



Work trials -  
give you time to decide

jobcentreplus

Part of the Department  
for Work and Pensions

# Work trials give you time to decide

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- Does an interview always give you the right person?
  - Have you a possible candidate for the job, but are not sure if they can do the work?
  - Do you sometimes want more time before deciding whether to employ someone?

Then a work trial could help you.

## About Jobcentre Plus

As more and more UK employers are discovering, we are the first place to turn to for advice and help on recruiting staff.

What we offer is unique – access to an enormous number of people looking for jobs nationwide through the UK's largest listing of vacancies. A great deal of local knowledge and a broad range of services support this.

All of these are available absolutely free of charge. This means we can act as the first port of call for employers, and also work alongside agencies and other forms of job advertising.

In short, we are the gateway to the UK job market, and the ideal partner for employers of all sizes.

We are a government agency within the Department for Work and Pensions. We have over 750 offices across Britain and we currently work with over 275,000 employers, advertising over 4 million jobs per year.

# An extra recruitment tool

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Finding new staff who are right for your vacancies can sometimes be as much about your intuition as any recruitment process.

Someone with good references, a properly completed application form and good interview skills might still not fully show you how well they will manage the specific work you have in mind. They'll also need to work well as part of your wider team.

You may not know for definite that you've chosen the right person until they have started work.

That's why work trials can be so valuable. You will find out whether your potential employee is suited to the job and to your business.

## Work trials will:

- not cost you anything - we still pay the person's benefit during the trial
- give you time to delay making a final decision until you are sure that you have made the right choice
- allow you a chance to test out an employee's aptitude for the job
- give you the opportunity to check whether the person fits in with your existing workforce, and
- save you time - you won't have to fill in any tax and National Insurance paperwork until you are sure you have the right person.

If you have a vacancy, a work trial can help you find the right person.

## What are work trials?

Work trials are an opportunity for you to find out how well suited a person is to the job, culture and workforce of your company. And it's a valuable chance for the individual to discover if a job is right for them. This often means they are more likely to want to stay with your company.

A work trial is suitable for most jobs over 16 hours a week. Temporary jobs (lasting at least 3 months) will also be eligible for work trials.

The person must meet certain eligibility criteria which will be checked by Jobcentre Plus. They will continue to receive their benefit, plus some expenses which we will pay.



# How a work trial is arranged

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## Arranging a work trial when you let us know about your vacancy

If you have a vacancy, call us on **0845 601 2001**. Our staff will be able to advise you on offering the vacancy as a work trial.

We also provide a textphone service for people with impaired speech or hearing on **0845 601 2002**.

Lines are open, Monday-Friday 8am-8pm, Saturday 10am-4pm. \*

## If we are already managing your vacancy

If you have already told us about your vacancy, speak to your local contact to discuss offering a work trial.

A person looking for work may also ask their adviser whether your vacancy might be available as a work trial. If the adviser agrees, they will attach a brief work trials cover note to their application or CV.

## Completing an agreement booklet

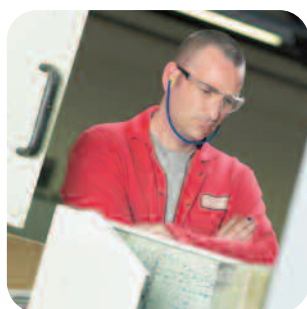
If you decide to go ahead, we will sign a standard agreement with you to host work trials. The agreement includes a questionnaire on Health and Safety in your workplace.

Once you and we have signed an agreement, you will be able to offer one or more work trials. Although the basic agreement is then complete, we have to review the Health and Safety questionnaire after 12 months to make sure it is still valid.

## What is the success rate?

Work trials have been particularly successful in jobs which have had a history of staff leaving soon after they started. This may have been for a number of reasons, including difficult working conditions or unsociable hours.

But work trials have also been successful in a range of other jobs and industries, including skilled work. In the past, over half of the jobs beginning with a work trial have led to the candidate being offered a job for the longer term.



# Further services we provide

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Work trials is one of a range of services that we can offer employers. You might also be interested in the following.

## Apply Direct

Apply Direct is a service which gives people looking for jobs all the details of a vacancy, including the contact details of the employer. This allows them to contact you direct without having to be seen by a member of our staff.

## New Deal

New Deal has many benefits for employers, such as:

- the opportunity to tackle a shortage of skills
- the possibility of financial support to take on and train employees, and
- a valuable chance to invest in the future of your business.

## Recruiting in Europe

The European Employment Services (EURES) network can display your vacancy in our offices and throughout the European Economic Area. When you contact us, simply ask for your vacancy to be passed to EURES to reach an even wider audience.



For more information or to place a vacancy contact us online or by telephone:

**[www.jobcentreplus.gov.uk/employers](http://www.jobcentreplus.gov.uk/employers)**

**0845 601 2001**

Textphone **0845 601 2002**

Textphones are a service for hearing impaired customers, and don't accept text messages from mobile phones.

Open Monday-Friday 8am-8pm, Saturday 10am-4pm.

### **Call charges**

As at September 2008, calls to 0845 numbers from BT land lines should cost no more than 4p a minute with a 7p call set-up charge. You may have to pay more if you use another phone company, a mobile phone, or if you are calling from abroad.

Jobcentre Plus is committed to applying the principles of equal opportunities in its programmes and services.

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