



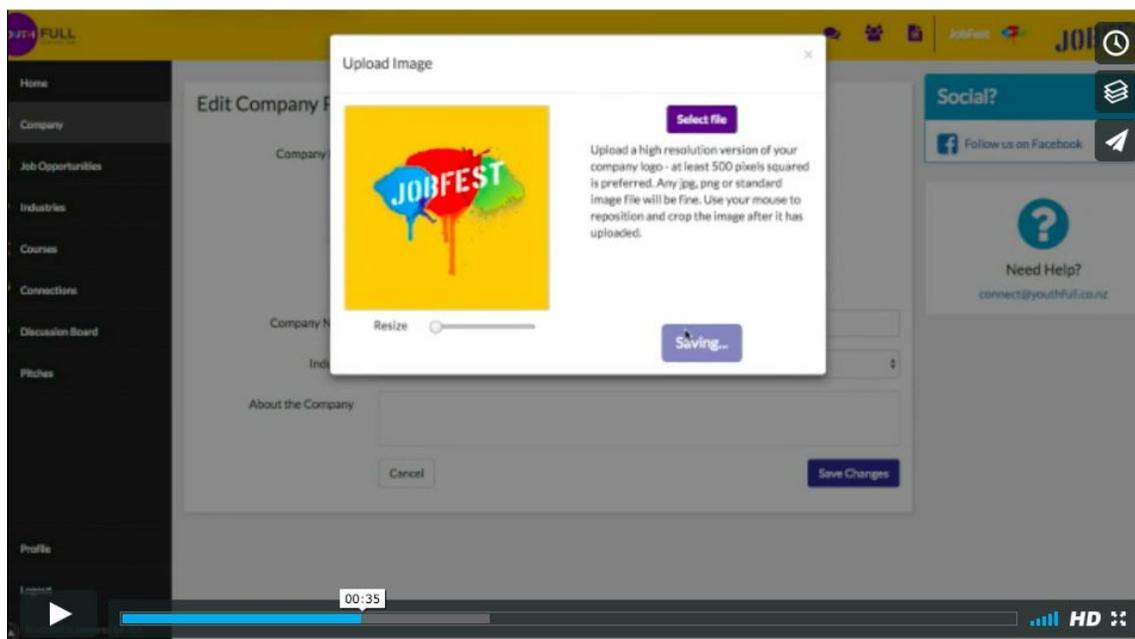
## Employer On-Boarding

Welcome to JobFest 2017.

This year we are using the YouthFull platform to manage both employers and attendees at JobFest. This is due to the benefits that YouthFull offers for employers during and after JobFest. These benefits include the following.

1. The ability to screen potential employees, view their employability profile, and hand-pick suitable candidates.
2. Access to a unique employment pool of 16-24-year-olds who want to work.
3. Reduce recruitment costs in both time and money through direct engagement with 'fit for purpose' youth.
4. An easy option to recruit locally.
5. YouthFull is free for employers.
6. Support during the onboarding, listing, and pitching process.

As a result of using YouthFull the registration process is different than last years. Please watch the included short video and then read the 4 necessary steps to get the most out of the platform during JobFest.



*\*Click on the image to view the video or follow the link below*

Video Link: <https://vimeo.com/207211465>



## 1. Register for JobFest

By partnering with [YouthFull](#) we have streamlined the registration process. After clicking on Register you will begin the employer on boarding process. If you have any questions about the information we are gathering please get in touch with [connect@youthfull.co.nz](mailto:connect@youthfull.co.nz).

## 2. Edit your company profile

By registering for JobFest you are automatically on boarded to [YouthFull](#). A digital platform designed for 16–24 year old job seekers. Once on the platform we ask you to complete your company profile.

This includes:

- Writing a description of your company
  - Include your mission, values, and culture
- Upload a company logo

Your profile is your company landing page and is a major point of contact for entry level job seekers.

## 3. List your Job Opportunities

Employer feedback at JobFest 2016 was that the youth approaching them were unprepared. By using YouthFull you can list all the roles that you are looking to fill along with the skills necessary. This helps match expectations so that those attending are ready to meet you. You can see all of the courses that are offered [here](#).

### **To list an opportunity complete the following steps.**

1. Navigate to the 'Job Opportunities' section.
2. Click on the 'List Opportunity' button in the top right corner.
3. Complete out each field
  - a. The description should include all requirements that are outside of the provided fields such as if an applicant will need to complete a drug test if accepted and the working hours that are expected.
4. **Tick the 'This job is to be advertised at JobFest' box**
  - a. By doing this you guarantee visibility to job seekers on and off the platform.
5. Select the courses that an applicant should complete to prepare for the job. We recommend a maximum of three courses.

## 4. Check in and check out your applicants

YouthFull is designed to bridge the gap between employer and youth expectations. It rewards meeting those expectations with the opportunity to apply for jobs. Employers can set expectations on the platform through courses. Job seekers can meet those expectations through course completion and apply for jobs. Through this you can have attendees applying for job opportunities before JobFest so that you can set up an interview with them on the day!



To check in on applicants and view qualified job seekers you can navigate to your listed opportunity and view a list of job seekers sorted by job preparedness. This is calculated using information on their profile - the skills they have listed, the courses they have taken, and the satisfaction of requirements like license and right to work status.

If you have any questions about the platform and registration please contact Aleks at [connect@youthfull.co.nz](mailto:connect@youthfull.co.nz).