

Engelska

New at the Employment Office (text version of the film on [ny.arbetsformedlingen.se](http://ny.arbetsformedlingen.se))

# Find your new job through us

## Welcome to the Employment Service

Here you will find information about what we at the Employment Service can do for you and what it is good to remember when you have just started to look for a job. Everyone is welcome to seek jobs through us, whether they are completely without work or simply want to change jobs.

On our website you can search independently for job vacancies. Here you can also find out what seminars and activities the Employment Service is offering right now.

When you want more personal support, get in touch with an employment officer. You reach us by visiting an employment office, or by calling, chatting or mailing.

### This information contains:

- Finding job openings
- Seeking work – becoming a better jobseeker
- Finding information about occupations, studies, vocational choices and the labour market
- Register as a jobseeker and make an action plan
- Financial support when you are seeking work
- Support if you have reduced working capacity
- For you who are new in Sweden
- Contacting us
- Moving on via [arbetsformedlingen.se](http://arbetsformedlingen.se). Here there are links to information on our website where you can read more about the things we have dealt with in this text. You can for example move on directly and register, find more information about unemployment benefit or tips on how to write your CV.
- Chat with an employment officer.

## Finding job vacancies

### Finding job vacancies in the Job Bank vacancy database

On our website we have by far the biggest vacancy database in Sweden with tens of thousands of job openings in all industries. If you want you can register to have job openings in your vocational field sent to your e-mail address.

In the newspaper *Platsjournalen* you will find lots of interesting tips and reports about the labour market.

On the Web there are links to other jobseeker sites.

### **Go to recruitment meetings**

Every week recruitment meetings are arranged at employment offices all over the country. Employers attend them who are looking for personnel – everything from full time financial managers to snow clearers who can supplement staff in the winter.

### **We help you search for jobs in Europe**

We organise recruiting days and job fairs for you who want to search for jobs abroad. We have EURES advisers who help you when you are considering seeking work in another country.

### **Get the support of an employment officer**

Call or visit us if you want support in and advice about your job hunting. At the employment office there are computers you can use to search for jobs on the Internet or to write applications.

We always start from your needs and can among other things help you set goals, produce application letters and CVs, prepare for job interviews, and we can give you advice on how to contact employers.

### **Talk with friends and acquaintances**

Tell your friends and acquaintances that you are looking for a job. Many jobs are found that way. Perhaps their workplaces have recruitment needs. Perhaps they have suggestions about job vacancies or job placements somewhere else.

### **Contact previous employers**

Do not forget to contact your previous employers. They know who you are and what you can do.

### **Seminars on how to become good at finding a job**

The activities are described on our website and their duration is anything from an hour to a couple of days.

### **Distribute your CV**

Many employers seek employees in different CV databases on the Internet. Register your CV on such websites. Also on our website you can present your CV to employers.

### **Seeking jobs via staffing agencies**

Staffing agencies employ personnel whom they then hire out to companies and organisations. Companies can also use staffing agencies to recruit personnel. Being employed by a staffing agency means that you work in one or more workplaces.

### **Job experience or other support**

At the employment office you can receive help with work experience placement or other support.

Your employment office decides whether you are eligible for the measures that are available at the time. One condition is naturally that you are registered at the employment office.

### **Seek in different ways simultaneously**

You improve your chances to find a job if you seek in different ways simultaneously. Put your CV on different employment sites, visit different workplaces and enquire about vacancies, search in our Job Bank, read job ads in local newspapers and so on.

### **Seeking work - becoming a better jobseeker**

On our website there is plenty of useful advice on how you can become better at seeking work and writing your CV. There you will also find films where employers talk about what they think it is important to remember in connection with a job interview.

You can also go to our CV seminars at the Employment Service. The activities are described on our website and they last anything from an hour to a couple of days.

By visiting or calling us at the employment office you can receive personal feedback on your CV and tips on how to prepare for a job interview.

### **Finding information about occupations, studies, vocational choices and the labour market**

On our website you can find information about occupations and studies. You can also take an interest test and read prognoses for the future in different occupations. On the Web you can receive support regarding what it is important to remember when you choose an occupation. You can find information about studying abroad and all the public education courses in Sweden and how to arrange study financing. We also have tips on good links to other websites with information about occupations and studies.

By visiting or calling the Employment Service you can receive support and advice from an employment officer.

## Register as a jobseeker and make an action plan

Find out what seminars and activities the Employment Service has that have to do with occupations and education. You can benefit greatly from participating in them.

