

GET WORK VANTAA

**Dare to call -
Unlocking the key to proactive job hunting!**

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Today's topics

1

When to call/contact the recruiters and why?

2

Contacting recruiters regarding open positions

3

Hidden job markets and networking

4

Contacting recruiters for hidden job opportunities

5

Tips to make calling/contacting easier

Who's here today?

Nice to meet you!

Let's get to know each other little bit!

Tell shortly your

1. First name and what is your field of expertise
2. Expectations for today?

Share your experiences

Let's warm up!

- How many of you have contacted recruiters/companies?
- In which situations?
 - How many of you have contacted recruiters before applying?
 - How many of you have contacted recruiters after applying?
- What did you ask?
- If you have called recruiters, what kind of reactions they have had?

When should you contact the recruiter?

Case 1

You have found an interesting open position (job ad) that you are planning on applying

Case 2

You have found an interesting company, and you want to know about the job possibilities

Contacting a recruiter regarding an open position



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The goal:

- To get a better understanding of the role
- To get additional information about the tasks/company/role you can use when writing a cover letter
- To check that you meet the requirements
- To make sure you want to do the job

What to think about?

- Prepare yourself well before calling
- Check the job ad for the provided calling times and stick to instructions given
- Respect recruiter's time, be polite, but go straight to the point

Calling to the recruiter

Hi, my name is xx and I am very interested in the open position at your company. I have a few questions before sending my application..

Sure, what would you want to know?



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A little tip!

”

Remember, you don't need to convince the recruiter in this call. You just want to get more information about the position so that you can write a better application!

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How to prepare?

- Read the job ad carefully!
 - What do you already know about this position?
 - What do you know about the company/organisation?
 - What do you know about the team/role in the company?
- What kind of additional information would you want to know?
- Prepare your questions!
- Do not overdo the number of questions, few is enough

Don't call if you don't have anything to ask!

Example questions:

- What would be the most suitable background for this role?
- How does the basic work week look like?
- What are the most typical tasks in this role?
- What kind of team will it be? How big is the team? Who would I be working with in the team?
- Why is this position open?
- What kind of opportunities could I have in your company in the future?
- What is the company culture like?
- What is valued in this company?

A second little tip!

”

Never ask about things that are already mentioned in the ad!

Use your questions to show that you have read the ad and understand what they are looking for.

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What to ask?

Let's practice!

Prepare 3-5 good questions you could ask from a recruiter.

You can search for a suitable job ad and use it when you think about the questions.

Discuss in small groups/pairs 10 min.

Share your questions with the whole group.



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**Should you contact the recruiter
after sending the application?**



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You have just sent the application and want to make sure that it's noticed.

➤ Should you contact the recruiter?



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You have sent the application some time ago,
but you haven't received any kind of response.

➤ Should you contact the recruiter?



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You have had a job interview, which you believe went well, and you hope to proceed to the next stage.

➤ Should you contact the recruiter?



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You have had a job interview, but you haven't heard anything from the recruiter since then.

➤ Should you contact the recruiter?



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You got a rejection letter.

➤ Should you contact the recruiter?



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Contacting a recruiter after getting a rejection letter

- An opportunity to ask for feedback, especially if you were interviewed for the position
- What kind of skills did they value in the candidate they decided to hire?
- What kind of background (studies, competence, qualities, work experience) were they looking for?
- Try to sound positive even if you are disappointed, because you might get valuable information for the future or even a second chance.

Let's take a short break

15 min

We'll continue at xx

Hidden job markets and the importance of networking



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Share your experiences

Let's warm up!

