

- **1** If you have not previously (or recently) worked with Connexions an advisor will visit your business to identify your needs and discuss employing young people
- **2** Connexions will work with you to create a job advertisement. Using our knowledge and experience of promoting jobs to young people, we will produce an advertisement in a style that our clients are familiar with
- **3** Once you have agreed the job advertisement and details we will then make your vacancy “live” on our system. Advisors working in the Connexions Centres and Access Points throughout London will be informed of the availability of your vacancy and the application process
- **4** Your vacancy will also appear on Choice Jobs (mychoicelondon.co.uk/choicejobs) within 24 hours of being made “live”. Choice Jobs is part of the Choice opportunity prospectus and advice website for young Londoners. All Apprenticeship vacancies will automatically be shared with the Apprenticeship vacancies online system - so there is no need repeat the process to advertise your vacancy on both sites
- **5** We will maintain regular contact with you while you are advertising with us. We will also keep contact with our colleagues working with prospective candidates, to ensure that any issues likely to affect the recruitment process are identified and resolved as soon as possible
- **6** When you notify us that you have filled your vacancy, we will withdraw the advertisement from our system
- **7** Whatever the outcome of your recruitment, Connexions will remain in touch with your organisation, whether it be to check the progress of a successful candidate or to find out if you have any further recruitment needs

In addition to advertising vacancies to young people Connexions can offer advice on:

- Current qualifications available in schools and colleges
- Apprenticeships and training options for young people
- Salaries for young workers
- Recruitment and selection practices
- Legislation affecting young workers (eg National Minimum Wage and Working Time Regulations)
- Making links with local schools and colleges

To contact Connexions in your borough visit mychoicelondon.co.uk and select Help Me