do I learn? Did I learn something new?
- Is there something that makes me hesitate?
- Has this module helped me to proceed in career planning?
- What did I like/dislike about this module?
- What should I learn more to make me an expert on this topic?
- etc.

You can tick mark this assignment completed after finishing this part of the learning diary.

# Module 4: Spoken job-seeking skills

On this module you can practice the oral skills to support your job search. You have access to materials related to many topics but the assignments are focusing on video application/CV and preparing for a job interview. You can either make the first version of your video or polish the existing version. We hope you'll find this module useful!

## Job-seeking skills, spoken: Materials

### How to make a good pitch/elevator speech and where to use it?

Have you ever used an old salesperson's trick in your job search? With the help of an elevator speech, you crystallize your own skills and the benefits you offer into a sharp speech.

According to the story, a good salesperson will convince a potential customer during an elevator ride, in less than a minute. During this time, you need to tell who is representing what company, organization, or product, what the products do and what benefits the products offer.

An elevator speech is also worth learning when looking for a job because when applying for a job, you are surprisingly often faced with situations where you have to crystallize your own skills and at the same time stand out from dozens of applicants.

A good pitch summarizes the skills into clear and concise sentences. When time is short, you should focus on the essentials and leave the spills out. Read below 4 tips for making an elevator speech.

The length of the elevator speech varies depending on the situation. There is more time for a job interview, but you have to be concise and striking again in a telephone conversation, at a stand at a recruitment fair, or in the elevator.

This four-point basic formula can be varied for different situations:

#### 1. Who are you?

Start with the easiest part. Tell me who you are at the top. The purpose is not to tell your personal history, but to give your employer the most important information about yourself. Think about what makes you an interesting person and worth hiring. Tell us your name and the most important things about your work history, as well as something interesting about your educational background or hobbies.

#### 2. What do you know?

Next, tell me where you are particularly good. For example, list three points of your expertise to convince a potential employer. Those points are easy to remember and tell. Don't be too modest - your job now is to sell your skills. However, do not exaggerate or lie, as such things tend to emerge sooner or later.

#### 3. What are the benefits of hiring you?

This is the most important point in the elevator speech where the real ace is hit on the table: a value claim. So that's what benefits you. Why should you be hired?

These are the questions that the recruiter is thinking about. Help them by sharing the answers to unanswered questions.

It is worth considering listing benefits through your employer. If you're preparing a pitch for a job interview, research the backgrounds of the recruiting company, think about what they're looking for, and find out where they're heading to.

Then wonder what exactly you can offer them. Do you know something others don't know or are you eager to learn? Are you a good team player? Do you have the kind of experience they might need?

#### **4. Concretize with a story**

If you have time, illustrate what you said earlier by telling a short story about one of your work, school, or leisure projects. What kind of success have you remembered?

For example, did you get particularly good feedback from a customer? Did your coworker or schoolmate praise you as a teammate? Did you get praise from your supervisor for a particular situation? Stories are a great way to demonstrate your skills.

It is a good idea to repeat and practice the prepared elevator speech so that you will remember it when it comes to reality.

Have also a look at the tips on the [Job seeking guide](https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf) (=https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf) (page 10).

**Source:** [Duunitori](https://duunitori.fi/tyoelama/hissipuhe-tyonhaussa) (=https://duunitori.fi/tyoelama/hissipuhe-tyonhaussa)

## **Video application / CV**

Often it is called a video CV which might make you think of reading your CV aloud in front of a camera, but you need a lot more. Video CVs can be made for a wide variety of purposes. You can tailor yours for a specific job or make a more general video describing your skills to publish on your LinkedIn profile, blog or other online platforms. Pick out the most important things from your CV. Be very concise: a good video CV is just 1-2 minutes long. Drafting the script carefully and editing your video after recording will help you make a polished product. Make sure to ask for feedback from others. Your video can be a pleasant surprise for the recruiter, it can help set you apart from other applicants and emphasize your motivation.

