Employer Information Pack

Thinking about hiring? Now is the time to consider the free recruitment services and cash incentives available to employers who recruit from the Live Register.

Your employees are your most valuable resource, but finding the right person to join your team can be difficult, time-consuming and expensive. We are here to help. Whether you are looking for the best of local talent or conducting a Europe-wide search, our free end-to-end recruitment service can significantly reduce the cost and effort of recruitment.

JobsIreland supports thousands of employers of all sizes and across all business sectors to advertise jobs from entry level through to senior executive. You can use this web service to manage all aspects of the recruitment cycle – from advertising a job, through candidate identification and selection to job offer.

Our Intreo service provides additional supports, including pre-screening and cash incentives for recruiting people from the Live Register.

EURES assists you to tap into the wider pool of European talent. We are also happy to work with you and local education and training providers to help meet your current or future skills needs.

We also provide a range of workplace supports for employees with disabilities.

Recruitment & Employment Schemes
- Jobs Ireland Web Service
- Intreo Recruitment Services
- Key Account Managers
- European Recruitment Service (EURES)

Grants & Assistance Schemes
- JobsPlus

Workplace Support Schemes
- EmployAbility Service
- Disability Awareness Training Support Scheme
- Willing Able Mentoring Scheme
- Wage Subsidy Scheme
- Reasonable Accommodation Fund for the Employment of People with Disabilities.
Benefits of our Services

Recruitment Services

Whether you’re looking for the best of local talent or conducting a nationwide or European search, we can help you to find the best people for your team.

JobsIreland Web Services

Advertise your vacancy free of charge on www.jobsireland.ie. Candidate profiles in our database will automatically be matched against your requirements and both you and the candidate notified when a suitable match is found. Candidates can also apply online for vacancies. You can also use this web service to manage all aspects of the recruitment cycle – from advertising a job, through candidate identification and selection to job offer.

Contact our customer services team in the National Contact Centre at jobsireland@welfare.ie or phone Lo-Call 1890 800 024*

Intreo Recruitment Services

Our nationwide Intreo service provides a one-stop-shop for both employers and jobseekers. Services for employers include candidate matching, pre-selection and referral. Our local Employer Engagement teams can also provide advice on supports and services including cash incentives like JobsPlus for recruiting from the Live Register and workplace supports for employees with a disability.

The service is available to all employers, large and small, and across all sectors. Employer Engagement teams have managed recruitment campaigns for start-up companies as well as supporting well-established firms to fill vacancies.

Find your local Intreo Centre or local Employer Engagement Liaison Manager on www.welfare.ie

* Note that the rates charged for the use of 1890 (Lo-Call) numbers may vary among different service providers.
Key Account Managers for Large-scale Recruitment

Dedicated Key Account Managers (KAMs) provide an intensive and tailored service to large employers. This includes assistance with advertising jobs, identifying suitable candidates on our database of candidates, pre-screening, scheduling interviews and providing interview facilities.

Depending on the scale of recruitment we can facilitate a drive at regional or national level. A nominated KAM will work with you throughout the year to assist you to meet current needs and anticipate future demands. Where suitable candidates are not readily available, they are also happy work with you and local education and training providers to help meet future skills needs. They have a network of contacts with other relevant state agencies, e.g. Education and Training Boards, Skillnets, Local Enterprise Offices, Enterprise Ireland and IDA.

Finding it difficult to source suitably qualified candidates locally or nationally?

Tap into EURES (European Employment Services) if you wish to broaden your recruitment search to access jobseekers in other EU and EEA countries. EURES has a network of over 1,000 specially-trained Advisers who are in daily contact with employers and jobseekers across Europe. At any one time there are more than 1 million job vacancies advertised on the online EURES portal.

Useful Website Links & Email Addresses

Employer Support & Services - www.welfare.ie

Employer Support & Services - employer@welfare.ie

EURES - www.euresireland.ie

EURES Facebook - facebook.com/euresireland

JobsPlus - www.jobsplus.ie
European Employment Services

Advertising your Job Vacancy in Europe

Employers who wish to broaden their skill base can access jobseekers in other EU and EEA countries. The European Employment Services Section of the Department of Social Protection is part of a European Commission network called EURES that links the databases of European Public Employment Services.

EURES can assist by:

- Advertising vacancies in Europe via the Jobs Ireland service
- Providing specially tailored European recruitment projects for individual employers. Contact your EURES Adviser at the Employment Service Office or Intreo Centre for more information.

