

## TOWARDS OWN CAREER – PROJECT 2022-2023



Turn to us, together we can find the solution!!

We offer useful and practical support

based on your needs and wishes

### Personal services

## FI EN RU

Providing and looking for work and work try-out places

Looking for suitable vocational training options

Writing a resume and job applications, and providing training for job interview and managing electronic documents

Registration with sectoral HR companies

Registration on employer's websites

Guidance in e-services f. ex. TE Services, websites of HR companies and

MyTax and using the mobile apps

Information about trade unions and unemployment funds

### Short-term personal and group education

#### Job interview simulation -coaching

Part 1: Vacancy notice, CV, work application, the meaning and importance of the job interview, process and question-answer -training

Part 2: Job interview simulation

Part 3: Principles and rehearsals of a job interview with realistic video interview set

#### Information about everyday Finnish working life

Part 1: Things concerning work relationship: work contract, tax card, unemployment fund, pay slip, work certificate etc. as needed

Part 2: The law concerning work life: collective agreement, working time, equality etc.

Part 3: The language, work and manner culture, work community and well-being at work.


**The Living Language Chain and Let's talk together -event** – maintaining and improving Finnish language skill for foreign-languages

**For you all our services are free of charge**

**Make an appointment and come visit us in Otavankatu 5 B, 2. floor, 28100 Pori**

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