



**let's make it**  
**work**

*A partnership guide for young people and their employers*

The Youth Association

## The Youth Association is Yorkshire's youth work charity.

Since 1904, we have been growing Yorkshire's future by helping young people to:

- Build their self-confidence and feel proud of themselves.
- Identify goals and aspirations and make progress in achieving them.
- Start a business, get a job or get on a course.
- Meet new people, make new friends and have new experiences .

Specialists in helping young people to participate in the design and running of the services that affect them. Let's make it work is just one initiative in our ongoing support for the hardest to reach young people in our region.

To find out more about our work and impact, visit: [www.youth-association.org](http://www.youth-association.org)





# let's make it **work**

**Finding a job and getting through the first few months with a new employer can be difficult for anyone. For young people who have been unemployed for a long time, it can sometimes seem like an unachievable challenge.**

For employers, taking on a young person who faces real barriers to getting back into work can often mean tackling difficult issues, but it can also be very rewarding. Employers report that helping young people in such situations gives a real sense of 'giving back' to society and can result in the recruitment of grateful, loyal and hard-working staff.

Let's make it work is a checklist for long-term unemployed young people and those employers who want to take them on. It was created by unemployed young people in Kirklees on the Talent Match programme and local employers, who gave up their time to take part in focus groups and discussions facilitated by The Youth Association.

Both young people and employers recognised there were commitments to be made and expectations to be met if they were to make a success of a return to work. This is a checklist of those commitments and expectations.

Young people spoke of their barriers to getting and keeping a job. The issues they commonly face are;

- **Low confidence & self-esteem**
- **Anxiety**
- **Poor or no transportation**
- **Difficulties in managing stress**
- **Financial constraints**
- **Learning difficulties**
- **Homelessness**
- **Lack of communication skills**
- **Childcare**

Any one of these barriers could stop a young person getting and keeping a job and some young people are dealing with more than one of these issues in their lives. By working through the Let's make it work checklist, we hope you will give yourselves the best chance of success.

By agreeing to this checklist, the young employee and employer are committing themselves to following its recommendations. We suggest it should be appended to the terms and conditions of employment and reviewed regularly during the first 6 months.



## Before I start the job...

	Young Person's role	Employer's role
<b>The application</b>	<ul style="list-style-type: none"> <li>• I will make sure I understand the job role and what's expected of me.</li> <li>• I will give accurate information and be honest when answering questions.</li> </ul>	<ul style="list-style-type: none"> <li>• I will use clear language and details about the job role.</li> <li>• I will be clear about how I will respond to applications and applicants will know whether or not they have reached interview stage.</li> </ul>
<b>The interview</b>	<ul style="list-style-type: none"> <li>• I will be prepared and on time.</li> <li>• I will have learned something about the organisation.</li> <li>• I will be clean and dress smartly.</li> <li>• I will be honest about barriers and potential support I need.</li> </ul>	<ul style="list-style-type: none"> <li>• I will have provided an itinerary so you know what to expect.</li> <li>• I will explain what you will need to do.</li> <li>• I will make sure you understand the questions I am asking.</li> <li>• I will be understanding if you tell me about a problem.</li> </ul>
<b>My expectations</b>	<ul style="list-style-type: none"> <li>• I expect the interviewer to be friendly.</li> <li>• I expect to be treated with respect.</li> <li>• I would like to ask questions.</li> <li>• I would like any personal issues discussed to be treated sensitively.</li> <li>• I expect constructive feedback if I'm not successful.</li> </ul>	<ul style="list-style-type: none"> <li>• I expect you to be on time and prepared.</li> <li>• I expect you to be polite and respectful.</li> <li>• I expect you to be honest and discuss things.</li> <li>• I expect you to be motivated.</li> <li>• I expect you to ask me for feedback.</li> </ul>
<b>My communication</b>	<ul style="list-style-type: none"> <li>• I will be polite and act professionally.</li> <li>• I will do my best to impress you.</li> <li>• I will listen carefully to your questions.</li> <li>• I will tell you if I don't understand.</li> </ul>	<ul style="list-style-type: none"> <li>• I will give you time to think about your answers and not rush you.</li> <li>• I will give you accurate information about days, hours and wages.</li> <li>• I will do my best to make sure you understand everything I tell you.</li> </ul>



