



Welcome to the team!

ONBOARDING MANUAL



Congratulations on your starting employment!

This is the start of an exciting journey.

In this onboarding manual, you will find information on all the topics you need to know when working in Finland.

We are here to support you every step of the way.

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About Finland

"Tervetuloa"

Welcome to Finland – The land of opportunities, thousand lakes and the happiest country in the world!

The Republic of Finland shares land borders with Sweden to the northwest, Norway to the north, and Russia to the east, with the Gulf of Bothnia to the west and the Gulf of Finland across Estonia to the south. Finland has a population of 5.6 million.

Helsinki is the capital and largest city, forming a larger metropolitan area with the neighboring cities of Espoo, Kauniainen, and Vantaa. The vast majority of the population are ethnic Finns; Finnish, alongside Swedish, are the official language. Finland's climate varies from humid continental in the south to boreal in the north. The land cover is primarily a boreal forest biome, with more than 180,000 recorded lakes.



Finnish Lapland has a reindeer population of about 200,000. That's 20,000 more reindeer than people!

In Finland, you can view nature's most spectacular light show, the Aurora Borealis, from purpose-built spaces like glass huts and luxury suites.

Did you know that the Northern Lights are visible roughly 200 nights a year in Finnish Lapland? While many choose to go Aurora-spotting by snowshoe, ski, snowmobile, or dog sled, you can also view the Northern Lights from the comfort of the indoors. Here are a few places to stay cozy and sleep well without missing out on the show.

Note: In Finland, nights are typically dark enough to see the Northern Lights from late August to April – all you need are clear skies and a bit of luck. Head north for the best chance of catching them.

Finns value work-life balance and so long working weeks are not common. This concept is baked into Finnish employment laws.

Read more about Finland on this website: www.visitfinland.com



The Contract

We have sent you the employment contract by email.

Please check the prefilled information and fill the empty gaps.

Please inform us of the following information:

- Personal ID number
- Post address
- Contact name and number for emergency calls
- Bank details

IBAN

SWIFT/BIC

Bank name

The trial period is 6 months or half of the time of a fixed-time contract, example: 3-month contract, then the trial period is 1,5 months.



If you agree with the conditions, please sign on the last page and return the contract to your recruiters' e-mail as a photo or scanned document.

If you can not sign the contract at that moment, then please reply to us by email, that you accept the terms and conditions of the contract.

With the signed contract, please add a copy of your passport.

By signing the contract you give us the authorization to use your personal data and to send it to third parties, like tax office or insurance purposes.



Travel to the workplace

We would be glad to help you with combining the itinerary to the workplace. Let us know from which airport and when you would like to start your journey.

Links to help you

Multi-modal routes to easily get you from A to B:

<https://www.rome2rio.com/>

Finnish public transportation

Finland has excellent public transport, both locally and nationally. Trains are modern and comfortable, and usually on time – even during the worst of the winter weather. The entire country is linked by a comprehensive bus and rail network.

Links to help you:

www.ytv.fi

www.matkahuolto.fi

www.vr.fi



We have provided information about the contact person at your workplace via email.

Do not forget to take the following papers with you:

- European Health card
- Passport
- Copy of your contract

You must take your own working clothes and shoes!

Clothing standards:

Waiters – receptionists

- Women – below-the-knee black skirt or long formal trousers, white formal blouse, black jacket/vest, and black shoes.
- Men – black long formal trousers (pressed pants), white formal blouse, black vest, tie/bow tie, and black shoes.

Chefs - trousers, chef's jacket, T-shirt, indoor shoes.



Tax info & Social security number

The Contract is by Finnish law – all the taxes go to Finland.

When you have sent us a signed contract and a copy of your traveling tickets then **we will book an appointment at the tax office for you.**

Tel nr. +358 29 512 000, you must go there personally to approve your identity.

Find the tax percentage calculator here:

https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/tax_card/tax-percentage-calculator/

Finnish personal ID when arriving in Finland;

https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/arriving_in_finland/finnish-personal-identity-codes-for-workers-arriving-in-finland/



More information here:

https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/arriving_in_finland/work_in_finland/

The Employee has to go to the local tax office for ID validation within 2 weeks after arrival to Finland.

The Employee will get a social security number with the tax card, that the authorities use to identify the person. Details about a person's details are sent by post to his/her home address or working place.

