

**Remploy** Interwork



## Recruitment Plus

Confidential help for Disabled Job Applicants

### What is Recruitment Plus?

Recruitment Plus is a brand new service designed to make it easier for disabled people and those with health conditions, who want to work, to apply for jobs.

The service is provided by employers and Remploy Interwork, who will work with you to help you through the entire application process, including:

- Personal advice about in-work benefits
- Help with application forms if you need it
- Advice on interview techniques

### How do I get Recruitment Plus working for me?

The Recruitment Plus service is completely free and confidential, so if you would like to benefit from assistance with your application it couldn't be easier.

Simply call Remploy Interwork and tell them you are applying for a job through Recruitment Plus, confirm that you are eligible for the service, and follow the six simple steps into work...



## Step 1 Call the Recruitment Plus Helpline

- Confirm you are eligible for Recruitment Plus
- You are assigned to an Interwork Advisor

## Step 2 Applying for the job

- Personal advice on in-work benefits and job grants that may be available
- Help completing the application form
- Help and advice on the 'Guaranteed Interview' Scheme
- Access to training where you need it

## Step 3 Interviews

- Support throughout the interview process
- Advice and coaching in interview techniques
- Feedback on your interview

## Step 4 If you don't get an interview

- Help you look for another job if you don't meet the essential criteria
- Put together a personal development plan
- Help you gain some work experience

## Step 5 Job Offers

- Help with job related issues
- Advice on job grants available through Access To Work etc
- Help to review your job plan, making sure it's right for the job you've been offered

## Step 6 Starting your new job

- Monitor your job start plan with your new Manager
- Continue to support you as you take up your new job
- Keep in touch to make sure your job plan is still on track

## Your questions answered:

### Will I definitely get an interview for a job?

Interwork will do everything possible to help you to prepare for interview, but the employer whose vacancy you are applying for decides who will be selected for interview. This is dependent on a person's skills and suitability for the job. Interviews are not guaranteed for every job applicant.

If you do not get this particular job, your Remploy Interwork Advisor will help you search for another job, either with this employer or in another organisation.

### How long will my Interwork Advisor support me?

If you are offered a post your advisor will work with you and your new Manager to put together a Personal Development Plan (PDP) which you will follow for the first three months. Your PDP may involve help with training, updating your skills or mentoring in the early weeks.

To make the most of this free, confidential and entirely voluntary service call our Recruitment Plus Advisors now on local rate:

**0845 845 2211**



## Recruitment Plus

Help if you get the job - help if you don't

Minicom: 0845 600 9228 e-mail: [gateway@remploy.co.uk](mailto:gateway@remploy.co.uk)