



TURUN YLIOPISTO  
UNIVERSITY OF TURKU

## HOW TO FIND A JOB?

30.1.2012 | Sanna Tuominen

REKRY – TURUN YLIOPISTON TYÖELÄMÄPALVELUT

## Career Services

- career planning
  - job seeking
  - Internships
- 
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## The job seeking process

- Find out
  - your skills
  - your motivation
  - your possibilities
- Application and CV
- Interviews

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## Know Your Strengths

- Recognizing your own skills correctly helps you find the job ads that suit you best, and increases the probability of getting hired.
- It is important to remember to **consider all aspects of your life and experiences.**

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## Have Clear Goals

- **What do you want from a job?** What have you been particularly interested in at earlier jobs?
- How convincing are your education, work experience, personal skills etc. in relation to what you are seeking? Your first job will not necessarily match your ambitions, before being considered for more demanding jobs.
- How do your **plans for the near term** differ from your **long term ambitions**?

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## Examine the Companies

- Are you **familiar with the field**, and **does it interest you**? See the company website.
- Does the employer's **image and corporate culture** fit you?
- Would you genuinely like doing the job, and **what opportunities would you have for your future career**?
- Why would you be able to fill the position particularly well? If you're still **motivated** after the above, **apply even if you don't meet the requirements exactly**.

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## How to start the process?

- Discuss with your pair:
- What are the first steps while starting your job seeking process?
- What things are important to take in consideration when you are heading to the Finnish labour market?

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## Searching for Vacancies

### Look in the right Places

- **Only about one third of jobs are actually advertised**, since it is expensive and time consuming for the employer.
- **Remember:**
  - **Direct interaction** with companies and organizations. Ask HR departments about vacancies, or **contact units** you would like to work at.
  - **Friends and relatives.** Someone might hear about a job you could apply for if they know you're looking.

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## ...look in the right Places

- Remember also **previous summer jobs or internships.**

- Use company websites.

...but don't forget:

- More conventional channels include newspapers, recruiting services at schools, job hunting websites and job fairs.

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## Applying - Contacting the Company

### When calling:

- Introduce yourself clearly and quickly –**good impression!**
- **Pose relevant questions** -think of them in advance
- **Be prepared to discuss yourself too.** Prepare a list of strengths you think may help get you an interview.
- Remember that it's a **conversation**, not a monologue. Don't interrupt the representative.
- Finally, **write down a summary about the conversation**, and make sure you include the name of the person you talked to.

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## How to find employers?

- Public sector: [www.suomi.fi](http://www.suomi.fi)
- Small and middle sized enterprises  
[www.turunseutuopas.com](http://www.turunseutuopas.com)
- International enterprises (for instance) through their own Trainee-programmes
- Organizations through their own websites

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## Writing an Application

- The application's primary purpose is to convince the employer that **you are a valuable candidate that should be interviewed**.
- Focus on **why you could benefit the company**.
- Things to remember:
- Tailor each application to the spirit of the ad and the **style of the position**. Think about how the reader will want information presented.

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## ...application

- Show you're **motivated**.
- **Highlight the specific strengths** that you think would be appropriate for the job. Include **examples** too, since empty words mean nothing, but **leave more general items for the CV**.
- Write clearly and concisely. Total length shouldn't exceed **one A4** if printed.
- Mention what job you're applying for and where you heard about it.
- **No cliches** (you are not "dynamic").

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## ...applications

- Choose a nice font, but don't make it green.
- Send it **on time**, and **to the right person/email account**. In some situations it might not even be read if you don't address it to someone specific.
- Don't forget your phone number and email address!

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## ...web applications

- If you're applying through a web form:
- Answer **as many fields as possible**, if not all.
- Make full use of all free text fields. It's the best way to set yourself apart.

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## CV

- Your CV describes you as a person, **listing** your past achievements and education in reverse **chronological order** (in most countries). For a young person, it should be no longer than **2 pages**.
- You need to include at least the following:
  1. Contact information
  2. Personal information (day of birth, gender, etc.)
  3. Education (include info on majors, minors, etc.)
  4. Work experience (duration, main tasks...)
  5. Language skills
  6. Computer skills
  7. Non-work positions of responsibility
  8. Hobbies
  9. References

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## Going to an Interview

### Preparing

- Make sure you **know enough about the company and the field**. At the very least read the website.
- Think of answers to the most common questions beforehand.
- **Come up with questions you can ask.**
- Plan your trip to the location properly – don't get lost and be late.
- Dress as appropriate for the position
- **Take copies of your CV and other references with you.**



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## During the Interview

- Adapt to the setting – the **interview may be strictly structured or more free**.
- **First impressions** are important, as always. Introduce yourself to everyone and look people in the eyes when shaking hands. Let the interviewer reach for your hand first.
- Watch your body language.
- Speak clearly and **give direct answers** –don't forget **examples!**
- **Remember that you can also ask questions.**



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## ... during the Interview

- **Be honest**, but don't volunteer information on weaknesses.
- **Don't sound like you're repeating sentences you just memorized.**
- **Keep quiet about negative experiences** at previous jobs.

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## Common Questions

- **Describe yourself** in a few sentences.
- What are you doing currently?
- Why did you choose your field of study?
- **What are your strengths and weaknesses?**
- How does your education fit this vacancy?
- What are your hobbies?
- **Why are you applying for this position/leaving your previous employer?**
- What motivates you?
- What expectations do you have for the job?

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## ...questions

- What's your family situation?
- **How do you respond to pressure?**
- **Give us an example of a problematic situation and how you handled it.**
- Can you well both in teams and alone?
- **What's a good boss like?**
- How do you deal with difficult coworkers/clients?
- **What do you know about or company?**
- **What achievement are you especially proud of?**
- **What are your long term plans? How will you reach your goals?**



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- How will the organization benefit from your presence?
- **Would you like to ask us something?**
- What salary level are you expecting?
- Are you skilled with computers?
- What kind of job environment do you prefer?
- **Are you prepared to travel?**
- **How flexible are you with regard to work hours?**
- Do you have any health issues that could affect your performance?



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## After the Interview

- Try to think what went well and what didn't

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