The social security card and tax card will be given to you at the appointment. Inform your recruiter about it immediately.

Without a tax deduction card, the employer must deduct 60% tax.

When going to the Tax office or Police station, the Employee should take a passport and contract with him/her.

All banks demand an ID number, passport/ID card, and a contract to open a bank account.



Tax Return

You will receive the individual taxpayers' pre-completed tax return last March or April. The majority of individuals also received a tax decision indicating the amount of a tax refund or the amount of back taxes, and the dates of payment. The due dates for the tax return this spring were either in May.

IF YOU MADE NO ADDITIONS OR CORRECTIONS

If you or your spouse did not make any corrections, the tax decision you received in spring as well as the tax certificate and any bank transfer forms for back taxes remain valid. In this case, you will receive no additional decision letter.

IF YOU ADDED OR CORRECTED SOMETHING

You will receive a new tax decision if
you have made corrections to the pre-completed tax return
your spouse has made corrections to his or her tax return
the Tax Administration has received corrections from other sources.
In that case the payment date of your tax refund or the due dates of your back taxes will probably be postponed. We will send the new tax decisions to taxpayers before the end of October.

CHECK THE DETAILS IN THE TAX DECISION

When you receive your tax decision, check that the information is correct.

WILL YOU GET A REFUND?

Most individual taxpayers will receive their tax refund on 3 August 2022 or on 5 September 2022. The exact date may vary. You can see your personal refund date in MyTax and on your tax decision. Remember to also check that your bank account number is correct.

If you corrected or added something to your tax return, the date of your refund will probably be pushed forward.

WILL YOU HAVE TO PAY BACK TAXES?

Most of those individuals who have back taxes must pay the first instalment by 1 August 2022 and the second instalment by 3 October 2022. The dates may vary. Remember to check your personal due dates in MyTax or on your tax decision.

Read more:

https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/your_tax_return_and_tax_assessment_deci/



If your employment contract is running for over 90 days

Employees with EU citizenship have a right to work and live in Finland for 90 days without a residence permit.

Foreigners are required by law to register in the Population Information System if they reside in Finland for over a year.

They must register the same information as Finnish citizens, which includes name, date of birth, nationality, family relationships and address.

A municipality of residence is also registered for a foreigner who has moved to Finland, intends to stay permanently, and has a residence permit for at least one year.

EU Citizens do not need a residence permit but must register their right of residence if they stay in Finland for more than 3 months.

This can be done at enterfinland.fi

<https://enterfinland.fi/eServices>

Please make sure to take with you:

- Your ID card or passport
- Employment contract along with all the additions

Read more here: <https://dvv.fi/en/individuals>

<https://migri.fi/en/eu-citizen>





Health & Insurance

Before you go, you have to organize a **European Health Insurance Card**

What is the European Health Insurance Card?

A free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 27 EU countries, Iceland, Liechtenstein, Norway, and Switzerland under the same conditions and at the same cost (free in some countries) as people insured in that country.

How do you obtain a card?

You obtain a card by contacting the health insurance institution where you are insured and which is therefore responsible for assuming your healthcare costs.

Who can benefit from the card?

To be eligible for a card, you must be insured by or covered by a state social security system in any Member State of the European Union, Iceland, Liechtenstein, Norway, or Switzerland.



Read more here: <https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Terveystalo

Occupational healthcare provider for JobNords employees is Terveystalo.

The occupational healthcare provider for JobNords employees is Terveystalo.

Call and consult your recruiter in case you are sick.

The appointment times can only be booked by your recruiter and he or she will make the decision if treatment for the specific and current sickness shall be treated by a doctor at Terveystalo.



Insurance

Our workers have insurance in Fennia in case of work-related injuries.

Work-related injuries

If you are seriously injured and you have to get immediate treatment then the first thing to do is to visit a hospital or a doctor. You have to remember that work-related injuries are always covered by insurance. After treatment, you need to fill a rapport about the accident with the insurance company. We will help you with that, please call your recruiter and she or he will help you.

Compensations relating to occupational accidents and diseases:

Daily allowance compensates for the loss of income of the person incapable of work. The daily allowance is paid for 1 day - one year from the date of the claim event.

If the person's incapacity for work continues after one year from the claim event, he/she will receive a workers' compensation pension.

