

# 5 TIPS TO FILL YOUR KICKSTART VACANCY SWIFTLY AND SUCCESSFULLY

**1** **Make sure you know who at your local Jobcentre can support your recruitment process.** Ask your local Kickstart District Account Manager or [contact your local Jobcentre](#) and someone will be in touch. We recommend you speak regularly.



**2** **Re-read your job description** – does it ask for too much experience and too many qualifications? Does it have enough detail about what the role is? This could be the young person's first ever job and you don't want to knock their confidence or put them off applying and joining your business.



**3** **You can promote your own job.** Just remember to include the eligibility criteria and remind applicants that they must apply via their Work Coach. We're supporting you by posting Kickstart vacancies on [Find a Job](#).



**4** **Have you thought about streamlining the application process to find good quality candidates more quickly?** Feel free to opt for a more informal approach - perhaps there's no requirement for an application form, personal statement, CV and interview.



**5** **When you get an application from a young person interested in your Kickstart vacancy make sure you act on it quickly.** If the young person doesn't hear from you they might get snapped up by another employer.

