

**Our Purpose: Building connections, creating opportunities and making meaningful employment achievable**

## **Service Delivery Plan – Employers**

*Workskills, based exclusively in Hobart and Southern Tasmania, has effectively delivered employment services in this region for over 30 years. We have assisted established and emerging businesses in a wide range of industries to recruit and train staff and to keep people in jobs. Our clients include small and larger businesses with ongoing or seasonal needs, including labour hire companies.*

*We work collaboratively with employers, industries, training providers and community organisations to understand the local labour market and to help candidates become work ready with the skills and attributes employers and industries have told us they need. Our long history of working in this Region has enabled us to appreciate the needs of local industries and employers that support our local economy.*

*Workskills has staff with the appropriate skills, experience and networks to effectively and efficiently assist employers in all sectors with their staffing and recruitment needs.*

*Our services are provided at no cost to the employer.*

*With offices at Bridgewater, Hobart, Glenorchy, New Norfolk and Rosny and visiting services to Huonville, Sorell and Triabunna we can provide local assistance to meet your needs. You can contact us on 6262 5400.*

### **We will assist you to recruit new staff by:**

- Consulting with you to understand your needs and developing a tailored plan to assist you
- Providing you with some, or all, of the following recruitment services, depending on your needs:
  - \* Listing your job vacancies

*Continued overleaf...*

- \* Matching candidates' skills and attributes to your business requirements
- \* Screening candidates and referring suitable candidates to you
- \* Assistance with interviews and pre-employment checks if required
- \* Access to Workskills' premises to interview candidates and induct new staff
- \* Post placement support for up to 26 weeks – to assist with our candidates' smooth transition into work and remaining in the job. This support will be negotiated and agreed upon at the level you prefer and as appropriate for your new employee
- Informing you about Australian Government incentives, such as wage subsidies, to assist with skills development and sustained employment of eligible new employees
- Gathering feedback from you about our services and responding to your suggestions for improvements

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### **We will help to prepare candidates for employment with you by:**

- Providing assistance, where appropriate, to gain the skills, qualifications, tickets or licences required by industry or employers
- Providing training and information on workplace expectations and assistance with job start-up needs
- Inviting employers to participate in workshops with candidates about their needs, and using this information to assist with candidates' preparation

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### **We will use our networks to provide you with high quality services by:**

- Collaborating with other jobactive organisations to meet large scale training or recruitment needs
- Developing linkages and partnerships with employer groups, industry bodies and training organisations to respond quickly to changing labour market conditions across the region
- Utilising our extensive community contacts to assist candidates overcome any barriers to employment and to gain valuable work experience to assist with their employability skills