Database of European Jobseekers

The EURES service gives employers access to a database of European jobseekers looking to work in Ireland. This database is called ‘CV-Search’ and is available on the EURES European Job Mobility portal. The EURES service is free of charge to both jobseekers and employers.

EURES Advisers (European Mobility Experts)

EURES Advisers are Department of Social Protection staff who are specially trained in European mobility matters. They can advise on the EURES service for employers and, if required, organise a recruitment project in Europe. For example, if employers are having difficulties in filling large numbers of vacancies, a special European recruitment event can be organised using Public Employment Service partner organisations in other EU and EEA Member States.

Further information on EURES is available at [www.euresireland.ie](http://www.euresireland.ie).
Experience Your Europe (EYE)

What is the EYE Co-Sponsored Placement Programme?

The Co-Sponsored Placement Programme supports Irish based companies with connections in Europe who are having difficulty recruiting workers with specific skills.

The Programme supports jobseekers in taking up a work placement in Europe for up to 12 months. During this time the jobseeker will be Co-Sponsored by EURES Ireland and the Employer offering the work placement.

What are the benefits for the Employer?

- EURES Ireland will source, select and support suitable candidates to match the needs of the company.
- On completion of the placement in Europe the jobseeker will be upskilled to meet the requirements to take up employment in Ireland.
- The time spent on the work placement in Europe counts towards the qualifying period for eligibility on the JobsPlus employer incentive scheme (see www.jobsplus.ie for more information on the JobPlus scheme)

What allowances are available from EURES Ireland?

A relocation allowance: €635 to €1,270 depending on the country (subject to a minimum 6 month placement)

A weekly allowance of €205 per week for duration of placement (supplemented by employer)

Reimbursement of flight cost up to a maximum of €350

Language training allowance (If required)

JobsPlus grants of €7,500 and €10,000 are available and may be paid to the employer following the return of trained jobseeker

Does the Employer pay the jobseeker?

The Employer is asked to supplement the allowance provided from EURES Ireland to make it financially viable for the jobseeker to live in another country.

The amount is agreed prior to commencement of the work placement.

Interested or want to find out more?

To register your interest as an Employer, you can complete the online form on www.euresireland.ie

For more information contact EURES Ireland:
Email: eures@welfare.ie
Or phone 01 6732712

www.euresireland.ie
www.facebook.com/euresireland
What is JobsPlus?

JobsPlus is an employer incentive, which offers a financial support to employers who offer employment opportunities to people who are unemployed. JobsPlus offers up to €10,000 for a qualifying recruit, payable on a monthly basis over a two year period, providing the employment is maintained.

Employers can register online at www.jobsplus.ie to be approved as an eligible employer.

How much is the incentive?

There are two levels of incentive €7,500 and €10,000. An employer will be paid €7,500 over a two year period if they recruit and retain in their employment a person who is:

- unemployed and in receipt of a Jobseekers Payment for more than 12 months, but less than 24 months; or
- under 25 years of age (JobsPlus Youth) unemployed and in receipt of a Jobseekers Payment for at least 4 months in the previous 6 months; or
- a former recipient of the One Parent Family Payment recipient who is in receipt of the Jobseekers Allowance Transition Payment. No qualifying period applies; or
- a refugee in receipt of a Jobseekers Payment is eligible and no qualifying period applies.

An employer will be paid €10,000 over a two year period if they recruit and retain in their employment a person who is unemployed for more than 24 months.

How do I know if my company and my job opportunity is eligible for JobsPlus?

The JobsPlus incentive is available to employers who:

- offer any full time employment of over 30 hours per week, spanning at least four days per week for eligible recruits;
- fill new positions or vacancies that arise as a consequence of natural turnover such as retirements;
• are fully compliant with Irish tax and employment laws;
• ensure eligible jobs do not displace any existing employee.

**How does my company become an approved employer?**

Simply apply to become an approved JobsPlus employer by completing the online JobsPlus application form on [www.jobsplus.ie](http://www.jobsplus.ie).

**How do I know if a candidate is eligible for JobsPlus?**

A prospective employee can apply online at [www.jobsplus.ie](http://www.jobsplus.ie) to verify if they are an eligible employee under the incentive.

**How will the incentive be paid?**

The incentive will be payable monthly in arrears, over a two year period by Electronic Fund Transfer (EFT), by the Department of Social Protection while the employee remains in your employment.