Daily allowance and workers' compensation pension can also be paid as partial compensation if the person's incapacity for work and reduction of income is partial.

In the event of death, the deceased's children and spouse are paid survivors' pension, and the death estate of the deceased is paid funeral assistance.

Compensation for functional limitation is paid to an injured person who suffers a general permanent functional limitation due to an occupational accident or disease.

Other allowances include care allowance, clothing supplement, and compensation for additional housekeeping costs.

Compensation for the costs of rehabilitation is paid to injured persons whose workability or functional capacity or opportunities for earning a living have deteriorated because of the injury, or if it is probable that these could later deteriorate due to the injury. Rehabilitation compensation can cover, for example, vocational rehabilitation, additional costs of service housing, aids, and appliances as well as alterations to the place of residence.

Compensation procedure

The injured employee shall notify the employer of the injury and the employer shall then notify the insurance institution.

The notification of the employer will start the compensation procedure.



Hygienic certificate

If you are working in a hotel, restaurant, and catering sector you need to have a valid hygienic certificate and salmonella certificate.

Food hygiene proficiency is regulated by the food hygiene regulation (852/2004/EU), and the Food Act (23/2006, amendment 1137/2008). Operators in the food business are required to ensure at their own expense that employees handling food are given training and instructions relevant to their work tasks.

Employees must have a Hygiene Passport if they in their work handle unpacked and easily perishable foods. Such foods are, for example, milk, meat and fish.

For example, cafeterias, restaurants, institutional kitchens, various kiosks, fast-food restaurants, food stores, and also many factories manufacturing food, are workplaces where the employees are required to have a Hygiene Passport. It is required that in one to three months of commencing work, one must acquire a Hygiene Passport.

These three months are calculated retroactively to also include such prior work in the food business, where the hygiene passport is required. Hygiene Passport is valid for now.

Hygiene Passport Test includes 40 true/false statements. To complete the test successfully, participants must score at least 34/40. The statements involve various sections of food hygiene. The person being tested marks an X in a box either for "true" or "false", depending on whether the person agrees with the statement or not. There are both positive statements (of the type "one thing affects something") and negative statements (of the type "one thing does not affect something").

Answering the test has to be done independently. Using any kind of assistance, studying material, notes, dictionaries or talking to another testee is not allowed during the Hygiene Passport Test. Please remember to ask all possible questions from the instructor before the test starts. Not following the instructions is a reason for the instructor to interrupt the test of the participant and remove the participant from the test.

Please arrive to the test place at least 15 minutes before the test, so the instructor has time to check your registration and ID and give the test instructions. If you are late, it's possible to attend the test when the test has been running under 20 minutes.

Please take an official, valid ID with you to the test. If you have chosen a student discount, please show your student card to the instructor before the test.

Read more here: <https://hygienepassport.fi/hygieniapassi>



Salmonella certificate

According to Section 56 of the Infectious Diseases Act (1227/2016) employers whose duties involve the handling of unpacked foods that will be served unheated must provide a reliable assessment (a health certificate) that they are not infected with Salmonella.

The health assessment involves an interview with the healthcare staff. If necessary, a salmonella test will be conducted. The assessment is available at local healthcare centers.

The in-house control plan (own-check plan) must include the required information on salmonella testing and health certificates for those working with food

Serving Alcohol License Certification for Bartenders, Servers, and Managers

Knowledge of the Alcohol Act is demonstrated by means of a certificate of alcohol proficiency, also known as an 'alcohol passport'. It is awarded to a person who has:

- successfully completed an examination which assesses the procedures laid down in the Alcohol Act, including the enforcement of the Act
- completed a course that provides the equivalent knowledge
- gained a qualification that provides the equivalent knowledge.

For a list of educational institutions that offer alcohol passport examinations, see the website of the National Supervisory Authority for Welfare and Health (Valvira). You can find a link to the Valvira website at the bottom of this page under Topics that might interest you.

Who needs a alcohol passport?

The person in charge of licensed premises or the person designated for that task must hold a certificate of alcohol proficiency, also known as an 'alcohol passport'. An alcohol passport is not required from a person who has completed a course or a qualification that provides the equivalent knowledge. In addition to the licence holder, the person in charge of serving alcohol is responsible for ensuring that the serving of alcohol on the licensed premises complies with the Alcohol Act and other related provisions. The licence holder must ensure that when the licensed premises are open to customers, the staff on shift includes a person in charge of serving alcohol.



