**RECRUITMENT Guidance for clients**

There are many reasons why you might feel that employing someone would work well for you, it could be that you find it upsetting to have different people involved in providing care to you or want to employ a family member or someone you know who you already have a good relationship with.

**Option 1: Employing someone already known to you**

Things can all be set up quite quickly when you are looking to employ someone already known to you but you need to ensure you feel able to manage an employee and employer relationship and keep this more professional and separate to the personal one you may have with the person.

**Connection Support Employment Advice & Support Service can assist you with;**

* working out how much of your budget will be needed to cover the cost of the persons wages as well as other costs you will need to pay such as employer liability insurance or pension contributions
* understanding your employer responsibilities and completing an Employer Checklist with you
* creating a Job Description and providing you with Contract of Employment and Disciplinary and Grievance templates
* accessing a payroll service to manage your payments to your employee and HMRC

**Timeframes:**

We estimate that over a 4 week period, one or two visits is usually sufficient to provide you with advice and help you complete the forms needed to register you as an employer and get you and your employee set up with a payroll service.

**When our support comes to an end;**

Once you have everything set up with your employee and the forms required by a Payroll Service have been provided to them, our work will come to an end. Many employers have further questions and our Helpline is available for you to use as you need it. Sometimes people need further support with their employment arrangements when things change and in these circumstances we recommend contacting our Helpline who would refer you back to our Employment Advice and Support Service.

**Our Helpline details are below;**

Oxfordshire Helpline Email: [Helplineoxon@connectionsupport.org.uk](mailto:Helplineoxon@connectionsupport.org.uk) **Tel: 01865 410307**

Milton-Keynes Helpline Email: [sdshelpline@connectionsupport.org.uk](mailto:sdshelpline@connectionsupport.org.uk) **Tel: 01908 363425**

**Option 2: Advertising for someone unknown to you**

Finding someone to employ can sometimes be quite challenging and can depend on how attractive the job offer looks, if for only a very small number of hours a week or is a bit ad hoc it may not be very appealing for someone to apply for. The area you live e.g. you may live in quite a rural area can also affect your success.

**Some important questions to consider for your advert are below;**

* what are the main duties required and what is the pay rate?
* what hours are required and when are they required?
* do they need anything specific e.g. their own transport, DBS, training certificates?
* how do they apply?

You may want to consider sharing your advert on any social media sites such as Facebook that you may use, or at your local shops, schools and libraries. We would always recommend you do not publicise and share your personal contact details on the advert.

**Connection Support Employment Advice & Support Service can assist you with;**

* working out how much of your budget will be needed to cover the cost of the persons wages as well as other costs you will need to pay such as employer liability insurance or pension contributions
* understanding your employer responsibilities and completing an Employer Checklist with you
* creating a Job Description and providing you with Contract of Employment and Disciplinary and Grievance templates and accessing a payroll service to manage your payments to your employee and HMRC
* forming an advert and deciding where to place it, we tend to use web based advertising sites such as indeed.com or Gumtree and other local jobs sites. Newspaper advertising can be very expensive and not always as successful as the web based sites.
* sending and receiving applications on your behalf and making some further initial enquiries about candidates and their suitability for the role
* assisting you to shortlist potential candidates and plan, arrange and undertake interviews with them

**Timeframes:**

We estimate that over a 2 month period, two to three visits may be required alongside regular communication over the phone or by email to provide you with support to advertise, shortlist and interview candidates, set up your employment arrangements and help you complete the forms needed to register you as an employer and get you and your employee set up with a payroll service.

**When our support comes to an end;**

**Unsuccessful Recruitment** - Once an advert has been placed for 4 weeks without any responses or successful short listing of applications, we would look to cease our involvement with you and recommend contacting our Helpline to help you with advertising the role again in 3 to 4 months time. We would also suggest you discuss alternative support arrangements with your Social Care or Health care teams if no other arrangements are in place. If at any point you find someone to employ you can contact our Helpline and they will refer you back to our Employment Advice and Support Service to help you with the employment set up.

**Successful Recruitment** – once you have interviewed and chosen your successful candidate, have everything set up and the forms required by a Payroll Service have been provided to them, our work will come to an end. Many employers have further questions and our Helpline is available for you to use as you need it. Sometimes people need some more support with their employment arrangements and in these circumstances our Helpline would refer you back to our Employment Advice and Support Service.

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