## When I Start...

	Young Person's role	Employer's role
<b>Your expectations of me</b>	<ul style="list-style-type: none"> <li>• I will wear the right clothes for the role.</li> <li>• I will know where I need to be and at what time.</li> <li>• I will know what I'm expected to do.</li> <li>• I will ask for support if I need it.</li> <li>• I will let you know if I'm sick.</li> <li>• I will let you know if I will be late.</li> </ul>	<ul style="list-style-type: none"> <li>• I will provide work clothing as appropriate, e.g. if required for health and safety.</li> <li>• I will make sure you know what to wear.</li> <li>• I will give clear information about your work pattern.</li> <li>• I will explain the sickness policy.</li> <li>• I will explain trial periods and expectations.</li> </ul>
<b>The first month's finances</b>	<ul style="list-style-type: none"> <li>• I will be honest about my financial situation if it might affect my work.</li> <li>• I will be responsible for my own money and living on a monthly wage.</li> <li>• I will keep receipts when reimbursement has been agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• I will be supportive and help you plan your first month's wage.</li> <li>• I will help you understand your pay and tax.</li> <li>• I will provide support with food and travel during the first month if you need it until you're paid.</li> </ul>
<b>Helping me to fit in</b>	<ul style="list-style-type: none"> <li>• I will try my best to get to know people.</li> <li>• I will try to remember names.</li> <li>• I will be accepting of others.</li> <li>• I will try to take part in any social activities.</li> <li>• I will take part in any employer-led team-building activities.</li> </ul>	<ul style="list-style-type: none"> <li>• I will hold a 'meet-and-greet' with the team.</li> <li>• I will have a buddy system in place when you start.</li> <li>• I will create opportunities for team-building.</li> </ul>
<b>Explaining my contract</b>	<ul style="list-style-type: none"> <li>• I will read my contract.</li> <li>• I will keep my contract in a safe place.</li> <li>• I will ask if I don't understand anything.</li> </ul>	<ul style="list-style-type: none"> <li>• I will explain your terms and conditions.</li> <li>• I will make sure you know what misconduct means, with examples.</li> <li>• I will explain what to do if you're sick and how it affects your pay.</li> </ul>



## My First 6 Months...

	Young Person's role	Employer's role
<b>Managing my health</b>	<ul style="list-style-type: none"> <li>• I will take care of my physical and mental health by healthy eating and exercise.</li> <li>• I will keep to a healthy sleep pattern.</li> <li>• If mental health issues arise I will tell my employer.</li> <li>• If advised, I will seek medical attention.</li> <li>• I will independently seek medical attention when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• I will make time for you and your buddy to talk.</li> <li>• I will make sure your work place is pleasant to be in.</li> <li>• I will be flexible in terms of recovery and appointments if you become unwell.</li> </ul>
<b>Childcare</b>	<ul style="list-style-type: none"> <li>• I will organise childcare in line with work patterns.</li> <li>• I will be honest if problems arise and be open to flexible hours.</li> <li>• I will discuss and agree in advance what happens if my child becomes ill.</li> </ul>	<ul style="list-style-type: none"> <li>• I will be part of the childcare voucher scheme.</li> <li>• I will consider working hours that best suit your childcare arrangements.</li> <li>• I will be clear about arrangements should your child become ill.</li> <li>• I will be as flexible as possible.</li> </ul>
<b>Getting to work</b>	<ul style="list-style-type: none"> <li>• I will plan my journeys in advance and give myself plenty of time.</li> <li>• I will ask about car-sharing options.</li> <li>• I will tell my employer if there are any delays or issues.</li> </ul>	<ul style="list-style-type: none"> <li>• I will discuss travel arrangements and offer advice.</li> <li>• I will help arrange car-shares where possible.</li> <li>• I will help with travel costs for the initial stages of employment and explain how this will be paid back.</li> </ul>



## My First 6 Months...

	<b>Young Person's role</b>	<b>Employer's role</b>
<b>Training on the job</b>	<ul style="list-style-type: none"><li>• I will attend any training offered.</li><li>• I will tell my employer if there are any gaps in my knowledge that would benefit from training.</li></ul>	<ul style="list-style-type: none"><li>• I will provide adequate free training based on the needs of the job.</li><li>• I will provide further or repeat training for gaps in knowledge or experience.</li></ul>
<b>Someone to talk to</b>	<ul style="list-style-type: none"><li>• I will be open and honest with my buddy about issues which may affect my work.</li><li>• I will be responsive to advice.</li></ul>	<ul style="list-style-type: none"><li>• I will make sure your buddy is readily available.</li><li>• I will make sure your buddy is experienced, friendly and a good listener.</li></ul>





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growing yorkshire's future

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