1. How many of you have found a job without applying for an open vacancy (job ad)
2. How did it happen?



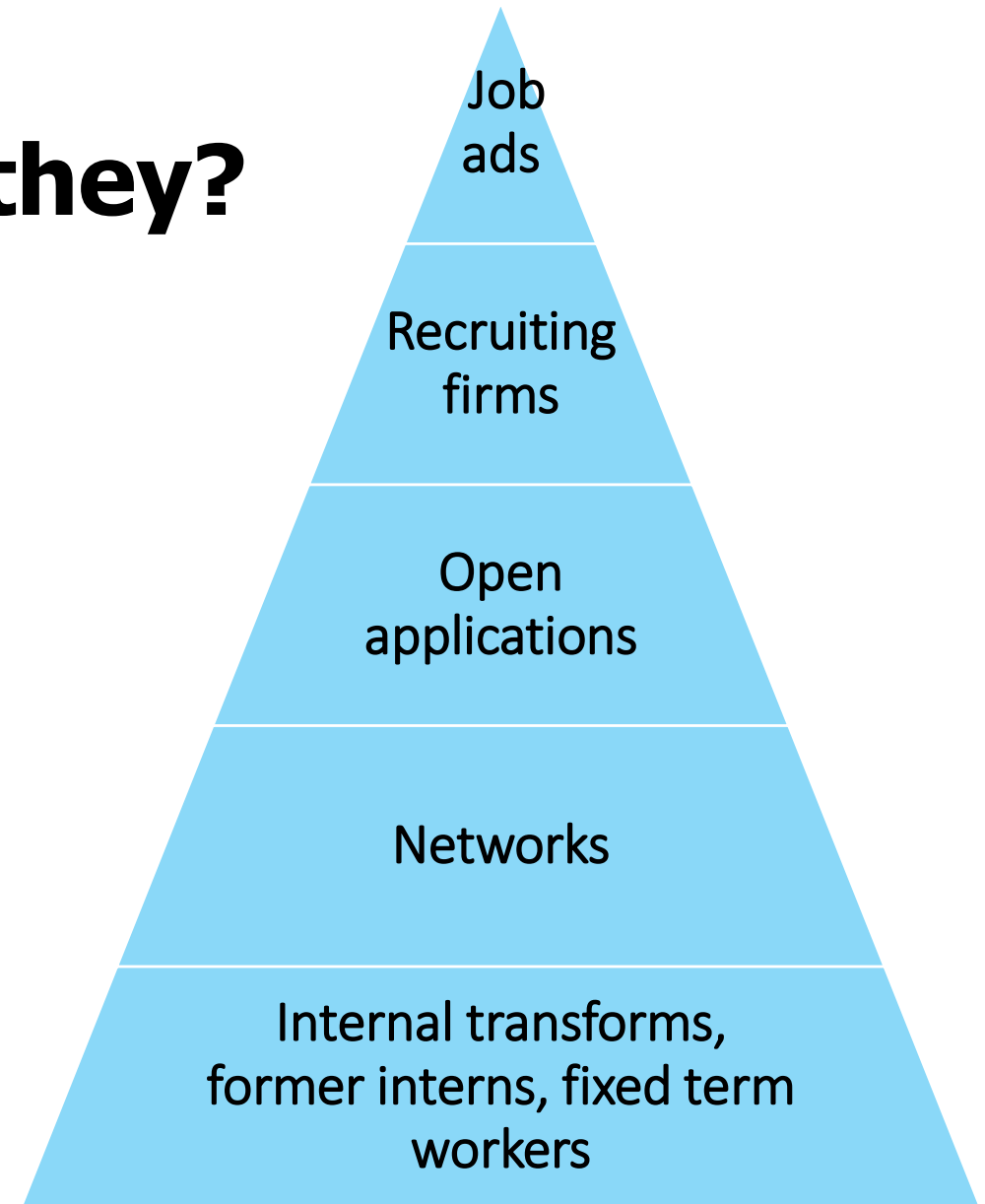
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Hidden jobs, what are they?

- The study showed that around 75% of the jobs can be hidden *
- Not traditionally advertised
- Various reasons why recruitment is not open to the public:
 - Company is first trying to find someone from their own networks
 - There is a need, but no resources/time/money to start the process
 - The need is not clear yet

