



### 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](mailto: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](http://www.gov.uk/government/publications/how-jobcentre-plus-can-help-employers)**