

CHECK LIST FOR A RECRUITING SUPERVISOR

1. There must always be a legal reason for each fixed-term employment contract. An employment contract that is valid until further notice is the common rule and a fixed-term contract is always an exception to the rule. (Note that external funding, career system or project work may not alone provide sufficient legal grounds for a fixed-term contract.)
2. A supervisor must be familiar with Finnish employment legislation and treat employees equally.
3. Always check whether the university's "old practice" or "culture" is lawful. The university's own practices are not, in principle, above the law, and a supervisor may unknowingly take a legal risk by blindly trusting the existing practices.
4. Fixed-term employment relationships can never be used as a reason to extend an employee's trial period.
5. The employment contract must be concluded before the employment begins. Otherwise the employer is at risk of not being able to show what has been agreed upon or the employment relationship may turn into a contract that is valid until further notice due to a so-called tacit extension. It is difficult for the employee if the employer takes too long to provide an employment contract.
6. An employer must assess the necessity for labour in good time and carefully plan the work force needed so that groundless, unlawful or short-term employment contracts are not concluded. Always try to conclude an employment contract for the duration of the need. It is also a good way to commit the employee to their position and add well-being at work.
7. Universities started using employment contracts already in 2010. Old rules that are well-known in public offices, such as a requirement to advertise a permanent position openly, no longer apply in the university sector. If a person has worked in the same position for years as a fixed-term employee, it is likely that their employee relationship has legally changed into one that is valid indefinitely. (Please note that there are, however, distinct rules in filling professorships.)

WHY NOT PERMANENT

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