Interested? Then take the next step and register to become an approved JobsPlus Employer.

Detailed scheme rules and guidelines, and FAQs are available at [www.jobsplus.ie](http://www.jobsplus.ie) or email [jobsplusinfo@welfare.ie](mailto:jobsplusinfo@welfare.ie).
A More Inclusive Approach to Employment

Being an inclusive and disability-friendly employer has many benefits. You get access to a wider pool of employees and you are more likely to hold on to experienced staff if they acquire a disability. There are schemes available to support you to employ someone with a disability, or to assist you to retain a staff member who has acquired a disability. The following supports are available:

- The EmployAbility Service
- The Disability Awareness Training Support Scheme
- The Willing Able Mentoring Scheme
- The Wage Subsidy Scheme
- The Reasonable Accommodation Fund for the Employment of people with disabilities, comprising of the Workplace Equipment and Adaptation Grant, the Personal Reader Grant, the Job Interview Interpreter Grant and the Employee Retention Grant.

EmployAbility Service

The nationwide EmployAbility Service provides an employment support service for people with a health condition, injury, illness or disability and a recruitment service for the business community.

Your local EmployAbility service will:

- provide you with employment assistance and access to a pool of potential employees with varying levels of skills, abilities and training;
- provide ongoing support for both the employer and employee throughout employment;
- provide a professional job matching service to help ensure successful recruitment; and
- provide advice and information on additional employment supports.

You can find more information and links to your local EmployAbility service on www.welfare.ie.
The Disability Awareness Training Support Scheme

The Disability Awareness Training Support Scheme provides funding so that employers can buy in Disability Awareness Training for their staff. The purpose of the training is to deliver clear and accurate information about disability and to address questions or concerns that employers and employees may have about working with people with disabilities.

The training is aimed at providing participants with an understanding and awareness of the issues surrounding disability, including:

- An overview of relevant anti-discrimination and equal opportunities legislation.
- General and specific information on disabilities, perceptual awareness exercises and disability etiquette.

Grants of 90% of eligible training costs, up to a maximum of €20,000, are available to private companies in the first year and 80% in the second and subsequent years.

Eligible costs include actual fees paid in respect of external programmes trainer's fees for in-house staff training, open learning/computer/web based training programme fees and learning materials e.g. manuals and books clearly associated with the relevant training programme to a maximum of €650.

If you are looking for further information on the Disability Awareness Training Support Scheme, log onto www.welfare.ie.

There is also a free e-learning training module on Disability Equality available from the National Disability Authority which can be downloaded at http://elearning.nda.ie.

Willing Able Mentoring Scheme

Willing Able Mentoring (WAM) is a work placement programme which aims to promote access to the labour market for graduates with disabilities and build the capacity of employers to integrate disability into the mainstream workplace. Participating employers (WAM Leaders) collaborate with WAM to offer mentored, paid work placements for graduates with disabilities. This partnership brings graduates with disabilities and WAM’s network of employers together so that both can benefit from each other - ensuring genuine learning opportunities for all.

See www.ahead.ie for further details.
Wage Subsidy Scheme

The Wage Subsidy Scheme (WSS) provides financial incentives to employers, outside the public sector, to employ disabled people who work more than 20 hours per week. Sometimes the nature of a disability can restrict an employee’s productivity in comparison with other staff, irrespective of his or her ability to do a job. In situations where this restriction results in a loss of productivity for the employer, the WSS allows the employer make up the shortfall through grant assistance.

A person on the Wage Subsidy Scheme is subject to the same conditions of employment as other employees. These conditions include PRSI contributions, annual leave, tax deductions and the going rate for the job.

Subsidies available through this scheme are structured under 3 separate strands and employers can benefit under one or all of these strands simultaneously.

Strand 1 subsidy is a general subsidy for any perceived productivity shortfall in excess of 20% for a disabled person, in comparison to a non-disabled peer. An employee must work a minimum of 21 hours per week up to a maximum of 39 hours per week. The rate of subsidy is €5.30 per hour and is based on the number of hours worked, giving a total annual subsidy available of €10,748 per annum based on 39 hour week.

Strand 2 applies where a company employs more than 2 disabled people. The company can avail of a grant to cover the additional supervisory, management and other work based costs. This top-up is based on the overall number of disabled employees employed and will range on a sliding scale from an additional 10% of wage subsidy for 3 to 6 disabled employees to a maximum of 50% of wage subsidy for 23+ disabled employees.