Source: [SITRA 2017](#) *



Ways to find hidden job opportunities

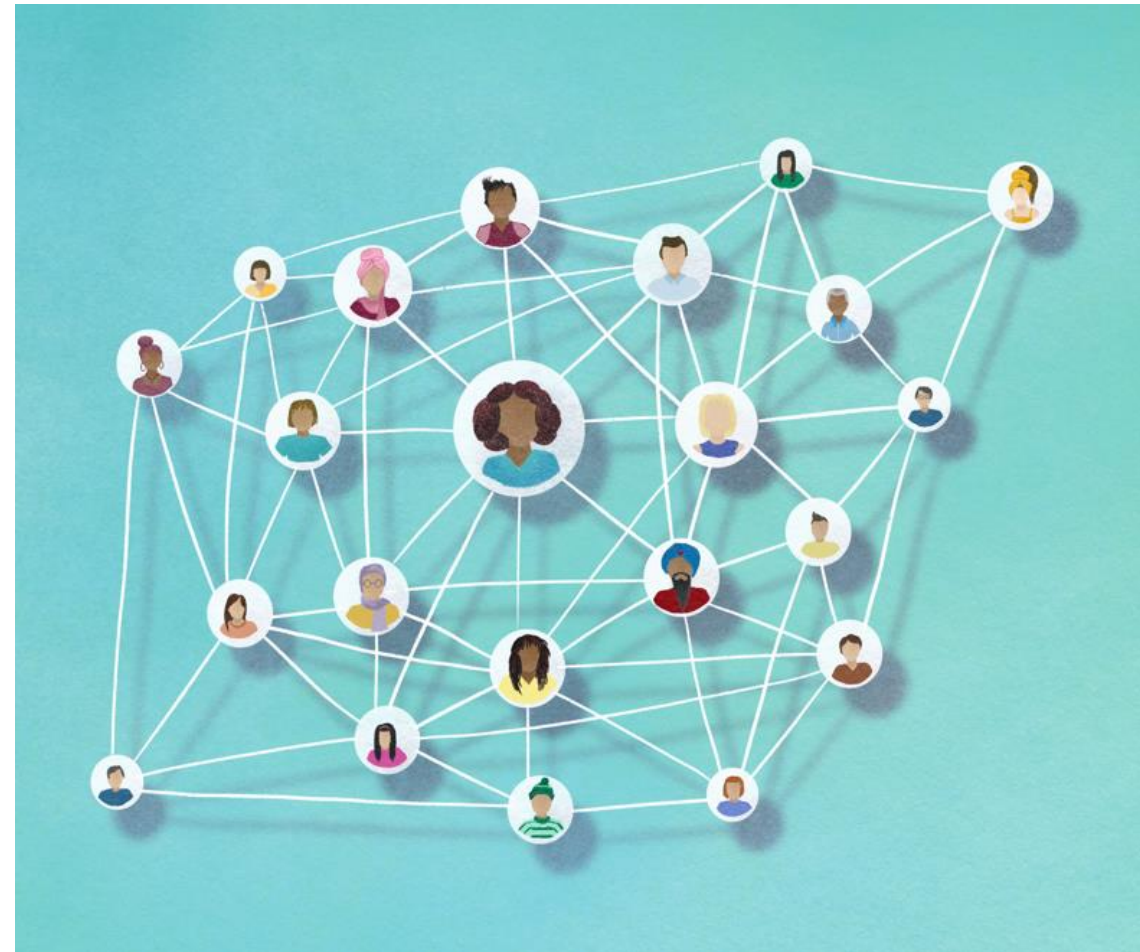
1. Network and tell people what you are looking for
2. Attend recruiting events and talk with the recruiters and other professionals
3. Set up your LinkedIn profile and get found through it
4. Send open applications to interesting companies
5. Direct contacts to companies "cold calls"
6. Internships, work try-out, getting your "foot inside"

Can you think about more ways?

Networks are important in Finland

- Networking is about building relationships
- Meeting new people, being curious, interested and polite
- Based on trust, building lasting networks takes time
- Sharing information and helping others is a great way to build networks

Source: [Finnwards 2020](#) **



Picture: Microsoft Stock Images



How to start?

- LinkedIn
- Professional groups in social Media
- Recruitment events and other professional events
- Studies
- Volunteer work
- Hobbies
- Local Facebook groups / Parental groups

Your networks

Let's practice!

- Take a few minutes to think about who you already know and what kind of networks you have here in Finland or elsewhere.
- What kind of groups can you recognise?
- Where have you met new people?
- How could you grow your networks?

