



Recruitment Support service

Our network of local Employer Advisers can help you to find the right people for your jobs and also support your community. Jobcentre Plus will give you a named Employer Adviser who will work with you to fill your vacancies using the most suitable recruitment solution, including:

- giving advice to help you write job descriptions
- helping you speed up your recruitment process
- promoting your vacancies in local Jobcentres
- helping you select and interview priority candidates
- allowing you to use Jobcentre Plus offices to carry out interviews (where available)
- inviting you to local recruitment events to promote your vacancies
- helping you connect with other businesses in your area
- working with you to plan your future recruitment campaigns

Our Employer Advisers can work with you to design a bespoke package to meet your recruitment needs, including:

- **Sector-based work academy programme** – help to create a skilled workforce for your business. This programme offers a flexible approach that is adapted to meet the needs of your business
- **Work experience employer guide** – supporting young people to build marketable job skills
- **Work trials** – to see if potential employees are suited to working in a role and company

In addition, we can offer more support to employers who are committed to creating opportunities for who need extra help to succeed in the labour market.



Vacancy Advertising service

Advertise your jobs through our online services which are used by millions of people every week:

- **GOV.UK Advertise a job service** – post and manage jobs online 24/7, 365 days a year
- **Social media** – promote your vacancy via your local Jobcentre Plus Twitter account



Advice service

We can signpost you to useful advice for your business, including:

- **Access to Work** – an employment grant supporting disabled people to start or stay in work
- **Apprenticeships** – employing an apprentice and the funding that is available to help do this
- **Disability Confident employer scheme** – encouraging employers to think differently about disability and to take action to improve how they recruit, retain and develop disabled people
- **In Work Progression** – progression specialist to help grow your business with employee retention and development. They can identify barriers to progression/promotion and connect to available support/funding
- **Mentoring circles** – a national initiative that connects mentors with jobseekers to help tackle employment inequalities
- **Positive action** – guidance on positive employer actions for recruitment and promotion
- **Reasonable adjustments** – providing help for workers with disabilities and/or health conditions and information about the Health Adjustment Passport.
- **Redundancy service** – access bespoke support through our fast and free Rapid Response Service to help you and your employees through the process of redundancy
- **Traineeships** – a skills development programme that includes a work placement from 6 weeks up to 1 year. Funding is available to employers who provide traineeships for 19 to 24 year olds
- **Universal Credit and employers** – making the best use of opportunities that Universal Credit can bring to a business
- **Workforce planning** – advice around more flexible recruitment practices, support to find the right training opportunities to upskill your workforce and retain your talent by supporting internal progress
- **Workplace pensions** – advice on how to set up and manage a workplace pension scheme



Contact Jobcentre Plus

Use these options to get more advice about Jobcentre Plus services:

- **Help for recruiters** – a range of recruitment services that can help you as an employer
- **Twitter** – send a direct message via your Jobcentre Plus local Twitter account

E-mail the Oxfordshire employer support team on: oxfordshire.employeradvisers@dwp.gov.uk
Or find us on Twitter at: [@JCPTThamesValley](https://twitter.com/JCPTThamesValley)

If you have a printed copy of this factsheet you can access the linked information by going online:

www.gov.uk/government/publications/how-jobcentre-plus-can-help-employers