You can find examples of video CVs from Google. Please also check the Job-seeking guide of University of Helsinki: <https://studies.helsinki.fi/sites/default/files/inline-files/job-seeking-guide.pdf> (pages 27-31).

The video is a good way to bring out your own personality, as the video conveys your own attitude well to the employer. Video applications have become more common and sometimes an employer may request a video application instead of a written application. The video can also be attached to a written application.

A good video application is short and concise. When making a video, it is important to think about and emphasize the same things as when making a regular application. You should also make a video for each location separately so that you can effectively justify why you want that particular job.

In a video, it's important to pay attention to lighting and sound quality. No special equipment is required for shooting, as a high-quality image can also be obtained with a smartphone. Just check the video size and sharing settings. The appropriate length for the video is about 1-2 minutes. It is important to make sure that the video is shot in a bright, calm and quiet space. If you don't know how to shoot and edit a video yourself, you may want to ask for help. Your friends are sure to find someone who is passionate and interested in making videos.

By making a video-CV, you can stand out from the crowd. It's a short elevator speech about you and your suitability for the job. In addition to a structured, short, and talkative presentation, the video emphasizes lighting, background, cropping, and dressing. Think about how they best support your presentation.

Here you can read how to make an outstanding video: <https://duunitori.fi/tyoelama/5-outstanding-examples-of-great-video-applications>

**Source:** [VideoCV instructions](https://studies.helsinki.fi/instructions/article/job-seeking) (=https://studies.helsinki.fi/instructions/article/job-seeking)

## **Before and during the job interview**

### *Before the interview*

In a job interview, you want to find out how well you fit into an open job and what your motivation is. The most important task of the employer is to fill the vacancy with the most suitable applicant.

#### **1. Respond to the interview invitation politely and quickly**

Respond to the job interview courtesy as soon as possible. Thank the caller for the opportunity and show your enthusiasm without being overly arrogant. You can ask questions related to the job interview but avoid asking for information that is easily found on Google or the company's own pages.

Make an appointment in time on your calendar for an interview and make sure your calendar entry isn't visible to your potential current colleagues. If the job posting you applied for is still available, copy it for yourself. This will make you remember what your employer was looking for.

#### **2. Get to know your employer**

The interview requires preparation: get information about the employer, read exactly what kind of application you have responded to, what job you have applied for and what is stated in the ad. Review your own skills by reviewing your CV and be prepared to talk about gaps in your skills as well.

You probably already got to know your employer when you applied, but at the latest, now is the time to play undercover. Check out the company's website, social media channels, and any blog. Also find out what has been written about the company in the media.

You can learn about the backgrounds of the company's staff, or at least the job interviewers, so you know what kind of expertise the company already has. All of this information will help you succeed in the interview, but also find out for yourself if this is the kind of job you want to work for.

### **3. Prepare to answer the job interview questions**

Repeat the job posting. It will be easier for you to answer the job interview questions when the content of the job advertisement and the wishes of the person you are applying for the position are fresh in your mind.

Practice the most common job interview questions (check the assignment on this module). It is not possible to know the exact questions of a job interview in advance, but it is worth practicing answering the most common questions. At the same time, you will clarify for yourself why you would be suitable for that task.

Think about what you are going to ask the job interviewer yourself. During or at the end of the job interview, you will be given the opportunity to ask questions related to the job or company. These questions are more important than you think, so contribute to them. With your questions, you can show your motivation and that you are familiar with the company you are looking for.

### **4. Assemble the necessary materials**

Find your previous work and school certificates and pack them for the interview. If possible, also check with your referrer in advance to see if they can be contacted about recommendations. You can also bring sticky notes and the job ad in addition to your own application, portfolio or other relevant material. You might not even need them as reminders but you'll feel less tense when you don't have to remember everything.

### **5. Contribute to the first impression**

Try to get rid of the tension. Decide that this job interview is going well and you will get the job you want. Learn how to relieve tension before a job interview. Think in advance what you will wear. Try to find out what kind of dress code the company has. Even if the workplace dress code is casual, you should still dress a little better. This is how you show that you are serious and want to make a good impression on yourself. On the other hand, the most important thing is to choose an outfit where you feel good and confident.