Working hours and salary

The Employee is paid at an hourly rate. Unless otherwise agreed, the hourly pay shall be paid latest on the **10th and 25th day of the month** pursuant to correctly completed timesheets authorized by the client.

The pay shall be in euro (€) and shall be transferred to a Finnish or native account specified by the Employee.

In accordance with the prevention agreement of double taxing between the EU and Finland, the Employee is obligated to pay taxes to Finland from the salary earned in Finland.

The employee has the right to receive 9% as vacation compensation or, if the employment relationship has continued for at least one year by the end of the vacation year prior to the vacation season, 11.5 percent of the salary paid or due to be paid during the vacation year.

We are expecting you to send us an update of your working hours 2 times a month:

- **16th of every month**
Current month (1st until 15th of the month)
- **1st of every month**
From the last month (16th until the last day of the month)



Send your hours to tunnit@jobnord.fi

Tips are something between each employee and the client.

We don't have any responsibilities with tips since it's an agreement between those two parties and we can't have any overview of this. It may change every time.

Each worker is responsible and understands, that failing to send the hours on time can result in payslip delays for ALL workers.

The worker is obliged to take a 30min break on all shifts longer than 6 h. 30 min breaks will not be deducted from these shifts.

If the daily working time is at least 8 hours, the employee is entitled to a total break of at least half an hour. Such breaks are not normally considered working time.



How to send your working hours?



We are expecting you to send us an update of your working hours 2 times a month:

- 16th of every month
Current month (1st until 15th of the month)
- 1st of every month
From the last month
(16th until the last day of the month)

Send you hours to tunnit@jobnord.fi.

You can simply send these as a screenshot or a written document/letter.

Please check the attachment sent by email with the contract.

There are 2 different forms of Timesheets we would like you to use in the future when sending us your hours. You can pick either one you like.

If you have a computer you could use, it would be easier to go for the Excel version. You will just need to fill in the start and finish times of each of your shifts. In case you have more than one shift in a day, you can just insert a new row for it and again, mark your start and finish times.

If you do not have access to a computer, you might prefer the Word version of the Timesheet. You can ask the management of the workplace to print these out for you. If you choose to go for the Word version, you will need to get each shift signed by whoever is in charge of you at the workplace.



Salary calculation

Average working hours per month are usually 160/h.

In different places it can also be lower - please read your contract.

Example of the working hour calculation

By the contract, The Employee works on the bases of summarized working time with the calculation period of the whole working period.

For example, the contract period is 12.01.2022 - 11.06.2022.

Regular working hours are 37.5 h per week; therefore, essential hours for the whole period are $37.5 \text{ h} \times 25 \text{ weeks} = 964 \text{ hrs}$.

Vacation money (9% of income) will be earned on a deposit account and paid out with the final salary.

Overtime addition 50% is summarized working time with the 3 weeks calculation period. It is accrued when the working hours during the period exceed 120 hours.

Unless otherwise agreed, the hourly pay shall be paid latest on the 10th and 25th day of the month pursuant to correctly completed timesheets authorized by the client.

The following is a rough estimate of your monthly salary:

$16 \times 160 = 2560 \text{ €}$ before taxes. Taxes are ~25%.

After taxes ca 1920 €*

*Take into advisement the additional during nighttime and Sundays!

If you have a foreign bank account, then take into account the transfer fees





The concept of Finnish additional & holiday pay

Holiday pay

As a general rule, Finnish companies do not pay an ordinary monthly salary when an employee takes a vacation. Instead, holiday pay that was “accrued” during the previous year's employment is paid out.

This is known as “lomarahha” in Finnish, which literally means “holiday money.”

Additional

Night time addition (18.00–24.00) 1,33 €/hour

Night time addition (24.00–06.00) 2,25 €/hour

For Sundays and public holidays, supplements are doubled (Collective agreement).

Overtime 50%

Overtime addition is 50% in summarized working time with the 3 weeks calculation period. It is accrued when the working hours during the period exceed 120 hours.

Food compensation 6,08 €, rules for deduction

Employer-provided meals are valued at 6.08 € per day.

