

This form is intended for companies, job coaches and other parties agreed on with the employer. The company can use this form to edit the job. The completed form should be submitted to the recruiter and should facilitate finding the right person for the job.



### Job coach / other contact person

#### Phone and email

The employer and the partner may fill in the form together. The job description form will help to find a specific employee for the job specified according to the employer's need.

## JOB DESCRIPTION FOR AN EMPLOYEE WITH PARTIAL WORK ABILITY COMPANY

Company

Unit

### CONTACT PERSONS

Role	Name	Email	Phone
Recruiting supervisor			
Employment coach's contact person, if not the same as the recruiting supervisor			
HR person			
Other contact person, e.g., a support person at the workplace, or workplace mentor			

### JOB

Job title

Work tasks, e.g., work task 1, work task 2, etc.

Work tasks can be edited and reviewed when a suitable employee is found. Yes  No

Applicable collective agreement

Level of pay

Monthly salary:

Hourly pay:

Start date

Workplace address

## ▶ JOB

### Workplace accessibility:

can, e.g., a person with reduced mobility or vision operate in the working environment, or can the environment be adapted for the employee?

Good

Normal

Limited

Specify if necessary:

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### Size of work team

1

1–5 persons

6 or more persons

### Normal working hours

Weekdays:

Time:

### Part-time working hours

Yes

No

Possible upon agreement

Specify if necessary:

Weekdays:

Time:

### Any on-call work?

Yes

No

Occasionally

Specify if necessary:

### Any customer service?

Yes

No

### Any phone service?

Yes

No

### The work is mainly

Done sitting down

Done standing up

Mobile work

Specify if necessary:

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### Possible work trial?

Yes

No

## ▶ WORKLOAD

**The job involves physically demanding work phases:**  
e.g., lifting, carrying or difficult work postures.

Often

To some extent

Not at all

Specify if necessary:

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### Mentally demanding work phases:

e.g., urgent situations or interruptions

Often

To some extent

Not at all

Specify if necessary:

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### Socially demanding work phases:

e.g., working alone or challenging customer situations

Often

To some extent

Not at all

Specify if necessary:

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### Cognitively demanding work phases:

e.g., those requiring remembering something or careful attention

Often

To some extent

Not at all

Specify if necessary:

The job involves exposure to  
Other / Specify if necessary:

Chemicals	Smells	Lights	Noise
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## SKILLS AND REQUIREMENTS

**Training** No Yes  
Specify if necessary:

**Work experience** Yes No  
Specify if necessary:

**IT competence** Excellent Good Basics Not required

**Language skills** Finnish Swedish English  
Other / Specify if necessary:

**Driving licence** No Advantageous T A B BE C

**Hygiene passport** Yes No Advantageous

**Alcohol proficiency certificate** Yes No Advantageous

**First aid training** Yes No Advantageous

**Occupational Safety Card** Yes No Advantageous

Other necessary cards and passports

Other occupational safety issues  
E.g., reports, vaccinations, etc.

## FURTHER INFORMATION ABOUT THE JOB

**Special requirements of the job and other considerations:**  
Other abilities, skills and competences required of the employee.

## THE EMPLOYER WILL PROVIDE

Select the appropriate items and explain them or tell us more about the possibilities in the text field

Orientation

Appropriate working hours

Opportunity to receive guidance from an occupational physiotherapist

Ergonomic work environment and tools and instructions for using them

Opportunity to use the workplace canteen

Committed employer

Support person or workplace mentor

**Enquiries**

**EASY STEPS TOWARDS  
WORKING LIFE-GUIDE** 