### ***During the interview***

Be honest, but don't be too modest. Try to show your skills by giving concrete examples. You might not believe in your capabilities as strongly as you should do. In a job interview tell the facts but leave the assessment of your qualifications to the interviewer - at least don't underestimate yourself.

There is no need to answer forbidden questions. Unfortunately, sometimes a job interview may come across prohibited job interview questions, such as questions about sexual orientation or political beliefs. What should you do when you want to hold on to your rights but are afraid that not responding will jeopardize your future job? The smartest thing in a situation like this may be to try to get around the issue politely. For example, when inquiring about a family, you can make it clear that you are willing to travel or commit to irregular working hours if it is relevant to your job description. The law allows a job seeker to give an incomplete answer to clearly discriminatory or prohibited questions.

A job interview is equally your chance to find out if the job you're applying for is right for you. So feel free to ask the interviewer about things that interest you. You can ask about the challenges or goals of the job, what should you focus on during the first months, etc. It's also a good idea to ask what makes employees feel comfortable in working in that company.

Interviews usually have three stages and several interviewers: the initial relieves tension and the goal is to create an overview of the interviewee. Mid-term questions explain your motivation, career, values, and attitudes. In the final stage, the practical issues of the work task are reviewed.

Right at the end of the interview, it is worth asking how the recruitment process will proceed next. In addition to giving yourself peace of mind, you are also showing that you are still interested in the place. Salary or benefits might not be asked about, at least in the first interview, but only in the last meters of the recruitment process.

After the interview, think about how it went. If you are not selected, find out which factors were emphasized in the selection and which influenced you not to be selected.

#### **Sources:**

[Duunitori](https://duunitori.fi/tyoelama/tyonhakuopas/tyohaastattelu/tyohaastatteluun-valmistautuminen) (=https://duunitori.fi/tyoelama/tyonhakuopas/tyohaastattelu/tyohaastatteluun-valmistautuminen)

[Make an impact in a job interview](https://tyoelamaan.fi/en/blog/2021/06/09/what-questions-are-allowed-in-a-job-interview/) (=https://tyoelamaan.fi/en/blog/2021/06/09/what-questions-are-allowed-in-a-job-interview/)

[What questions are allowed in a job interview?](https://tyoelamaan.fi/en/blog/2021/06/09/what-questions-are-allowed-in-a-job-interview/) (=https://tyoelamaan.fi/en/blog/2021/06/09/what-questions-are-allowed-in-a-job-interview/)

## **Video interview**

Video interviews are increasingly used in the job search. When attending a video interview, it is important to pay attention to the same things as by the time of the regular interview. A neat and well-groomed appearance and polite behavior are also conveyed to the employer in a video interview. The video just has to show the true you, and a smile never hurts. It is important to make sure that the background shown in the video is clean and the environment is calm and quiet.

Preparing for the video interview:

- If the questions are available in advance, you should read them before the start of the interview. Questions may include information on how long answers are expected.
- Practice your answers and experiment with different angles, for example by lifting your computer's camera higher. Ask a friend to act as a test person to interview you. You can find the most common job interview questions on the assignments of this module. You can also write keywords to the notes you'll have access to during the interview.
- Test the microphone and speakers in advance.
- At the time of the interview, it is important to open the computer and check the functionality of your computer and internet connection in a timely manner.
- Then you just focus on listening to the questions, answering in a professional and relaxed way and paying attention to the situation as a whole.

# **Job-seeking skills, spoken: Assignments**

## **Spoken job-seeking skills, assignment 1: video CV**

Submit a link to your video-CV to this return box. Please check that the link works for the course teachers. Other students will not see your video. The teachers will give you feedback after the course ends. You can also book meeting with your teacher if you wish to discuss this or other topics.

