



What IRE will train and assist you with
Main Office Tour and meeting the Team.

½ day

Office Assistance on Site

Site commencement Checklist

1/2Day

Set up support

Email set up

Added to the IRE web site

Advice on office equipment

Insurance & invoice discounting

Oversee placement of Marketing franchise Pack

Start Up Finance SURE (Start Up Refunds For Entrepreneurs) / MicroFinance Ireland. / Banks

Present Full pack for Review to Licensee 1 to 3 days

Information Pack Overview & Training Licensee / Franchisee 2 to 3 days.

Enclosed for Training purposes

About Us

Mission Statement

Who we are

Brand Values

Elevator Pitch



Recruitment license

Recruitment license application (1 year only)

Recruitment license renewal

Garda Vetting form

IRE Trade Mark Registration 258994

Recruitment Consultant

Job Description

Back to basis

Introduction

Mind set of selling

Importance of admin

Clients

Candidates

Time Management

Summary

Sales

Client Engagement Process

Client visits

Recruitment process for placement candidates



Approaching Clients

Sorry I missed you

Hi there letter

About us

T&C perm placements

T&C temp placements

Client registration form

Email to client

Rates & Fees

Sales Process in depth

Advertising

Writing job adds , hints & checklist

Candidate forms

Candidate briefing sheet

Candidate details sheet

Candidate detail sheet Warehouse

Candidate detail sheet Accounting Finance

Candidate detail sheet Retail

Candidate detail sheet call Centre



Candidate detail sheet Office Clerical

Candidate detail sheet Hospitality + HACCP info etc ..

Selection Tools

Samle questions

Reference check

Example response form

Candidate Temp Pack

Temp Pack

Welcome letter

Personal details form

Details of employment

Timesheet

Employee handbook

Time off request form

Criminal offence form

Templates

Fax template

Weekly revenue template

Email



Business Cards

Placement order form Perm

Placement order form Temp

Consultant Weekly report

Subsistence rates & form

P45 / Finish date

Health & Safety

Health & Safety Policy

Quality Policy

Environmental Policy

Health & Safety Statement

Smoke free Workplace policy

Main Employment Regulations Unfair dismissal act (google)

Organisation of working time act (google)

Section 13 Employment Agencies Act 1993

Invoicing & Payroll

Payroll System Process

Client Invoicing Process



ROS employee

ROS employer

Training Review Conducted

1/2/ Day

First Start Support;

½ to 1 Day

On going Business Support and Advice.