

Taking on staff for the first time?

We can help you put the pieces in place:

Identifying the **best role** & finding the **right person** for you

Preparing for:

- Admin
- Supervision
- Training and more...



The **'do's** & **'do not's** of employing someone

HMRC requirements



Funding

Paperwork:

- Contracts
- Job Descriptions and more...

Advertising, shortlisting & interviewing



Legal requirements

- Pensions
- Health & Safety
- Employers' Liability and more...

Support for **training**

Don't just take our word for it!



"Without the financial assistance given by the [Highland Council's] scheme and the advice from my Adviser, I **would have had to think twice** about how many people I took on and what hours I could offer them."

James Robertson – Isle of Skye Candles



"Our Business Gateway Recruitment Adviser gave us **really useful help** with **essentials like PAYE and contracts.**"

Joanna Mackenzie – Clean Bees



"Getting support through this scheme **allowed us take on a new member of staff earlier than anticipated.**"

Terry Stebbings – Proterra Energy

Contact your local Highland Recruitment Adviser



Marianne Ross – Caithness, Sutherland, & Wester Ross

Tel: 07867 394346

Email: marianne.ross@highland-opportunity.com



Emma Lawson – Skye, Lochaber, & Badenoch and Strathspey

Tel: 07867 394347

Email: emma.lawson@highland-opportunity.com



Pamela Looper – Inner Moray Firth

Tel: 07787 283213

Email: pamela.looper@highland-opportunity.com

This advisory service is fully funded, so is FREE for local businesses.

Funded by:



Delivered by:



www.highland-opportunity.com