

Small Business Recruitment Service

A new service from Jobcentre Plus

Jobcentre Plus recognises that Small Businesses often struggle to find the right person for their job, often due to time and resource constraints. We understand how important it is to recruit new people, whilst ensuring that they are right for your business and the Small Business Recruitment Service may be just the help you are looking for

- You can place your vacancies with us via Employer Direct online (EDon) at www.businesslink.gov.uk/advertiseajob
Alternatively:
 - Over the phone on 0845 601 2001
 - By email to employerdirectvacancies@jobcentreplus.gsi.gov.uk
- We offer a Small Business Help-Line. Contact Employer Direct (0845 601 2001) selecting option 2 for recruitment advice

The Employer Direct agent will provide advice on vacancy specifications and take the vacancy there and then if you decide that you are ready to proceed. You will also be offered advice and contact details to non-recruitment services, such as Business Link (for further business support), National Apprenticeship Service, HMRC, etc and a Jobcentre Plus information pack can be sent out to you to provide you with further information

If you are not ready to place a vacancy or where you require local labour market information then your details will be handed over to your local Jobcentre Plus office who will then contact you to offer more help

- You'll receive a call from a local Recruitment Adviser once your vacancy has been advertised for 48 hours to ensure we understand your needs and to offer further advice and support
- We may offer small businesses a matching and screening service; and an aftercare service. The aftercare service will include agreeing relationship parameters, such as the amount of contact we have with you and contact options most suitable to your needs (mobile phone, e-mail etc)
- For those employers that work in partnership with us we may be able offer additional services that can include:
 - Sifting application forms
 - Providing interview rooms
 - Open days and jobs fairs
 - Work Trials
 - Pre-employment training (to get our customers ready for work with the right skills and attributes)