There are advantages in being registered with the Employment Service, even if you are not seeking compensation from an unemployment insurance fund.

In addition to the service you can receive, registration can also affect your right to support from other authorities. One example is if you are receiving compensation from the Social Insurance Agency. Another example is if you have severance pay.

When you visit us to register, bring with you:

- Your ID
- Diplomas and certificates that show what jobs you have had and what you have studied.

## You can in advance fill out basic data for registration on our website

It can be an advantage to fill in details at your own convenience from home before you go to the employment office. If you want to apply for unemployment benefit you must be registered as a jobseeker at the employment office. Registration counts from the day you call in person at your nearest employment office and **register that??** you are actively seeking work.

When an employer needs to recruit and reports a vacancy to us at the Employment Service, we match the employer's requirements to the people who are registered with us. It is therefore important that you have submitted correct details about yourself when registering and that you have shown diplomas and certificates that confirm your qualifications. Do not forget to complement this with new qualifications when gained. You can do this via our website.

If the employer's requirements correspond to your skills you can receive a job referral, that is to say we inform you that there is a vacancy to which you can apply. For you receive benefit from an unemployment fund it is important that you apply for the referred job and that you report this to us. If you do not do so, you may lose your benefit.

## **Having an action plan when you seek work makes it easier**

In an action plan, which you set up together with an employment officer, you agree on what to do to find work and what support we at the Employment Service can give you.

## **All our details about you are confidential**

When you register with us at the Employment Service, details about you are entered into our computer system, for example name, personal ID number and how your case is progressing.

Everyone who is registered is covered by the Public Access to Information and Secrecy Act (2009:400). This means that your details may not be handed over to unauthorised parties.

However, we are obliged to make details about you available to other authorities, among others the Social Insurance Agency, as a basis for their decision-making and monitoring of compensation and other support.

If you have a functional impediment causing reduced working capacity you can receive increased support from the Employment Service. If you give written consent it allows us to register a code that denotes this. You can always request access to the details we have on you. Three years after your case is terminated with us, all details about you are removed from our register.

## **Financial support when you are seeking a job**

If you work in Sweden you are covered by unemployment insurance. This means that you can apply for compensation from an unemployment insurance fund if you become unemployed. To apply for unemployment benefit you must be registered at the Employment Service. There are also other conditions you need to meet to receive benefit, therefore it is important that you find out the conditions so that you do not become excluded from any benefit.

Besides helping you to find a new job, we at the Employment Service are required to see to it that you meet the conditions for receiving unemployment benefit. One of the conditions is that you actively seek work. We try to support you in being active, among other things by calling for you to apply for certain jobs.

As regards your right to compensation and how much you may receive, contact your unemployment insurance fund.

## **Support if you have reduced working capacity**

Do you have a functional impediment, an illness or an injury affecting your working capacity? In that case you can get help from an employment officer and specialists.

There are also special measures to facilitate employment. Among other things this can be a question of physically adapting the workplace, technical aids, sometimes through financial support to the employer.

## **For you who are new in Sweden**

If you are new in Sweden and do not speak or understand Swedish, we can offer interpreters. We also pay for the translation of documents to do with your job-hunting.

The Council for Higher Education can carry out free of charge an assessment of your overseas education and/or degree.

## **Contact the Employment Service**

**You can reach us in several ways:**

### **Via our website**

[arbetsformedlingen.se](https://arbetsformedlingen.se), which is open round the clock.

### **By visiting a local office**

We are open on weekdays 10.00-16.00. Some of the main employment offices stay open until 18.00.

You can find addresses and hours on our website.

**Call us on 0771-416 416** and receive information, advice and support from an employment officer.

Our telephone service is open on weekdays from 8.00 to 20.00 and on Saturdays and Sundays from 9.00 to 16.00.

**Chat with an employment officer** and get an immediate answer to your questions.

## Move on via arbetsformedlingen.se

Here are some links to information on our website where you can read more about what we have dealt with in the film. You can for example move on directly and register, receive more information about unemployment benefit or tips about writing your CV.

- Apply for work via the Job Bank
- Register as a jobseeker with us at the Employment Service
- Compensation upon unemployment
- Meet employers at recruitment meetings
- Present your CV to employers
- Write a good application and prepare for a job interview
- Participate in our seminars and activities
- Information about occupations, studies, vocational choices and the labour market
- Apply for a job abroad
- Job experience or starting a business, what applies to you?
- Contacting us at the Employment Service.

[You can find links here](#)