



Audition guidelines

An audition is a recruitment event whose purpose is to find the most suitable candidate for a musician vacancy. Applicants for the Orchestra must audition. On the basis of the audition, the expert committee makes a proposal to the employer on how to fill the musician vacancy. The employer then hires the musician.

These audition guidelines only apply to recruitment. It is not acceptable to hold an audition under these guidelines for musicians who are already in an employment relationship; the working capacity of musicians already employed must be investigated on medical grounds as and when necessary.

Expert committee

Composition of the committee

The expert committee shall consist of an employer representative, the Chief Conductor, the Leader(s), members of the instrument group in question and other principals and musicians in accordance with the Orchestra's respective agreements.

The expert committee shall also always include a representative of the Finnish Musicians' Union, who may be a shop steward or, if invited and instructed by a shop steward, a person who is a member of the expert committee in their own right, or an outside party who shall have no vote in the proceedings. It may further be justifiable to have a representative of the orchestra delegation present.

Outside experts may be consulted by the expert committee as and when needed. Whether such an outside expert should have a vote in the proceedings shall be decided by the audition committee before the audition begins.

Whether the Chief Conductor has a vote shall be determined according to the agreement between the Chief Conductor and the Orchestra.



It is recommended that the Orchestra Manager not be a voting member of the expert committee.

Any musicians leaving or retiring from their position shall not participate in the selection of their successor.

Disqualification

Disqualified persons may not participate in the work of the committee. A member of the expert committee shall be disqualified if they themselves or any of their family members or close associates are auditioning, or if there is otherwise a risk of their impartiality being compromised. If it is considered possible in objective terms that the impartiality of an expert committee member is compromised, this shall be sufficient grounds for disqualification.

A teacher-student relationship shall not be grounds for disqualification.

Disqualified persons may not participate in preparing the audition.

Members of the expert committee shall, at their own initiative, consider whether they might be subject to disqualification and recuse themselves if necessary. However, the final decision regarding disqualification rests with the expert committee. A potentially disqualified person shall not participate in the discussion of whether they should be disqualified.

Audition

Audition preparations and prescreening

The audition assignments shall be published well in advance. The assignments should be consistent with the job description of the vacancy being filled. Any orchestral and chamber music materials shall be made equally available to all candidates invited to the audition. If the number of applications received is greater than the number of candidates that can be accommodated on the day of the audition, it is possible to prescreen candidates.



Prescreening may be made on the basis of written applications and recordings. The number of candidates invited to audition in person may be limited in this way.

However, prescreening is not intended to replace the first round of the audition proper; its only purpose shall be to limit the number of candidates so that it is possible to hold the audition as planned. The quality and format requirements for recordings shall be specified well in advance, so that candidates have a level playing field in respect of the technical execution of the recordings.

If recordings are used for prescreening, all candidates shall be informed of this well in advance and at the same time. Preferably this should be stated in the audition announcement. Audition recordings shall be evaluated in strict confidence, according to a preagreed timetable and by a preagreed committee.

The expert committee for prescreening shall consist of the instrument group where the vacancy is to be filled (or representatives of same), the Leader(s), a representative of the Finnish Musicians' Union, and other members of the audition committee proper if they so wish.

The audition proper shall always begin with a blank slate, i.e. the prescreening shall have no bearing on the evaluation of candidates in the audition proper.

Prescreening recordings shall under no circumstances be disclosed to any third parties or made available to anyone after the audition. The prescreening recordings shall be permanently deleted after the recruitment process is completed.

Information shall be provided in a clear and transparent manner during the recruitment process. Each candidate shall be informed at the same time of any matters related to the recruitment and of the progress of the process.

Candidates participating in the audition shall be provided with adequate facilities for warming up.



Audition and committee work

It shall be explained to the members of the expert committee how the audition is to proceed and what the position is that is being filled.

The order in which candidates are called to perform shall be determined by drawing lots in a fair and equitable manner. Sufficient preparation time shall be allowed between the drawing of lots and the audition itself.

It is recommended to have candidates play behind a screen to ensure equitable treatment, at least in the first round of the audition. However, it is up to the expert committee to decide whether to use a screen.

If the last round of the audition is to be played with the Orchestra, particular attention must be paid to the candidates being treated equitably and receiving compatible assignments.

It is recommended that the expert committee take a vote after each round of the audition to determine which candidates should proceed to the next round, so that the views of all committee members are equally considered. Each voting member of the expert committee shall have one vote,

but in order to be eligible to vote, a voting member must be present at the audition from the beginning. For the final decision, the opinion of the instrument group shall be considered in addition to the equal-basis vote.

Remote participation in recruitment

Auditioning by recording or over a remote connection may place some candidates at a disadvantage. No one should be recruited for a permanent employment relationship on the basis of a recording or remote audition only.

It is not possible to ensure equitable consideration of candidates if some of them perform by remote connection and some on site.

Because the work involved in the position is acoustic by nature, candidates must be evaluated live. Differences in recording venues, microphones, recording



quality and Internet connections may have a significant impact on the aural experience.

If an audition is to be held by inviting submitted recordings or over a remote connection, then the same guidelines shall apply as for the use of recordings for prescreening purposes.

Results of the audition and filling the vacancy

Results of the audition

At the end of the audition, the chairman shall review with the committee what the results of the audition should be.

One or more candidates may be accepted as qualifying for the position on the basis of the audition. At this stage, it must be decided whether another qualifying candidate will be hired if the employment relationship of the initially accepted candidate ends in termination during their trial period or if that candidate does not accept the position.

It should also be decided at the audition for how long the candidates' audition qualification is considered to be valid.

Hiring a musician

The employer hires the musician on the basis of a proposal submitted by the expert committee.

Extending an audition into a fixed-term employment relationship may be interpreted as an evasion of the provisions of the Employment Contracts Act on trial periods or as disallowed grounds for a fixed-term employment relationship. A fixed-term employment relationship must be based on grounds that are allowable as per the Employment Contracts Act, e.g. substitution, project work or an interim period during which the employer prepares for officially filling the position on a permanent basis. Concluding a fixed-term employment relationship for the purpose of establishing whether



a person is suitable for the position is not acceptable grounds for a fixed-term employment relationship.

Under the Employment Contracts Act, the maximum trial period for a permanent employment relationship shall be 6 months. During the trial period, either party may cancel the employment contract with immediate effect on any grounds relevant to the purpose of the trial period. In the case of a fixed-term employment relationship with a duration of less than 6 months, the trial period may be no more than half of the duration of the employment relationship. It is not mandatory to have a trial period, but a trial period may be agreed on and is in fact recommended.

An interim feedback session shall be held halfway through the trial period, where the musician is given feedback on their job performance and any matters where improvement is needed are brought up. Members of the orchestra who participated in evaluating the audition through which said musician was hired may be considered disqualified from giving said feedback.