



Our training, your way

# Recruiting the best

We can help you find the right people

Supported by  
National  
Apprenticeship  
Service



## Recruiting the best

**Paragon Skills provides an apprentice recruitment service which supports you to find quality candidates to join your business.**

Key benefits:

- Support your managers in thinking 'apprentice first'
- Targeted marketing and advertising to the 16-24 year old demographic
- Free and effective service driven by our recruitment experts
- Improve retention with quality candidates
- Free up time to focus on other business priorities
- Remote video interviewing
- Information on all latest employer incentives

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## How does it work?



Identify suitable vacancy then inform Paragon Skills who will advertise the role across all channels.



Paragon Skills will shortlist candidates and coordinate interviews with the hiring manager.

Please send us your interview feedback within 24 hours of conducting an interview.

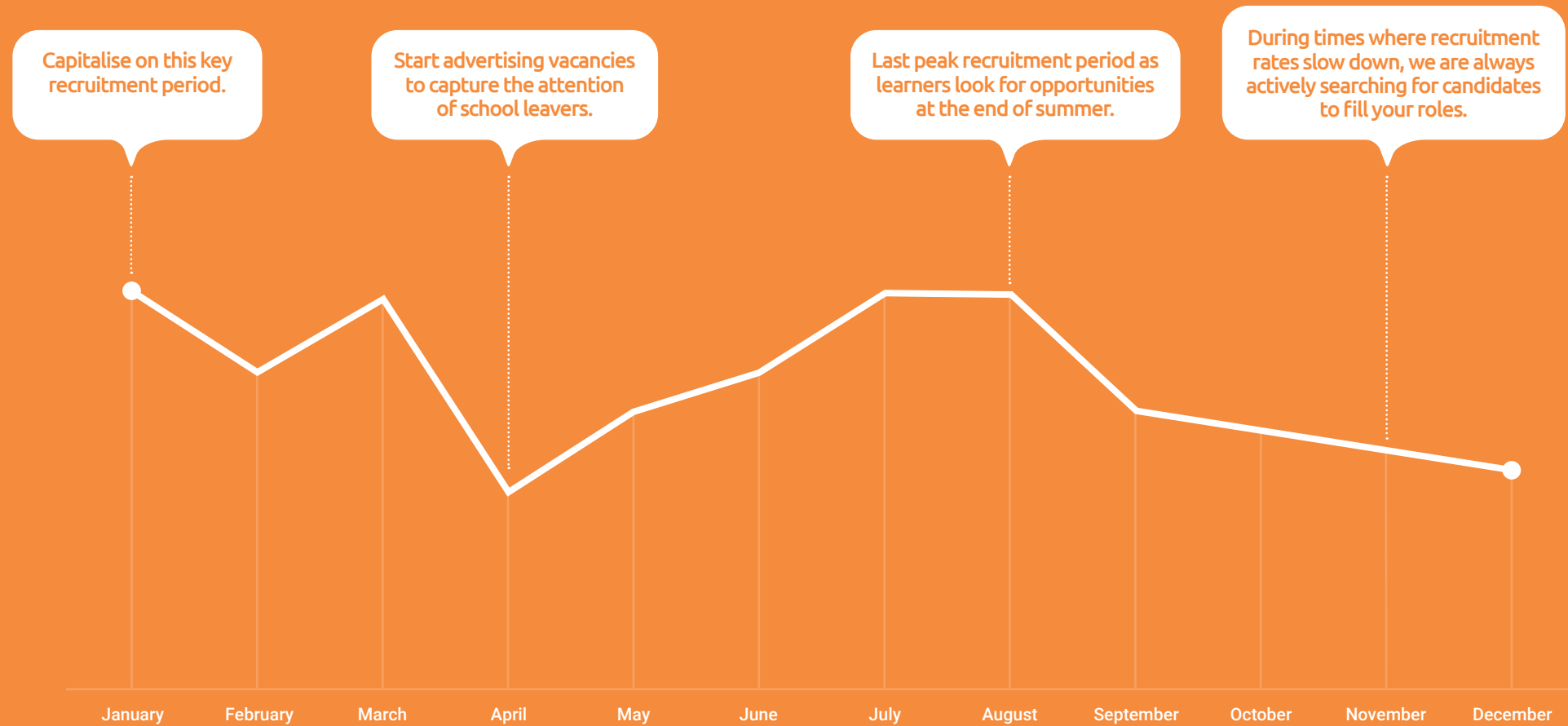


Manager chooses suitable candidate & offers position. Paragon Skills organise the sign up visit with the manager & learner.

## Our sectors



# Key recruitment periods



## Top tips

### Plan

- Have a clear plan in place to enable effective training, mentoring and management

### Meet

- Ask questions about their commitment, adaptability, determination, ambition and honesty
- Mindset is more important than skill set at this stage

### Onboard

- A structured onboarding plan is essential
- Provide consistent and clear communication and set SMART goals linked with their apprenticeship training

### Support

- Regular one-to-ones and extra attention is key to getting the most out of your apprentice
- Assigning an apprentice mentor is also a great idea





Recruiters who pay more than minimum apprenticeship wage get **50%** quicker fills.

If the employer pays just **£1** more than the minimum apprenticeship wage, they would get **76%** more applications.





## Bonus for hiring apprentices

For new apprentices that you hire into new roles within business between August 2020 and January 2021, the Government is offering additional incentive payments.

- For 16-18 year olds you will receive **£3,000** (the new **£2,000** bonus, plus the existing **£1,000** bonus already in place) per apprentice
- For 19-24 year olds you will receive **£2,000** per apprentice
- For those over 25 you will receive **£1,500** per apprentice



## Adapted ways of working

You can now interview candidates remotely via our secure video interviewing software.

We have moved our enrolment process fully online so that apprentices can get a full induction to their programme and your organisation with our Personal Tutors via Microsoft Teams.

We are also delivering the vast majority of our programmes via remote 1 to 1 sessions, workshops and via our Bud Learner Management System. Personal Tutors set work, track it and can even chat with learners through the Bud app to ensure progress is consistent throughout their programme.



## Useful information



**Vacancy  
request form**  
Click here



**Recruitment  
FAQs**  
Click here



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# Contact us

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 [www.paragonskills.co.uk](http://www.paragonskills.co.uk)

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