

# Finding Young Staff

Young people have a lot to contribute and can play a role in helping you grow and develop your business. The government offers help to employers to hire, train and progress young people in employment.



## Employing young people is good for business

Here's why:

①

It's an investment in your future workforce and in your industry.

②

You'll be tapping into talent from your community or region.

③

They're technologically savvy and can bring fresh ideas.

④

Coaching and training develops your skills and keeps you up-to-date with your industry.



## Understand how skills and qualifications relate to business

Knowing about the education system will help you to understand the knowledge and skills new staff can bring to your business.

### Some key points you should know:

- > There are lots of different ways for young people to gain [skills and qualifications](#).
- > The National Certificate of Educational Achievement, [NCEA](#), provides a foundation for employment and further education. It can tell you a lot about what a young person knows and what they can do.
- > Schools and tertiary organisations are developing more ways of working with employers and industry, so young people develop the skills that local businesses need.
- > [Vocational Pathways](#) map learning and achievement to the skills needed in six broad industry sectors. You can see how a young person's skills and achievements relate to your business.
- > Being able to drive is a vital skill. The [Drive](#) website has resources to help young people navigate the driver licence system and prepare for tests.

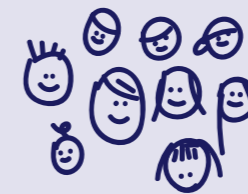


## Connect through work experience

Providing work experience introduces young people to careers in your industry. You can connect with potential new staff too.

### Ways to offer work experience:

- > [Gateway](#) is a scheme for school students to get NCEA credits and gain workplace skills.
- > [Work Inspiration](#) is an employer-led work exploration programme showcasing industry pathways to 13 to 18 year olds.
- > Talk to your [Industry Training Organisations](#) about school to work programmes.
- > [Work and Income](#) can organise work placements for their job seekers for up to four weeks.
- > If you carry out research and development, [Callaghan Innovation](#) can subsidise placements for tertiary students over the summer break.



## Look for young people interested in your industry

Tap into some great young talent who are getting a head-start on developing skills that businesses need.

### Connect with young people in these programmes:

- > The Government's Youth Guarantee helps young people to transition from school to work or training, by providing a range of opportunities to encourage them to keep learning. Find [Youth Guarantee](#) providers.
- > Young people are learning trades and technology skills while studying towards NCEA at [Trades Academies](#), a partnership between schools and tertiary education.
- > There are lots of young people in tertiary education preparing for work. Contact your local tertiary providers.



## Find the right person

Consider looking in a range of places to find the right person for your business.

### Here are some ideas:

- > Job fairs or expos connect employers with job seekers. Find out [what is happening in your area](#).
- > Connect with young job seekers through industry associations and local organisations working with young people.
- > Local [economic development agencies](#) and [Industry Training Organisations](#) may be able to put you in touch with job seekers.
- > [Work and Income](#) has a range of recruitment services and can help find the person for your business, at no charge.
- > Consider employing a [Limited Service Volunteer](#) graduate. The six week course for young people aged 17 to 25 years blends physical challenges, life skills and getting ready for work.

# Hiring and Keeping Young Staff

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## Ideas for a great interview process

You can help young people to present their skills and interests by being clear on what you are looking for and your expectations of staff.

### Here are some ideas:

- > Young people may not be used to talking with employers. If you can put them at ease you will get a better idea of their personality and fit with your business.
- > Send text messages to keep in contact and increase your response rates. Young people may not answer phone calls from numbers they don't know.
- > Keep in contact and provide regular updates. You will help young people to understand your requirements and to prepare properly.
- > Provide feedback if they are unsuccessful. You will help them with their job search so they can improve.
- > Ask about sports and community involvement not just work experience. Young people can often demonstrate soft skills relevant to work.
- > Explain health and safety in your business and the reason for drug or alcohol tests.



## Get the best from young staff

When you hire a young person, it could be their first working experience. Help them to settle in and succeed.

### To help young staff to develop and progress:

- > Explain the values of your business and your expectations, as well as the technical skills needed for the job. It will help them to fit in.
- > Understand cultural and generational differences. Young staff may come from different backgrounds from you and be less confident than more experienced staff.
- > Assign a buddy or mentor. It will help them settle into your business and succeed.
- > Encourage young workers to plan ahead. It can help them to manage their home and community responsibilities.
- > Provide ongoing feedback to young staff about how they are progressing, to build their confidence.



## Think about apprenticeships and cadetships

Young people can work towards a qualification while they get practical experience in your business as a paid employee.

### There are a range of industry training pathways:

- > New Zealand Apprenticeships are full industry qualifications. Talk to the [Industry Training Organisation](#) for your industry.
- > [Māori and Pasifika Trades Training](#) supports Māori and Pasifika young people to take up trades, through regional partnerships that connect employers, tertiary providers and community groups.
- > [Te Puni Kōkiri](#) works with employers to offer cadetships in growth industries, to provide Māori the opportunity to gain work experience, obtain qualifications and build industry networks.
- > Your local tertiary providers, including polytechnics, can help with training.



## Talk about industry training

Investing in workplace training can help you to develop and keep young people. You can inspire them to develop a career in your industry.

### Support for workplace training is available:

- > [Industry Training Organisations](#) can support training and provide resources. They can tailor small packages of training to meet your needs.
- > Workplace literacy and numeracy is the mix of skills employees need to complete everyday tasks. Help is available through [Skills Highway](#).
- > The [Skills for Industry](#) programme can help with pre-job training to meet your business needs. Courses for Work and Income job seekers can include driver training and health and safety, as well as pre-trades training that provides a pathway to apprenticeships.