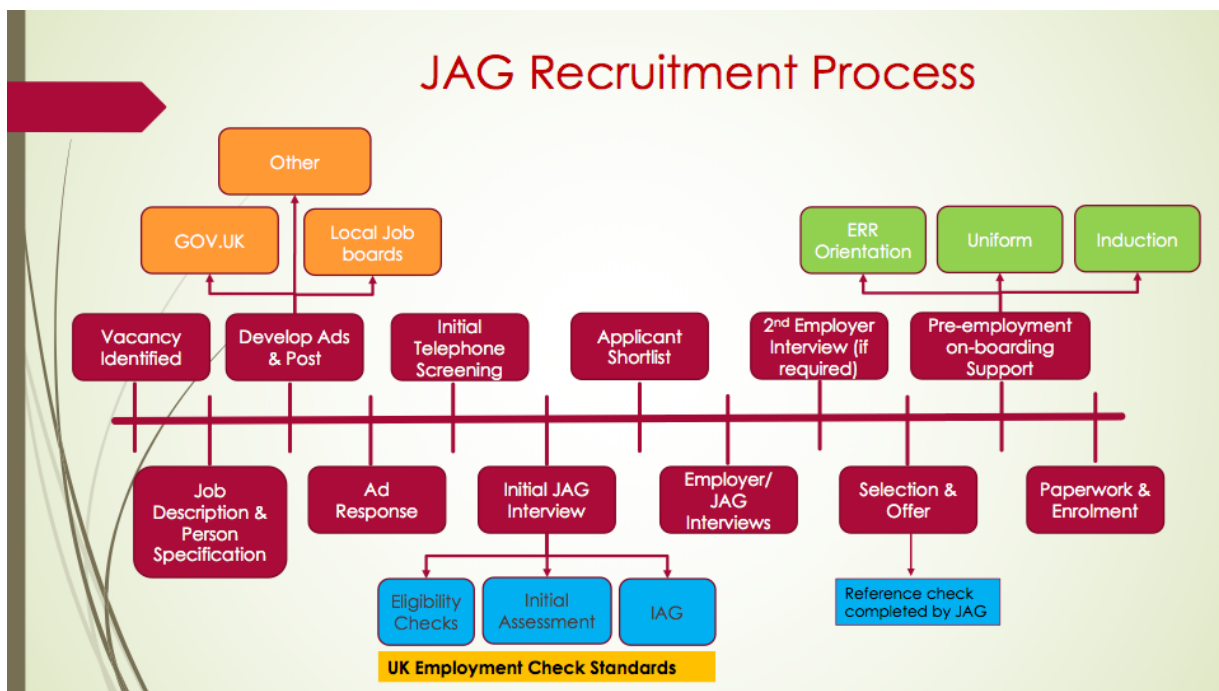




Employer Recruitment Guide



JAG Training provides a free recruitment service. Through our initial consultations we aim to gain an in-depth understanding of your business goals and culture to be able to fully support you in sourcing and recruiting an apprentice that will benefit your business and enable you to grow your workforce for the future. We have designed our recruitment and selection methods carefully, to ensure you find the best possible candidate to suit your needs.



STEP 1: Consultation with Project Manager

Your dedicated project manager will work with you to understand your business needs and help you decide if hiring a new Apprentice or training existing staff is the best option to fill your skills gap. We can manage the process of internal selection of existing employees. If you do decide to employ a new recruit, your project manager will manage the recruitment process from end to end and throughout their training to ensure your business needs are met and everything runs smoothly. This starts with establishing the requirements your potential candidates must have.

STEP 2: Job Description and Apprenticeship Programme

The Project Manager will work with you to write the job description and person specification for your vacancy as well as advising on the right apprenticeship framework or standards; HR issues including equal opportunities and contracts of employment. We'll run internal compliance checks to ensure the vacancy is suitable for an apprentice, before advertising it on your behalf. This will help you to attract the highest caliber of applicants for your business.

STEP 3: Advertising Role

We recruit using the most relevant industry job recruitment tools. We will advertise your vacancy on a range of industry-leading local job boards, including Indeed, Reed, Total Jobs and Monster; on our social media platforms; selected trade fairs and careers events. Our team will also search for suitable apprentice through our existing candidate pool.

STEP 4: Shortlisting Applicants

Our team will undertake an initial review of applicants, meeting and assessing all candidates prior to interview. We will then interview over the telephone those candidates who meet those criteria will be selected for a face to face interview with us where they will be required to undertake key skills assessments. The interview will include a review of: personality, past work experience, suitability, creativity, skills, confidence and test results. We will offer careers advice at this stage, to ensure that an apprenticeship and career in your sector is the right choice for the candidate. This process ensures recommended applicants are suitable for your vacancy and have the necessary aptitude, skills and are ready to commence an apprenticeship framework/standards. We will also conduct initial assessments of applicants who may have applied directly as an employee, as this enables us to ensure that all applicants shortlisted are suitable to undertake an apprenticeship programme. Only the best applicants will be passed on to you for a formal interview – this is normally around six candidates. We will notify unsuccessful applicants and provide feedback where appropriate. We endeavour to replicate the conditions of an employer interview where possible, so we can provide any support the candidate may require before proceeding to the next stage.

STEP 5: Employer Interview

We'll support and liaise with you and the candidates throughout the third stage of interviews, which will be conducted at your offices in line with your normal recruitment processes. We are able to assist with this process and sit in on interviews where desired. Following the interviews and any subsequent consultations you wish to have with us, you can make a formal offer to the successful candidate(s). Assuming they accept, we'll work with you to make the necessary onboarding arrangements and set a job start date

STEP 6: Enrolment and Delivery

Once the candidate has begun their employment with you, our team of enrolment officers will become your main point of contact as they support you and the candidate through the apprenticeship enrolment processes, reviewing apprenticeship agreement, sign commitment statement and support with apprenticeship funding. We will arrange for your candidate's designated tutor to visit your workplace to introduce themselves within 5 working days; outline the apprenticeship structure and delivery methods; and complete the enrolment paperwork required to secure funding for their course. From this point, your new employee is officially an apprentice and will begin their learning journey.

