

Recruiting

Advertising for staff, conducting interviews, drawing up a short list and appointing someone in the position can be a very time consuming process. The section gives you pointers on the best way to go about the recruitment process to save you both time and money.

Finding and retaining staff

Trent Yeo from Ziptrek

[What you need to know about recruiting](#)

Finding and retaining the right people is vital to every business.

[Partnering with Work and Income to fill a labour shortage](#)

Work and Income works with industries and employers to find and train workers to fill skill or labour shortages. They also partner with businesses to create recruitment, training and support packages tailored to their specific needs.

[What are Modern Apprenticeships?](#)

The Modern Apprenticeship programme makes it easy for employers to recruit and train talented young people and provides an opportunity for young people to gain a nationally recognised qualification.

[Disabled workers recruitment services and funding](#)

Workbridge works with employers in businesses of all sizes, and from every industry, to assist them in the recruitment and support of disabled workers.

[Providing work experience for job seekers](#)

Having work experience can make a big difference to a person's job prospects. It's an opportunity for them to learn new skills, make new contacts and gain confidence and self esteem. Hopefully it will also lead to permanent work.

[What to put in employment agreements](#)

Learn more about the relationship between individual agreements and collective agreements, and the minimum terms and conditions of employment as set by New Zealand legislation.

[Preparing for your employee's first day at work](#)

A checklist for employers to help prepare for an employee's first day at work. Employees should get a full health and safety briefing, the equipment needed to do their job, and information on any reporting requirements such as who to contact in case of absence or emergency in the workplace.

[Carrying out pre-employment checks](#)

It is important to carry out checks on potential employees before you offer them a job.