Strand 3 is where an employer employs 30 or more disabled workers. The employer can avail of a grant of €30,000 per annum towards the expense of employing an Employment Assistance Officer.

Information on these 3 strands and how to apply for the scheme is available on the Wage Subsidy Scheme page on www.welfare.ie. Alternatively you can contact your local Employment Services Office or Intreo Centre.
The Reasonable Accommodation Fund for the Employment of People with Disabilities

The Department of Social Protection (DSP) has the responsibility for providing labour market services for disabled people, assisting them with finding paid employment or preparing them for employment through a training or employment programme.

Under the Reasonable Accommodation Fund, the DSP can also help you – as an employer – to take appropriate measures to enable a person with a disability/impairment to have access to employment by providing the following grants and schemes; the Workplace Equipment/Adaptation Grant, the Personal Reader Grant, the Job Interview Interpreter Grant and the Employee Retention Grant.

Workplace Equipment Adaptation Grant

Grant assistance is available for employers of staff with disabilities who need an adapted or more accessible workplace or the purchase of specialised equipment, in order to do their job. The grant can be applied for if the person with a disability/impairment is already employed or is about to be employed by you.

Examples of adaptations for which a grant may be given are:

- Minor building modifications such as ramps or modified toilets.
- Alarm systems with flashing lights.
- Equipment adaptation such as voice synthesizers for computers or amplifiers for telephones.

A maximum grant of €6,350 is available towards the cost of adaptations to premises or equipment. This grant can also be used to upgrade adapted equipment funded previously.

Information on the Work Equipment Adaptation Grant and how to apply for it is available on www.welfare.ie. Alternatively you can contact your local Employment Services Office or Intreo Centre.
Personal Reader Grant

If you employ a person who is blind or visually impaired and who needs assistance with job-related reading, they may be entitled to a grant to allow them employ a Personal Reader. Examples of situations for which the grant may be given are where:

- The individual is employed in the private sector and needs assistance with work-related reading.
- Their prospects for promotion are restricted because of reading difficulties due to visual impairment.

The Department of Social Protection (DSP) will pay a fee per hour, in line with the minimum wage. It will be paid up to a maximum of 640 hours per annum.

As an employer, you can apply for a Personal Reader Grant on behalf of an employee or the staff member can apply themselves.

Information on the Personal Reader Grant and on how to apply for it is available on [www.welfare.ie](http://www.welfare.ie). Alternatively you can contact your local DSP Employment Services Officer.

Job Interview Interpreter Grant

Under the Job Interview Interpreter Grant Scheme, the DSP will normally pay a set fee for a three hour period to provide for the services of an interpreter to support speech or hearing impaired persons who wish to attend job interviews. Travel costs for the interpreter are paid at a fixed rate. Funding can also be provided to cover the costs of an interpreter during an induction period when starting work. Information on the Job Interview Interpreter Grant and on how to apply for it is available on [www.welfare.ie](http://www.welfare.ie).
Employee Retention Grant Scheme

The purpose of the Employee Retention Grant Scheme is to assist employers to retain employees who acquire an illness, condition or impairment which impacts on their ability to carry out their job. It helps to explore the employees continuing capacity to operate as productive members of the workforce. The Employee Retention Grant Scheme is open to all companies in the private sector.

This scheme assists in maintaining the employability of the employee when s/he acquires an illness, condition or impairment (occupational or otherwise) by providing funding to:

- Identify accommodation and/or training to enable the employee to remain in his/her current position or
- Re-train the employee so that s/he can take up another position within the company.

The scheme is structured in 2 stages according to the development and implementation of a retention strategy:

- Stage 1 facilitates employers by enabling them to buy-in external specialist skills and knowledge needed to develop an individualised ‘retention strategy’ for the employee who acquires a disability.
- Stage 2 provides funding to the employer towards the implementation of the written retention strategy, including re-training, job coaching and/or hiring of an external co-ordinator to oversee and manage its implementation.

If you are an employer with an employee who has suffered an illness or impairment, and are looking for further information about the Employee Retention Grant Scheme or other schemes, log onto www.welfare.ie.

Further Guidance

The National Disability Authority's guidelines on “Retaining employees who acquire a disability” are at www.nda.ie or from publications@nda.ie.

The Health and Safety Authority has a useful guidance booklet on managing safety issues for employees with a disability. Search ‘employees with a disability’ at www.hsa.ie.