

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.