You'll get valuable experience in presenting your competencies and also receiving feedback. Please check the related materials before filming the video. Pitching, video editing, competencies, prior experience, knowledge of the company... you can include a lot into one video. This can really change your future - or you can just do this as practice and use the skills later when the perfect moment arises.

## **Spoken job-seeking skills, assignment 2: Answers to 30 interview questions**

Now it's time to use your imagination and prepare for the job interview. Here is a list of 30 common questions. Please write a well-thought answer to all of them. You can also make a video where you reply to these questions. If a friend could act as a recruiter, it would make this even more beneficial for you!

1. What is your biggest achievement?
2. What has been your most challenging situation in the workplace?
3. Describe yourself with three adjectives.
4. What are your weaknesses?
5. What is the biggest mistake you've done in the workplace?
6. You get a project with a schedule that is too short for you. How do you handle this?
7. Have you had to work with an awkward co-worker, manager, or client?
8. Do you prefer to work alone or in a team?
9. What kind of skills do you want to develop in your future job and why?
10. What do you think is a good job?
11. Why do you want to leave your current job? (Reply if this is suitable for your situation.)
12. What do you think is a good leader? What about the bad?
13. How would your friend or co-worker describe you?

14. What are the three most important things you learned in your previous job/studies?
15. What kind of things do you want to achieve in your new job?
16. What is your dream job like?
17. Why should we hire you?
18. What motivates you?
19. Where will you see yourself in five years?
20. How do you react to the criticism you receive?
21. Tell us about yourself and your work/study history. (Remember to keep it short and simple, focusing on the key points. (Note: Pitching skills are valuable here!))
22. What made you apply for this job?
23. What do you think is a good working environment?
24. What kind of hobbies do you have?
25. What kind of projects have you run/joined?
26. What things cause you to stress?
27. What do you think about our company?
28. Do you like taking responsibility?
29. What kind of jobs do you like?
30. What aspects would you like to develop within yourself?

**Source:** [Duunitori](https://duunitori.fi/tyoelama/tyohaastattelukysymykset/) (=https://duunitori.fi/tyoelama/tyohaastattelukysymykset/)

### **Spoken job-seeking skills, assignment 3: learning diary**

Write your thoughts also related to this module to your learning diary (instructed on Module 1). Reflect, comment and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment. You can use these topics or broaden your thinking:

- How do I learn? Did I learn something new?
- Is there something that makes me hesitate?
- Has this module helped me to proceed in career planning?
- What did I like/dislike about this module?
- What should I learn more to make me an expert on this topic?

- etc.

You can tick mark this assignment completed after finishing this part of the learning diary.

# Module 5: How to find a job?

Information on job vacancies can be found from many different sources, and you can also ask for a job by contacting employers directly. However, not all jobs are always put in an open search.

In this section, you will take a look at the open job postings and employers around you, and consider how well your own skills fit into open job postings.

## How to find a job: Materials

### Increasing job search skills is planned

Although finding a new job might seem challenging, there are many different methods to find one effectively and efficiently, from searching in industry publications and browsing the internet to subscribing to job search emails.

The first step in a job search is to find out through which jobs you are applying. Information about job vacancies can be found from many different sources: job search sites, social media, potential job websites, employment and business services, newspapers and free distribution magazines, etc. A job seeker can also contact a company of interest directly to inquire about vacancies.

A job search requires a goal and motivation. A good goal always describes the achievement of something. Return to your plan from time to time and check that you are progressing. Customize the plan based on your experience and learning. Make lists or boxes and make your plan concrete. List the top5 companies and top5 jobs and find out everything possible by calling, going to a recruitment fair, getting to know an employer, or even attending a course. Hone your skills and improve your abilities.

Finding a job is a topical issue for everyone at least once in a lifetime. As fixed-term contracts become more common, you may have to look for work up to several times a year. For example, in the creative industries, a career often progresses project by project.

Not all jobs are put in an open search, so job seekers should tell their relatives, friends and other networks about their job search. You can also find jobs on Facebook in various groups and on the Jobs ad platform. Jobs listed in the search will appear in the news feed and ads. Vacancies can be searched using the search function, and jobs of interest can be alerted, with Facebook automatically notifying you of new vacancies.