Individual work 5 minutes.

Share your thoughts with the person sitting next to you 5 min.

Contacting a recruiter regarding hidden job opportunities



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When should you contact the recruiter?

Case 1

You have found an interesting open position (job ad) that you are planning on applying

Case 2

You have found an interesting company, and you want to know about the job possibilities

The goal:

- To let the company know that there is a professional with your skills set, interested to work with them
- To get someone to read your application
- To get information about possible openings
- Wake up the interest
- Book a meeting

Where to find interesting companies?

- Employer associations – member companies
- LinkedIn – where other international professionals from your field are working?
- Recruitment ads
- Professional groups in social media
- The Hub.io to look for startups

Make a list of all the interesting companies that you find (Excel!)

Who to contact?

- Do you already know someone inside the company? Ask them who is the right person!
- Who could be aware of the company's /teams' resources and recruitment needs? (Team Leader, Project Manager, Head of Department)
- Smaller companies (startups) even the CEO or Managing Director
- HR does not make the recruitment decisions but can know who you could talk to.

How to prepare?

- What does the company do?
- In which team or role would you like to work in this company?
- What can you offer/do for the company?
- What skills do you have that can help the company?
- Why are you interested in working for this company?

Never send the same application to several different companies!



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Different strategies 1

1. **Call** to HR to find out who you could send the open application
2. **Email** to send an open application to the right person
3. **Call or email** after few days/ one week to the person who you sent your application, if you haven't got any reply.

Different strategies 2

- 1. Email** to the person you think might know about the recruitment needs and ask for time for phone call to talk more
- 2. Prepare well to the call**
- 3. Email** your application after the phone call.
- 4. Call** again, if you don't get reply

Tips on calling!

- Make a contact list few days before calling
- Do research on the person you are going to call (LinkedIn, company websites)
- Set realistic goals for the call (gaining information, have them read your application, getting a meeting)
- Walk and smile while calling
- "A power hour" + reward
- Practice your introduction. Be polite but go straight to the point

The third tip!

”

Remember, it's nearly impossible to mess everything up with one phone call!

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Quick introduction

Let's practice!

Practice presenting yourself and talking about your experience and skills. Write yourself a quick introduction.

Example 1:

I have ___ years of experience___ in ___ industry. (Experience)

My areas of expertise are ___ and ___. (Skills)

I have received feedback that I am ___ and ___. (Strengths)

In the future, I want to work in ___ because ___. (Motivation)

How to Find Hidden Job markets in Finland -webinars

How to find hidden job opportunities in Finland?

https://youtu.be/TPBPGkSE_Fo

How to contact hidden job opportunities in Finland?

<https://youtu.be/5105006rQRQ>

Please, give us feedback!

How did we do today?



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REFERENCES:

Finnwards. (2020). Job hunting in Finland: The importance of networks. Retrieved March 14, 2025, from <https://www.finnwards.com/working-in-finland/job-hunting-in-finland-the-importance-of-networks/>

Sitra. (2017). *Työelämän tutkimus 2017*. Retrieved March 14, 2025, from https://www.sitra.fi/app/uploads/2017/05/Sitra-Ty%C3%B6el%C3%A4m%C3%A4n-tutkimus-2017-FINAL_sitrafi_PDF.pdf

* SITRA is the Finnish Innovation Fund, an independent public foundation and a future-oriented think tank that promotes sustainable economic growth and the development of new business models in Finland.

** Finnwards is a Finnish company that provides services to international professionals and companies, offering guidance and support in areas such as relocation, job searching, and working in Finland. They focus on helping individuals navigate the Finnish job market and integrate into Finnish society.



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Kiitos!



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Elinkeino-, liikenne- ja
ympäristökeskus



 Metropolia

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Kaksivuotisen [Get Work Vantaa -hankkeen](#) päätoteuttaja on Vantaan kaupunki. Laurea-ammattikorkeakoulu ja Metropolia Ammattikorkeakoulu ovat hankkeen osatoteuttajia. Hankkeen toteutusaika on 1.6.2023–31.5.2025. Get Work Vantaa on Euroopan sosiaalirahaston osarahoittama.

