

RECRUIT AN INTERNATIONAL EXPERT

Step 1: Prepare for international recruiting

- Consider the readiness of your business in becoming international
- Verify the recruitment needs of your business
- Consider the recruiting budget, time resources and the readiness of the staff
- Familiarize yourself with the international recruitment process

Your contact person for internationalization of your business in Kainuu: Mari Möttönen, ELY-keskus, mari.mottonen@ely-keskus.fi



Step 2: Find an international expert

- Check the determination of the availability of labour (te-office)
- Recruiting from EU-/ETA-countries or third countries?
- Consider the language of the employment advertisement and the right channels
- Preparing for interviews when the right person has been found
- consider and check the employees skill requirements (qualifications, licenses, profession practising rights)

Your contact person for international recruiting guidance in Kainuu: Teemu Ahtonen, TE-offices EURES-services and international work transmission, teemu.ahtonen@te-toimisto.fi

Step 3: Attach the required documents on the employees residence permit application

a) Outside of EU-/ETA-countries, first permit for a year at a time

- Work contract has to be attached on the residence permit application
- electronically 490€ (enterfinland.fi), paper application 740€
- Has to be applied before arriving to Finland
- The employer can pay the employees residence permit for them

b) EU-/ETA-citizen doesn't need residence permit.

- Registering to Finnish Immigration Service within 3 months after arrival, cost 49€

Ask more from the Finnish Immigration service employers service number 0295 419 601 weekdays 8:30-12:00



Step 4: Employment starts and the employee settles in Kainuu

- Employee outside of EU-/ETA-countries can start working after getting a residence permit decision. EU citizen can start working immediately.
- Instruct the employee to Digital and Population Data Services Agency to apply for a social security number and a municipality of residence.
- Careful introduction, remember possible work culture difference
- Employee's settling in process

Your contact for employee's settling in process in Kainuu: City of Kajaani, International services Karoliina Oikarinen, karoliina.oikarinen@kajaani.fi



What does recruiting an international expert cost?

- Case-by-case. Possible expenses to the employer: employee's or/and the family's residence permits, moving/traveling
- Transmission company payment for finding the right employee

Possible benefits, if you recruit an employee from EU-/ETA-country:

- TMS support, such as possible travelling expenses caused by moving.
- EURES-network mobility and integration support for SME businesses.

Your contact person for different employer and employee benefits in Kainuu: Teemu Ahtonen, TE-offices EURES-services and international work transmission, teemu.ahtonen@te-toimisto.fi