

Finding staff made easy

Quick, easy, no-cost recruitment options



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

Finding the right staff

At Work and Income we've made it our business to understand your recruitment needs. If you need to recruit or plan to grow your business, we can help find the right people for your business – **at no cost**.

At Work and Income we:

- offer a range of services to help you with your staffing needs whether you're a small local employer or a large national corporation
- work with a wide range of people who want a job and have skills to offer employers like you
- partner with industries and training organisations nationally and locally, to address skill and labour shortages
- employ a nationwide network of professional staff dedicated to helping you find the right solutions for your business
- provide a dedicated 0800 number (0800 778 008) for you to call to talk about recruitment needs
- manage bulk recruitment projects
- give you exclusive access to our website where you can look for staff or list your vacancy – anytime, anywhere
- may also be able to assist with staff training and wage subsidies
- provide you with ongoing support and assistance.



To find out more about our free professional services and how we can help you, go to www.workandincome.govt.nz/business

Hiring made easy

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

As an employer you can choose:

- the service that best suits your needs
- how you work with us
- to access all our online services
- to totally control the interview and selection process – but we can screen candidates for you too
- not to employ any candidate we refer to you
- to ask if you qualify for programmes and services we offer to support your new employee into their job.

We'll give you free professional support and advice.

If you need assistance to negotiate an employment agreement with the successful applicant, the Employment Relations office at the Ministry of Business, Innovation and Employment can provide free advice – call **0800 800 863**, or go to **www.dol.govt.nz**

You can help get people into work and into a better future.

How it works

Tell us about your vacancy

- Call our Employer Line on **0800 778 008**.
- Use our telephone-based recruitment service.
- Register to use our online Find Staff service
www.workandincome.govt.nz/business
- We can visit you.
- You can visit us.

We can advertise your vacancy:

- at all Work and Income service centres and Community Link centres
- online in our Find a Job section – you'll have to call us first to register
- at our Job Search Service seminars in your region.

We can fill your vacancy

We can:

- find suitable candidates
- shortlist people and refer the best people to you for interviews
- help you with sorting applications and selecting candidates
- provide you with a place to hold your interviews
- help with additional support if you're employing young people, disabled people or people with health conditions, apprentices or other groups of people.

You can:

- list your vacancy with us
- source candidates for your job directly online
- shortlist, arrange interviews and select a suitable person.

Call our Employer Line on
0800 778 008 to register with us
and use our online Find Staff service.



To find out more about how our free services can help you, call our Employer Line on **0800 778 008**

Other things we can do to help you

We're focused on getting people into work. There are lots of things we do that support this.

Wage or training subsidies

Our work brokers can talk with you about the wage and training subsidies that are available. These change according to need, so visit our website to see the current programmes and their criteria www.workandincome.govt.nz/business

Supporting disabled people or people with health conditions into work

We offer a wide range of services and programmes to support you to recruit disabled people or people with health conditions. These include subsidies, skills training and practical advice, as well as connecting you to support provided by other organisations.

Labour market information

We know what's happening in your region. We can give you information on the local labour market, employment trends and training programmes to help you make the best business decisions.

Help if your business is going through a change

While we're all about finding people work, we can also help you and your staff if you have to reduce staff numbers through redundancy or closure.

Looking for staff?

At Work and Income our business is to understand your recruitment needs

With our no-cost professional recruitment service, you can find talented staff quickly, easily and efficiently.

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

Call our Employer Line on
0800 778 008

or go to
www.workandincome.govt.nz/business

**It's quick. It's easy.
And best of all, it's free.**



A service of the Ministry of Social Development

New Zealand Government