If you only have 2 coffees and a banana, it will still count as food compensation.

Breaks

If the daily working time is at least 6 hours the employee is given a rest period of at least 30 minutes (lunch break), a daily rest period of at least 11 hours must be given and a weekly rest period of at least 35 hours.

You are not allowed to go away from the premises of the workplace - ask for permission from your direct supervisor.

No Show compensation

Employees who fail to come to work and don't call for a reason are obligated to pay a compensation fee.



Public Holidays in Finland

New Year's Day

Finland celebrates New Year's Day with a public holiday every 1 January, as does most of the rest of the world. However, the celebrations really begin on New Year's Eve and reach a high point with the turning of the clock from 11:59pm on 31 December to midnight on 1 January.

Epiphany

The feast of Epiphany comes every 6 January, the traditional date of several events of importance to the Christian faith: the arrival of the Wise Men in Bethlehem, the Baptism of Jesus by John the Baptist in the Jordan River, and the marriage celebration Jesus attended in the town of Cana.

Easter (Good Friday, Easter Sunday, Easter Monday)

Good Friday, Holy Saturday, Resurrection Sunday, and Easter Monday form both a holy remembrance of the death and resurrection of Christ and a long weekend off work in Finland.

May Day

May Day is a big celebration in Finland. It is a holiday that has multiple "intertwined" roots, some pagan, some Christian, and some secular.

Ascension Day

Ascension Day is a public holiday in Finland to commemorate the Ascension of Christ to heaven 40 days after his Resurrection.

Whit Monday / Pentecost

Christians in Finland celebrate the feast of Pentecost on the seventh Sunday after Easter. The Easter season concludes with Pentecost.

Midsummer's Eve and Day

Midsummer officially falls on 23 and 24 June.

Midsummer Day marks the summer solstice, which is the culmination of summer, as well as a turning point when the days start to get shorter in the northern hemisphere.

All Saints' Day

All Saints' Day is a holiday in Finland on the first Saturday of November each year to honor saints of the Christian faith.

Independence Day

Independence Day is a public holiday on 6 December to celebrate Finland's withdrawal from Russia after the events of World War I.

Christmas Day & St. Stephen's Day

Christmas Eve, Christmas Day, and Saint Stephen's Day (the day after Christmas) are all significant days in Finland. Many Finns will take off 24 December through 1 January to spend time with family.

The biggest day of the season in Finland, is not Christmas Day but Christmas Eve. By early afternoon on Christmas Eve, most shops and other businesses will shut down, and public transport will even be hard to find. On Christmas Day, most people just relax at home and recover from the previous night's business. Others, however, get up early, attend Christmas morning church services, and rest at home later. On 26 December, Saint Stephen's Day, people visit relatives, maybe even some who live far away or whom they have not seen for some time. It is also common to go ice skating or skiing on Saint Stephen's Day.



Internal Rules

Rules for employees at restaurants and hotels become the bedrock of its success. Here are some rules that every employee – both the front of the house as well as the back of the house – must adhere to.

Every restaurant and hotel has different policies and procedures that employees need to learn. It is of utmost importance to know those policies and procedures well, but it is also important to have fun.

Working in a restaurant is not only about selling food but is an experience that will engage customers so they will want to come back again and again to a clean, happy, mannerly staff, as well as to a restaurant's menu.

Rules help make a business successful for everyone.

Manners and Communications Skills

It is important to offer professional and friendly service, to be flexible and positive in your duties, and to communicate with customers and colleagues/management. Pay attention to what is going on around you, show initiative, and offer solutions to situations that you can handle.

Every department has its own set of routines that the head of the department will explain and that should be followed.

To get most of your working day, arrive at least 10 minutes early to get a handover or an overview, or so needed chat with a coworker.

Mobile phones are not allowed to be used while at work.





Smile at all times! In Finland, a happy and positive attitude coming from within is expected from every individual. Negative thoughts and personal problems should be left aside.

Staff should greet restaurant patrons promptly when they enter, and should extend the same polite promptness when patrons are seated, when they order, when they ask for refills or dessert – and during their entire stay at the restaurant, including paying for the check and exiting out the door.

Never interrupt when someone is speaking and always look at people directly so they will feel that their words are important. All staff members should use this same kindly demeanor with all customers and with each other as well.