### Networks

Simple steps will start your networking. Think about where you want to be involved or where colleagues in your field are and meet each other. Consider what is happening in your industry and where it will be told. Participating in events allows for natural networking. Get involved, be interested and start a story, leave a good picture of yourself and at the same time share a business card or invitation to a party.

With the help of the Urapolulla.fi website, you can analyze, reflect on and create your network map for practical actions. Appear on the some if it makes sense to you and makes sense for your job search.

Almost one in five Finns has created logos for Finnish services for communication in working life. When used actively, it means practical networking with desired customers, partners, colleagues and other stakeholders. Making new relationships at Some is natural and communication can lead to new knowledge and job offers in the industry. The prevalence of services and platforms may be sectoral, but the potential for networking is global. Can I be a professional alone?

## Social media (Some) job search support

The use of social media is becoming more common and should not be forgotten when looking for a job. Social media channels include e.g. LinkedIn, Twitter, Facebook and Instagram.

Networking in Some is a different matter than physical networking. Networking in Some can mean e.g. inviting partners, joining groups, informing, sharing, etc. Thus activities at Some can be sociable, participatory and active. Some requires the creation of a profile or proficiency profile. Some actors share publications, information, networks and opinions on their own Some networks.

[Social media to support job search](https://www.te-palvelut.fi/jobseekers/finding-job/tips-for-finding-job/social-media-) (=https://www.te-palvelut.fi/jobseekers/finding-job/tips-for-finding-job/social-media-)

## Hidden jobs - what and where are they?

[Hidden jobs - what are they?](https://www.tek.fi/en/news-blogs/hidden-jobs-what-are-they) (=https://www.tek.fi/en/news-blogs/hidden-jobs-what-are-they)

[How to find hidden jobs in Finland?](https://duunitori.fi/tyoelama/miten-loytaa-piilotyopaikat-6-vinkkia?cq_src=google_ads&cq_cmp=1684044693&cq_term=&cq_plac=&cq_net=g&cq_plt=gp&gclid=Cj0KCQiAraSPBhDuARIsAM3Js4orpFXc04mlwFT6OKJ0oNt8HmlGU1FNuK_yPEbnytjNHic4ewKNCKaAre8EALw_wcB) (=https://duunitori.fi/tyoelama/miten-loytaa-piilotyopaikat-6-vinkkia?cq\_src=google\_ads&cq\_cmp=1684044693&cq\_term=&cq\_plac=&cq\_net=g&cq\_plt=gp&gclid=Cj0KCQiAraSPBhDuARIsAM3Js4orpFXc04mlwFT6OKJ0oNt8HmlGU1FNuK\_yPEbnytjNHic4ewKNCKaAre8EALw\_wcB)

### Sources:

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[Career planning is a project](https://www.hamk.fi/career-planning/career-project/?lang=en) (=https://www.hamk.fi/career-planning/career-project/?lang=en)

[Finding a job](https://www.te-palvelut.fi/jobseekers/finding-job) (=https://www.te-palvelut.fi/jobseekers/finding-job)

## How to find a job, Assignments

### Assignment 1: Analyzing job advertisements

First, look at open job postings. Then in your opinion, choose the 5 best employers / companies and the 5 best jobs.

In response, write your own analysis of how your own job application would match them.

Explain why you selected these employers and job postings. Why would you want to apply for these positions and employment with these employers?

Consider, among other things, what makes you one of the best candidates for an open position? Why should they choose you for the job? What would be the added value for the company if they select you for an open position? And what kind of things should you highlight in your own job application?

## **How to find a job, assignment 2: learning diary**

Write your thoughts also related to this module to your learning diary (instructed on Module 1). Reflect, comment and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment. You can use these topics or broaden your thinking:

- How do I learn? Did I learn something new?
- Is there something that makes me hesitate?
- Has this module helped me to proceed in career planning?
- What did I like/dislike about this module?
- What should I learn more to make me an expert on this topic?
- etc.

