

FINDING STAFF MADE EASY

AN EMPLOYER'S GUIDE TO RECRUITMENT



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

WE MAKE IT EASY

Work and Income offers a range of programmes and services that take the hassle out of finding the right staff. By working with us you'll receive our full support – and maybe even financial assistance to help with wages, training and other costs.

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FINDING THE RIGHT STAFF

Finding suitable staff with the right skills for your business is never easy. We can help you take some of the hassle out of finding the right staff so you can concentrate on growing your business.

At Work and Income we've made it our business to understand your recruitment needs. And we'll do it all for free. So, if you're looking to employ or thinking how to grow your business, check us out now. At Work and Income we:

- offer a range of services to help you with your staffing needs
- employ a nationwide network of staff dedicated to helping you find the right person for your business
- list your vacancy on our website
- provide support for businesses downsizing or closing and help workers affected to find other work
- work with a wide range of people who want to work and have skills to offer employers like you
- partner with industries, employers and training organisations nationally and locally, to address skill and labour shortages, linking you to like-minded business people
- work out wage or training subsidies, or other in-work support you and your staff may be entitled to
- provide you with ongoing support
- assess any other support available to your staff, like Working for Families Tax Credits.

At Work and Income we've made it our business to understand your business. Our services are available for you to access online, visit www.workandincome.govt.nz and click on the 'Business' tab.



The next time you're
looking for staff
call us free on 0800 778 008
or visit
www.workandincome.govt.nz

It's easy to find
a new employee with
3 EASY STEPS.

1. call us on
0800 778 008

We'll link you with a Work and Income staff member dedicated to working with you to find a solution that meets your employment needs.

2. we'll match our
people to your
business

We'll match your requirements to our people and send you the candidates who best meet your criteria.

3. You make
your decision

You conduct the interviews, do any pre-employment checks and make your decision. You'll need to negotiate an employment agreement with the successful applicant. If you need help with this, the Department of Labour Employment Relations office can provide free advice – call 0800 800 863, or go to www.dol.govt.nz

By working with us you'll receive our full support – and maybe even financial assistance to help with wages, training and other costs.

HIRING MADE EASY

We make it as easy as possible for you to find the right person.

By choosing Work and Income:

- you choose which of our services best suit your needs and how you access them
- you have access to all our online services
- you screen candidates, or if you prefer, we'll link you to a Work and Income staff member dedicated to working with you to find the right person for your business
- you may qualify for programmes and services to support the employee in their new job
- you have total control over the interview and selection processes
- there's no obligation for you to employ any candidate we refer to you
- you have FREE ongoing support and advice from us, even after you've found the person you want.

Help your community by getting people into work and supporting them into a better future.

PROGRAMMES AND SERVICES WE OFFER

We offer a range of programmes and services to support people into work. On pages 10–15 you can assess whether or not you qualify for the kinds of programmes and services on offer.

Below is a list of programmes and services which may suit your needs.

Skills Investment Subsidy – a temporary contribution to a person’s wages and training to improve their skills, with the aim of providing them with permanent work at your business.

Work experience – support to help you provide valuable work experience to a person at no cost to you.

Modification Grant – financial assistance to remove physical barriers at your workplace so disabled people can work there.

Job Ops – a subsidy available to assist you to provide temporary job opportunities to young people with low or no skills or work experience.

Community Max – a subsidy to help create temporary jobs for young people by supporting projects that benefit the community or the environment.

Taskforce Green – a subsidy available to non-profit organisations to help people participate in specific projects so they develop work habits and gain general on-the-job skills.

If you are a state sector employer, you may qualify for other support to give an employment opportunity to someone with a significant disability. Visit www.mainstream.msd.govt.nz for details.

SKILLS INVESTMENT SUBSIDY

You may be able to get a Skills Investment Subsidy to help a person develop the skills they need to do their job. We may also be able to help with their training costs.

Your business may qualify for the Skills Investment Subsidy if:

- the person you are employing meets the eligibility criteria
- the position is ongoing and continues after the subsidy has finished
- the job involves at least 30 hours a week of work (although you may still qualify for the subsidy if the position is part time)
- you pay the market wages for the job
- you haven't dismissed anyone else to employ the person.

We work with you to get the person up to speed in their job. That way, you'll have a skilled employee after the subsidy ends.

