



FAN Employment

Support Resources

- [FAN Planning Template](#)
- [FAN Job Description Template](#)
- [FAN Interview/Reference Check Template](#)
- [FAN Induction Checklist](#)
- [FAN Mentoring Tips](#)
- [FAN On-the-Job Training Template](#)
- For comprehensive Employment Relations information and legislation see www.employment.govt.nz/

Background

There are many excellent business reasons for employing youth, particularly in industries where there are skills shortages or where there is a need for casual, part-time or seasonal workers.

How do I go about it?

[Plan](#)

[Select](#)

[Induct](#)

[Mentor](#)

[Evaluate](#)

[Communicate](#)

PLAN

- Unless you already have established employment systems and processes in place it is strongly recommended you begin this process by reading the comprehensive 'Starting Employment' section available on the Employment New Zealand website www.employment.govt.nz/starting-employment/
- **Useful FAN resources** to support the planning process
 - [FAN Planning Template](#)
 - [FAN Job Description Template](#) – to help identify key tasks and skills, knowledge, abilities or attributes required for a wide range of roles see <http://www.onetonline.org/find/>.
- Once you have established what it is you are offering and the skills, knowledge, experience and attributes required to perform the job, [Contact](#) the appropriate FAN work placement coordinator/s to advertise your opportunity.

SELECT

- The Employment New Zealand 'Hiring guide' provides a comprehensive section on selection www.employment.govt.nz/starting-employment/hiring/ . See FAN Select for additional tips around selecting young people.
- Offering a young person unpaid work experience through secondary schools or tertiary providers is an excellent way of identifying potential talent for your business and may be worth considering before offering immediate employment.
- **90-day trial** - if you require someone immediately or would prefer not to go through work-experience avenues, you can safeguard your business from making a bad hiring decision by including a 90-day trial in the employment agreement. The legal trial period is possible for up to 90 calendar days (but can be less), and during that time the employer can dismiss the employee without the employee being able to take a personal grievance for reasons of unjustified dismissal (for more see www.employment.govt.nz/starting-employment/trial-and-probationary-periods/trial-periods/). **Please note: it is not permissible to offer someone a trial period in an employment agreement if a casual paid trial period, no matter how short, has been conducted before the formal employment relationship has been established.** To see how a 90-day trial can be written into an employment agreement, see the FAN Cadet Sample Agreement and FAN Letter of Offer (including trial period).
- **Useful FAN resources to support** the selection process
 - FAN Select
 - FAN Interview/Reference Check Template
- Once you have selected your preferred candidate you can negotiate the terms and conditions of the job. It is a legal requirement that all employees **MUST** have a written employment agreement which can be drawn up through an employment lawyer or created using the MBIE's free online employment agreement builder <https://eab.business.govt.nz/employmentagreementbuilder/startscreen/> . If in doubt, seek legal advice. Up-to-date information about employment legislation and minimum employment rights and obligations can be found at www.employment.govt.nz . Sample Letters of Offer are also available on the MBIE website. Note: You are not obliged to hire any of the candidates if they are not a good match – in this instance go back to the planning stage and re-examine your criteria and offer before you cast the net again.
- The applicant may respond to the offer and proposed agreement by accepting your offer, rejecting your offer or indicating they wish to accept the offer but wish to discuss changes to the proposed employment agreement. You are required to consider any changes they wish to negotiate and respond to their suggestions but you do not have to agree to any or all of their proposals. Once final terms and conditions have been agreed and any amendments made to the employment agreement both parties should sign and retain a copy for their records.

INDUCT

- **Introduce the new employee to their workplace.** Include a tour of the workplace and introductions to staff and their allocated mentor. Explain about the company, its clients, its philosophies, at work behavioural expectations (phone/internet use), breaks, format/itinerary of experience, Health & Safety briefing. In the Health & Safety briefing include (where appropriate) emergency exits, procedures and equipment, highlighting hazards, safe approaches to tasks, first aid, personal protective equipment and procedures for reporting an accident.
- **Treat your new employee as you would any other** – their dress, behaviour and issues around privacy/confidentiality must be adhered to. Be specific (and realistic) about your expectations – for many young people this will be their first exposure to a work environment.
- **Be mindful of the young person's inexperience** - they are likely to require more supervision, guidance and instruction than your established employees. If you have expectations of them to show initiative tell them and give examples of what types of things they could look to do if there is any down-time.
- **Get your existing staff on board.** Remind them that starting a new job is stressful and that they play a critical role in the integration process. Encourage staff to interact with and include the new employee on a formal and informal basis to increase knowledge hand-over and reduce social isolation. Emphasise that adjusting into a new organisation is a learning process, encourage them to show understanding when the young person makes political or minor performance mistakes and ensure there are essential procedures in place for this to happen e.g. daily/weekly catch-ups, meeting participation, etc.
- **See FAN Induction Checklist** for a useful induction tool.

MENTOR

- **Identify someone to mentor or 'buddy' the new employee** and be their 'go-to' person for questions, advice and workplace socialisation.
- **Brief the mentor on your expectations and benefits to them**, including developing their training, communication and management skills. Discuss balancing mentoring with their usual workload – especially if they will be conducting on-the-job training. If using the mentoring opportunity to develop the leadership skills of an employee consider including the experience as part of their performance review and/or rewarding them for it.
- **Provide the mentor with FAN Mentoring Tips.**
- **Plan effective on-the-job training** using the FAN Training Template.

EVALUATE

- **Regularly evaluate the employee's progress and performance** and provide constructive feedback.



COMMUNICATE

- **If there are any issues** with performance or the employment relationship, they should be dealt with using due process and in good faith under the Employment Relations Act. Regular performance reviews and good communication are essential for early resolution of issues. If you need help in resolving a problem, the Ministry of Business, Innovation and Enterprise provide free mediation services that anyone can access. For more information see www.employment.govt.nz/resolving-problems/steps-to-resolve/mediation/

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