You can tick mark this assignment completed after finishing this part of the learning diary.

# Module 6: Right, duties and labor law: Materials

Through this section, you will learn about the basics of labor law and employment. This section introduces the various aspects of labor law through theory and applied task.

## Labor legislation

Working life is regulated by several different laws. The most important law in labor law is the Employment Contracts Act. It defines the general responsibilities of the employee and the employer. The law contains provisions on, among other things, the binding nature of collective agreements, the fixed-term employment relationship, the payment of wages, the probation period, the prohibition of discrimination and the termination of an employment contract.

A collective agreement is an agreement on working conditions negotiated by trade unions representing employers and employees. Different sectors have their own collective agreements. If the employer is not bound by any particular collective agreement, he will in most cases have to comply with a universally binding collective agreement.

## Contract of employment

By law, an employment contract can be made orally, in writing or electronically. Generally, the agreement should be in writing. The employment contract is signed by the employee and the employer. However, in the case of job coaching for supported employment, a job coach may also be involved in drafting the contract. The employment contract should include at least the following:

- employer and employee information
- date of commencement of employment
- the duration of the fixed-term contract and the basis for the fixed-term contract
- the length of any probationary period
- main tasks
- the collective agreement applicable to the work
- salary and payroll date
- working hours
- possible benefits in kind
- determination of annual leave
- the period of notice or the basis on which it is determined.

The employment contract can also define the role of the job coach as a support for the employee.

## Pay

The minimum wage in the sector is defined by a collective agreement. If the employer is not bound by any particular collective agreement, he will in most cases have to comply with a universally binding collective agreement. In the absence of a collective agreement, wages must be reasonable and comparable to those in the corresponding sector.

## **Working hours**

According to the Working Hours Act, regular working hours are a maximum of eight hours a day and 40 hours a week. However, shorter working hours have been agreed in many collective agreements.

Working hours can be agreed at the workplace within the limits allowed by law and the collective agreement.

## **Annual leave**

Annual leave rights, ie the length of annual leave, annual leave pay, holiday pay and the granting of annual leave, are provided for in the Annual Leave Act. However, annual leave is also affected by collective agreements in the sector.

## **Probation**

In connection with the employment contract, the employee and the employer may agree on a probationary period at the beginning of the employment relationship. According to the Employment Contracts Act, the probationary period may not exceed four months. The probationary period may not exceed six months if it includes special training provided by the employer lasting more than four months. In the case of fixed-term employment of less than eight months, the probationary period may not exceed half the duration of the employment contract.

For example, if the fixed-term employment relationship lasts four months, the probationary period may not exceed two months. If the collective agreement binding on the employer provides for a probationary period, the employer must notify the employee there of when concluding the employment contract.

During the probationary period, the employment contract can be terminated on both sides without notice. The person claiming the probationary period must be able to prove that the probationary period has been agreed or announced. If an employee wishes to terminate his employment during the probationary period, he does not have to give reasons.

The employer is allowed to terminate the probationary employment contract on grounds other than inappropriate or discriminatory against the employee. The criterion must also be related to the purpose of the probationary period.

## **Parity**

The Equality Act prohibits discrimination based on ethnic origin, age, nationality, language, religion, belief, opinion, health, disability, sexual orientation or any other personal reason.

## More Information (<https://finlex.fi/en/>)

- Employment Contracts Act
- Collective agreements
- Working Time Act
- Annual leave law
- Equality Act

## Sources:

[Labor legislation](https://tem.fi/en/labour-legislation) (=https://tem.fi/en/labour-legislation).

Saloheimo, J. 2012. Law on Collective Bargaining (parts concerning collective agreements).

[Selkokeskus - suomi »Working life vocabulary in plain language](https://selkokeskus.fi/selkojulkaisut/tyoelamasanastoa-selkokielella/)

(=https://selkokeskus.fi/selkojulkaisut/tyoelamasanastoa-selkokielella/).