If you qualify:

- you sign a formal agreement that outlines the terms and conditions and sets out the level of subsidy
- you hire the person and pay their wages, just like you normally would, and keep wage records in case we need to refer to them
- every 4 weeks, you send us a completed claim form and wage records and we direct-credit the subsidy into your business bank account
- the subsidy is paid for an agreed period for up to 52 weeks
- you'll need to pay the balance of the wages, PAYE, GST, ACC levies, holiday pay as well as take care of health and safety requirements.



To find out more about our
programmes and services
call us free on 0800 778 008
or visit
www.workandincome.govt.nz

WORK EXPERIENCE REQUIRED

HOW WE CAN HELP

We are here to help make the job of providing work experience a success.

We will:

- find out about your business and gain an understanding of the sort of person who would benefit from work experience with you
- work with you to determine what experience your business can offer someone
- introduce you to a suitable person and provide information on their skills and abilities
- stay in touch and check on the person's progress regularly
- provide help if any problems arise.

You decide on the person you'd like to provide work experience for and do any background checks. Once you've found someone through us, we'll sign an agreement with you.

PROVIDING WORK EXPERIENCE

Having work experience can make a big difference to a person's job prospects. It's an opportunity for them to learn new skills, make new contacts and gain confidence and self esteem. Hopefully it will also lead to permanent work.

HOW IT WORKS

You offer someone the opportunity to spend up to 4 weeks in your business *at no cost to you*. Your responsibilities include normal workplace matters such as health and safety, supervision and providing any tools the person may need. You don't have to pay wages, offer permanent work, pay ACC levies or keep the person in your business if things don't work out.

Chances are the person you host will be receiving income support, and will continue to receive it while they work with you. Many of those who participate in the programme have little or no workplace experience. So, even jobs you think are routine may be able to provide them with skills that are important for looking for permanent work.

Like anyone in a new environment, the person will need encouragement and support and regular feedback on how they're doing. Clear directions and meaningful tasks will help them enjoy their time with you and develop their confidence.

MODIFICATION GRANT

Your business may be able to get a Modification Grant if you employ a person with a disability, or have a person with a disability already working with you.

This grant helps pay for the costs of removing physical barriers by providing special equipment or modifications to your premises, so that disabled people can get work and keep working.

To qualify for the grant, the person must have disability that is likely to continue for at least six months and require support in the workplace.

JOB OPS

You may qualify for a Job Ops subsidy if you are finding it difficult to employ staff in entry-level positions.

Job Ops provides employers with a \$5,000 subsidy to provide an employment opportunity to a young person aged between 16 and 24 years with low or no skills or work experience.

Job Ops helps employers create new jobs and gives young people valuable work experience. These opportunities are time-limited to 6 months, so can't be used if you have a long-term or permanent role.

To qualify, the position you are offering must:

- be new and would not exist if the Job Ops subsidy was not available to you
- be a continuous position for 6 months only
- be a full-time position of 30 hours per week or more
- be an entry-level position that requires no pre-requisite skills or experience
- not replace current roles or roles lost due to redundancy.

If you qualify we will work with you to help find the most suitable person for your opportunity.

COMMUNITY MAX

If you have a project that will benefit the community or the environment you may be eligible for help through Community Max.

Community Max provides a wage subsidy for up to 6 months for each young person aged between 16 and 24 years that qualifies. It also helps with the costs of supervision and training.

Community Max projects could include renovating public buildings like marae or public spaces, or improving the environment, such as parks and reserves. It provides an opportunity for young people to build skills and work experience while contributing to the community.

To qualify for Community Max funding, your project must:

- be of benefit to the community or the environment
- not displace existing staff or contractors
- be additional to the normal work of the organisation (eg a teacher aide position is generally not additional to the normal work of a school)
- be non-commercial
- be at least 26 weeks in duration and
- provide 30 hours work per week.

TASKFORCE GREEN

You may qualify for financial assistance through Taskforce Green if you're working on a project that provides people with opportunities to participate in project-based work.

To qualify your project needs to:

- provide experience that will help people learn new skills and develop work habits
- benefit the community or environment in some way
- provide part-time or full-time work for up to 26 weeks
- be additional to the normal work of the organisation
- not displace or substitute workers who are already working for you.

We'll do our best to find as many people as you need for the job. We may also contribute to the costs of supervision if you employ 4 or more people through us. And if a person needs specific skills to work with you, we may be able to help with their training costs too.

If you qualify:

- we work together to agree on the amount of subsidy that's required based on each person's situation
- you'll need to pay the balance of the wages, PAYE, GST, ACC levies, holiday pay and for any material required for the project, as well as take care of health and safety requirements.



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freephone **0800 778 008** or visit www.workandincome.govt.nz