

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

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



IRD Duhallow are dedicated to giving you a recruitment service that ensures the identification of the most talented people in their respective fields. We aim to deliver the highest levels of service and to constantly exceed the expectations of those who work with us. Our policy of continuous improvement and development will ensure you receive an unparalleled service.

linking employers + job seekers in duhallow



IRD Duhallow Ltd.

PLEASE RETURN ALL INFORMATION TO:

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James O'Keeffe Institute,  
Newmarket,  
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IRD Duhallow Ltd.  
**Employment  
& Training  
Centre**



DESIGN: CREATIVE REPUBLIC T. 085 7489834

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+ job seekers  
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## Recruitment Process

The Employment centre has an extensive database of several hundred prospective employees and we will provide you with a shortlist of local candidates ensuring a smooth, accurate and confidential recruitment process. Our recruitment and selection process involves rigorous assessing of a candidates work skills and aptitudes, relevant experience and attitude. We can assist you with a diverse range of temporary, part time and full time positions. We know you are not all the same, and wont treat you that way! We are known for our personalised approach and although our experience allows us to react quickly – even to last minute requirements, you can be assured that we will never trade in quality for speed.

## Temping

The temping service delivers a top quality service that is specifically tailored to each clients company's staffing requirements. Temps are hired for various reasons including:

- Holiday or Sick Leave
- Maternity or Paternity Leave
- To help with end of month or quarter workloads.
- To overcome head count issues
- Seasonal work

Our extensive database of candidates enables us to respond quickly and efficiently to your temping needs. We follow a specific and through process to ensure that the most suitable temporary staff can be sourced and placed with you. Our candidate selection is based on a comprehensive review of the candidates skills, performance and availability with the objective of providing you with the most suitable candidate.

*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.*

*IRD Duhallow will provide you with the following:*

- Specialised help & advice for your workforce.
- Advice on local labour markets.
- A shortlist of suitable candidates from our extensive database.
- Candidates who have been through a through screening & selection process.
- Assistance with queries in relation to your vacancy.
- Free promotion of job vacancies on the monthly IRD Duhallow Community Newsletter.
- Specialised help & advice in relation to training.
- Regular after placement contact to ensure the smooth transition to the new workplace.

*To help us meet high quality standards and fill your vacancy efficiently and effectively we would ask that you:*

- Provide us with as much information about the position as possible, which includes information on the skills required, a clear job description, working hours etc.
- Notify us as soon as possible if your needs change.
- Inform us if you have filled the vacancy.
- Update us with the future skills needs and of other employee vacancies in the short, medium or long term.
- Give feedback on the services provided. This information is recorded and used to help improve existing services and in the development of new services.

### PLEASE COMPLETE THE ENCLOSED FORM

WHICH ENABLE US TO LOG YOUR VACANCIES AND HUMAN RESOURCE NEEDS THAT YOU MAY REQUIRE IN THE SHORT, MEDIUM OR LONG TERM.