Alcohol, drugs, and other hypnotic substances are strictly prohibited!

Being cordial is of utmost importance.

You will be working long shifts and spend a lot of time with your colleagues so it is very important to respect each other and stay on good terms.

Appearance and Hygiene

Wear the appropriate uniform for your department (restaurant and kitchen).

Every restaurant or hotel has its own requirements for uniforms, but a few standards are consistent, no matter the employment: clothing must be free of stains, tears, and holes, and must be of an appropriate length, with nothing fitting too tight. Shoes should be color coordinated and should have good grips on the soles.

Nail polish and make-up are used in moderation.

Perfumes and colognes should be administered with a very light hand, if at all – if the scent overwhelms the food, then that isn't good.

Hair should be relatively secured at all times. This can mean that kitchen staff should wear hair nets or hats, and servers should have ponytails and trimmed hairstyles. No matter what, hair must be clean and out of the way – and away from food. Facial hair should also look freshly groomed, not only for the sake of appearance but also for hygiene.

Hands must be washed often and thoroughly, with soap under warm running water, for at least 30 seconds



Timely Performance and Time Off

Every restaurant or hotel has different policies and procedures that employees need to learn. It is of utmost importance to know those policies and procedures well, but it is also important to have fun.

Employees should arrive for their shifts 10 minutes early so that they have time to clock in, put on their name tags and aprons, and hear any specials or any information they need to know.

Asking for time off should be done as far in advance as possible, so the appropriate coverage can be assured. It's of paramount importance that employees do not come to work sick with a communicable illness that staff or patrons can catch.

In the food service industry, this becomes a hygiene issue, so it's important not to come to work with anything contagious.

Drinking alcohol and smoking at workplaces premises and showing up to work with an alcohol smell is forbidden.

Working rules

- Follow working duties of department.
- Do not enter the kitchen area and guest restaurant without a working uniform. Workplace kitchen food stock is not allowed for personal use.
- Check what's going on during the day and a few days in front.
- Double check with reception HB and group amounts for the evening.
- Before opening a restaurant make sure everything is ready for service.
- Kitchen staff must follow the duties of the day, during breakfast buffet must go into the restaurant and check the food.
- All departments have to follow cleaning routines.



Staff accommodation

The accommodation room must be clean and tidy. You should treat the property of the hotel/apartment prudently.

They do not provide hygiene articles such as toilet paper, shower gel, shampoo, or chemicals for cleaning the premises and washing the dishes. It is your own or collective responsibility.

Keeping the area tidy is also your/collective responsibility.

Usually, there is a cleaning schedule available where example two rooms every week take charge of the area.

Following a basic rule, “you make a mess, you clean it” would help to maintain the premises representable.

Fire exits are used only in case of fire or other emergencies. They should not be blocked.

Common use articles (coffee machine, washing machine, toaster, fridge, iron, pans, pots, sinks, etc.) are to be used with care so that they last for more than the current season.

Keep the kitchen clean even if it is not your week on the cleaning duty – it is each and everybody’s duty to clean after cooking.

Dishes should be washed after your meal. No one likes to enter a kitchen where dirty dishes and leftovers are blocking the way to cooking. If the kitchen floor gets messy after your cooking, clean it even though it is not your cleaning week.

Be considerate and respect other people living here – their work schedule, given private space, and their belongings.

The garbage has to be sorted – paper, plastic, cans, and general waste. It has to be binned in a timely manner – before the flies, ants and other animals appear.

When the accommodation place is damaged and dirty, charges are assessed and will be deducted from the employee's final paycheck.



End of The Contract

If you would like to finish the contract before the final date, you have to give notice one full month ahead, calculation from the first day of the month after the notice was given.

During the trial period, it's 14-days ahead notice, starting from the date of the notice.



Final payment

Well done! You made it!

With your final payment, you will receive the amount of earned vacation money.

What are your future plans?

We would be happy to continue working with you.

Let your recruiter know 4 weeks before your contract ends that you would like to continue working with us, and we will find a new offer.

Questions?

Do not hesitate to contact us if you have any questions.

Just remember, we are always an email away if you need help.

Open dialogue is essential, and people should feel able to speak honestly and openly. It is our goal to provide a supportive, non-judgmental environment.

If you hate coffee, that's okay, honestly.

Team JobNord

www.jobnord.fi

