

Employers On-Line

INFORMATION ABOUT A SERVICE FOR EMPLOYERS LOOKING FOR WORKERS

Employers On-Line is a free service that allows employers to search Work and Income's database of jobseekers. Employers can:

- specify the type of person they are looking for by entering the requirements for the job
- view the CV that Work and Income holds for a person
- generate an email or text message asking the person to contact them about the job.

EMPLOYERS

If you're an employer, contact our Employer Services line on **0800 778 008** during business hours and we'll put you in touch with your local service centre.

- We'll give you access to log in.
- We'll come to your workplace to show you how to use Employers On-Line and provide you with some resources.
- You'll then be able to list jobs and search for staff at your convenience.
- You'll need to agree to some terms and conditions.

Employers On-Line is always available and you can receive support from your local service centre during business hours.

You have a choice about how we help you find staff. If you already work with your local service centre to find candidates for jobs, you can still do that.

If you want to talk to us about your options, please call our Employer Services Line on 0800 778 008 during business hours.

JOB SEEKERS

When you register with us as a job seeker:

- we'll create a CV for you which will be held in our system
- employers will be able to view the details on your CV but they won't be able to see your name, contact details or any information about financial assistance you receive
- you'll receive an email or text message when an employer wants to talk with you about a job
- make sure you check your emails and/or text messages regularly so you don't miss out on job opportunities.

If you'd like more information, call us on 0800 779 009 or visit our website www.workandincome.govt.nz