

Employers

Are you seeking flexible, hardworking and experienced employees to add to your workforce?

Jobseekers

Are you looking for a new job or changing your career? Do you need advice and support to get your career kick started?

IRD Duhallow's Employment & Training Centre provides a free & confidential recruitment service to employers and job seekers. We understand the urgency of your needs, as well as the challenges you face and our commitment is to work closely with you to deliver a professional and personalised service.



IRD Duhallow is dedicated in giving you a recruitment service that is delivered to the highest standards and to constantly exceed the expectations of both employers and job seekers. Our policy of continuous improvement and development will ensure you receive the best service.



HOW TO CONTACT US

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IRD Duhallow Ltd.
Supports for
**CAREER EMPLOYMENT
& TRAINING**

JOB SEEKING

EMPLOYER
RECRUITMENT

CHOOSING A TRAINING
PROGRAMME

IRD Duhallow



Linking Employers with
Job Seekers in Duhallow

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IRD Duhallow Ltd. **EMPLOYMENT & TRAINING CENTRE**

Employer Recruitment Strategy – Helping Your Business

The Employment & Training centre has an extensive database of several hundred prospective employees and we will provide you with a shortlist of local candidates whilst ensuring a smooth, accurate and confidential recruitment service.

Our recruitment and selection process involves a rigorous assessment of candidates work, skills, aptitudes, relevant experience and attitude. We can take the work out of filling that vacancy and assist you with a diverse range of temporary, part-time and full time positions.

Job Centre – A Helping Hand for Job Seekers

For those seeking employment IRD Duhallow's Job Centre provides Career Advice and Guidance for people who want Career Success. We can assist you with writing your CV and Cover Letter and match your suitability to the vacancy on offer. Keep your job skills up to date through our many training programmes on offer. Our "pathfinder" programme can be used by anyone and will help assess your career prospects and identify areas where you may need to re-train/up-skill to increase your employability.

Employers Find the Right Person for the job!

IRD Duhallow recognises the fact that recruitment, upskilling and maintaining staff is taking up more and more of your valuable time and that is why we tailor our service to give you the best possible support.

We have devised a service to assist you with recruiting and promoting the best people to serve the current and future employment needs of your business.

WHEN YOU REGISTER YOUR VACANCY WITH THE JOB CENTRE YOU WILL RECEIVE:

- Free promotion of job vacancies on the monthly IRD Community Newsletter.
- Shortlist of Suitable Candidates from our extensive database.
- We will match your vacancy with candidates who have made it through the screening and selection process.
- Regular After Placement Contact to ensure the smooth transition to the new workplace.

**IRD Duhallow's Job Centre
is a free and confidential service.**

“I had no idea that there were so many areas I had to be familiar with.”

Supports for Job Seekers through Duhallow's Job Centre

A FREE AND CONFIDENTIAL SERVICE

We know that finding a job can be sometimes difficult and as a job seeker we are here to help you avail of the many supports you need on career guidance. Just drop in or phone the Job Centre on **029 60633**.

To avoid the biggest pitfalls in career decision making register with IRD Duhallow's Job Centre where you can avail of a wide range of supports such as;

- Finding the Right Job for you and providing the Right Links to prospective employers.
- One to one Guidance with Career Planning or Changing Career.
- Use our Career Pathfinder psychometric tool to design and aid Career Matching and Guidance.
- Assistance provided in designing Cover Letters, Compiling or Updating your CV and in completing Job Application Forms.
- Learn about Interview Preparation Techniques and avail of Mock Interviews.
- Up-skill through the many Training Programmes on offer and Further Education opportunities.
- We can provide Ongoing Support whilst in employment.