Tiitinen, K-P. - Kröger, T. 2012. Employment Contract Law, with the exception of the following sections: 2.2.2-2.2.3; 6.6 .; 8; 9; 10; 11; 12.6-12.8; 14; 16; 17; 18.

Acts (<https://finlex.fi/en/>):

- Employment Contracts Act (55/2001)
- Law on strengthening the universality of collective agreements (56/2001)
- Collective Bargaining Act (436/1946)
- Law on the Labor Court (646/1974)
- Labor Disputes Mediation Act (420/1962)
- The Equality Act (1325/2014)
- Law on Equality between Women and Men (609/1986)

## Rights, duties and labor law assignments

### Assignment 1: Your own experiences (discussion forum)

What experiences do you have with rights and duties in the workplace from the labor law point of view? You can also give an example of your relative's or friend's experience, or from the media. Think about these cases, and rights and duties, from the perspective of employer and employee.

Review and comment on comments from your peers as well.

### Labor law assignment 2: learning diary

Write your thoughts also related to this module to your learning diary (instructed on Module 1). Reflect, comment and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment. You can use these topics or broaden your thinking:

- o How do I learn? Did I learn something new?
- o Is there something that makes me hesitate?

- Has this module helped me to proceed in career planning?
- What did I like/dislike about this module?
- What should I learn more to make me an expert on this topic?
- etc.

You can tick mark this assignment completed after finishing this part of the learning diary.

# Module 7: Integration into the Finnish working life

This module is mainly targeted at our non-Finnish students. If you choose to complete the tasks of this module you can learn about different aspects of Finnish working life which hopefully will help you to integrate and make your career path smoother.

On the website called Virtual Integrator you can find five videos to help you explore a variety of themes that belong to integration. You will learn more about the Finnish education system, working life, Finnish culture and history, and the rights and obligations of citizens in Finnish society. Below you can find assignments and discussion forums related to the videos and other materials. Remember to add content also about this topic to your learning diary (instructed in Module 1).

By the way, did you know that JAMK offers an elective course [Integration into the Finnish Society](https://opetusuunnitelmat.peppi.jamk.fi/en/HBI2022SS/course_unit/HBII1000) (2 ECTS) (=https://opetusuunnitelmat.peppi.jamk.fi/en/HBI2022SS/course\_unit/HBII1000) in the autumn semesters, which deals with similar themes? It is also available via open studies. There, you will be able to discuss with Paul Abbey, visitors and other students the aspects, challenges and successes of integration.

## Integration: Materials

□ [Virtual Integrator, five videos and further reading URL](https://oppimateriaalit.jamk.fi/virtualintegrator/)  
(=https://oppimateriaalit.jamk.fi/virtualintegrator/)

## Integration assignments

### Assignment 1: Discussion forum

Watch all five videos on Virtual Integrator. Check also the links and further reading on the same site. Write notes while getting familiar with the materials. Concentrate on the topics that you didn't know before and especially in the materials related to working life.

- Could you utilize that information on your career management? How?
- Have you found other good sources of information related to these topics? Please tell about them and give the links.
- What will you do next to improve your integration process? Make a plan for the upcoming month and year(s).
- What are the possible career paths in your study field in Finland? What kind of competencies are needed now and in the future?

Please share your thoughts on this discussion forum.

1. Start a new topic. Choose a title that describes well your post, not just e.g. "Thoughts on integration".

2. Comment on two (or more) other posts on this forum. Write more than just "interesting, good to know" but make it an actual lively conversation.

## **Integration assignment 2: learning diary**

Write your thoughts also related to this module to your learning diary (instructed on Module 1). Reflect, comment and think about your own learning process. Only the course teachers have access to the diaries. Please think of writing to yourself, not as a course assignment. You can use these topics or broaden your thinking:

- How do I learn? Did I learn something new?
- Is there something that makes me hesitate?
- Has this module helped me to proceed in career planning?
- What did I like/dislike about this module?
- What should I learn more to make me an expert on this topic?
- etc.

You can tick mark this assignment completed after finishing this part of the learning diary.