

classes

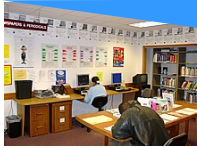


workshops



labs

discussion groups



## Illinois workNet Center News

### Yes, we are moving in December! (finally)

The Illinois workNet Center will be moving in mid to late December to a new location in DeKalb, to 650 Peace Rd., Suite B. We will keep you informed as we get closer to a move-in date.

#### NEW On-the-Job Training (OJT) Workshops:

**Workshop #1:** Tuesday Nov. 12th "Let's Get Ready: Resumes, Cover Letters, & Job Search Techniques"

**Workshop #2:** Wednesday Nov. 13th "Express Yourself! Mastering the Interview"

**Workshop #3:** Friday Nov. 15th "Mission Accomplished? Got a job? Now KEEP the job!"

Contact Danita (815) 901-0177 x225 to register!

#### Thinking of starting your own business?

Catch this free workshop at Kishwaukee College

Friday, November 15th from 10am-12pm

Will cover: General Start-Up Information; Legal Stuff; Business Plan Preparation; Financial Projections; Government Regulations.

The Workshop is free, but you must register: Call Melissa at 815.825.2086 ext. 3950 to reserve your spot.

## ADDITIONAL ILLINOIS WORKNET SERVICES

- Kishwaukee College Catalogs and Financial Aid Forms
- Information about G.E.D. and English as a Second Language classes
- Voter Registration
- Employment Training Resource Information
- Career Counseling
- Free Notary Public

Available on the front counter

## Kishwaukee College Classes at IwNC

#### CAREER CRUISING

www.careercruising.com to learn about a great online career and employment resource. You can login with Username: kishwaukee and Password: kougars, and then set up your own free account. For further information please contact Michelle Allen at (815) 825-2086 ext 3590 .

#### BASIC COMPUTER LITERACY

We will offer a new 4-week Basic Computer Literacy class beginning Monday Nov. 18th from 4:30-6:05 pm. As always, classes will be free and open to area residents, but seating is limited. Please contact Tom at (815) 901-0177 ext. 250 for additional details and to register.

## IL WORKNET CENTER WORKSHOPS

Tuesday, November 12th, 12:00-1:00 p.m.  
Linked In workshop at Kishwaukee College, room C1121. No registration is required.

Thursday, November 14th, 10:00-11:00 a.m.  
Interviewing: Preparing for Behavioral Interviews. No registration is required.

Tuesday, November 19th, 1:00-2:30p.m. Resume Workshop: What do employers want to know about you? No registration is required.

## WEEKLY MONDAY JOB CLUBS

Job Search Techniques 101 will be held every Monday from 9-11am. Learn about:

- 11/4—Cover letters
- 11/11—No Job Club (Veterans Day)
- 11/18—Interviewing
- 11/25—Follow up/Thank you's

## MONTHLY ANNOUCEMENTS

### WIA Training Programs at NIU

For information on WIA Training Programs at NIU visit: <http://www.wia.niu.edu/non-credit/WIA/index.shtml>

#### On-The-Job Training Program

Do you have a possible employment opportunity? Ask about our new On-The-Job Training Program for employers and job seekers. The WIA Program can reimburse an employer up to 50% of your wages for up to 6 months, as an incentive to employers.

### Sycamore Job Club

The Sycamore Job Club meets at the Sycamore Public Library in the downstairs meeting room. The date, time and topic are to be determined. Check their website: [www.sycamorelibrary.org](http://www.sycamorelibrary.org) for further details.

## VETERANS INFORMATION

#### **Veteran Benefit Information**

<http://vabenefits.vba.va.gov/vonapp/main.asp>

#### **Disabled Veterans Information**

<http://www.dav.org>

#### **Federal Job Information**

<http://www.usajobs.opm.gov>

#### **State Employment Information**

<http://www2.illinois.gov/cms>

#### **Veterans Retraining Assistance Program (VRAP)**

<http://benefits.va.gov/vow/education.htm>

## Illinois Job Link

Did you know that you can store up to 5 different resumes on Illinois Job Link? In order to post resumes on Illinois Job Link you are required to also choose a job title that comes closest to describing what you do and then answering yes or no questions related to the "Talents" associated with the job title. Until you answer all of the yes or no questions to complete the talent portion of your resume, you will not be able to post any additional resumes.

## EMPLOYMENT SERVICES

Attention customers; please visit the DeKalb IWNC to inquire and apply for the employment opportunities with the following positions or employers:

Avancer/Genesis  
Family Service Agency  
General Electric  
IFCO Systems seeking On-Site Manager/General Laborers  
Lutheran Social Services  
Ray's Barbecue  
Salvation Army seeking Bellringers  
Securitas: Security Guards  
Solutions for Seniors  
Sycamore Library  
Volt

Please contact our Business Services Representative for the DeKalb IWNC, Danita Sims at 815-901-0177, ext. 225.

## EMPLOYMENT AND TRAINING INFORMATION

Provided by **First Institute** through the Workforce Investment Act.

Learn about training assistance to gain new skills within High Growth Industries.

Health care, Transportation/Warehousing/Logistics, Manufacturing, Information Technology, Finance.

Services to enhance your job search activities to acquire gainful employment.

## WIA Applications

WIA applications are available Monday through Friday from 8:30 am to 4:30 pm. Please ask at the information counter for a packet and a representative will be able to assist you.

## Dept. of Rehabilitation Services(DRS)

A DRS representative will be available at the Illinois workNet Center. Call 815-899-8280 to schedule an appt. (or fax 815-899-8287) Assistance with employment, training and education available.

## CAREER RESOURCE CENTER

Open 8:30am-4:30pm

- State of the Art Computer Lab, professional assistance available.
- Illinois Job Link- Designated computers to match your unique skills with real local jobs.
- Internet Job Search  
- **Set up free Email account**
- Resume Writing, Cover Letters and Interview "how-to" programs with numerous samples to select from.
- Telephones are provided for job search purposes only.
- Due to some unfortunate incidents we can no longer allow children in the CRC.

## CAREER ASSISTANCE

- Resources for job search including fax, phones, copier, and professional assistance available FREE:
- Library of multimedia career search materials available.
- Accessibility equipment for individuals with physical, visual and hearing impairments.
- Computer links to on-line jobs
- Typing tutorials to improve typing speed.
- For more information, call (815) 901-0177 ext. 250

Visit us on the web!

[www.illinoisworknet.com](http://www.illinoisworknet.com)

<http://www.kishwaukeecollege.edu/go/worknet>

Services and programs are funded through the Workforce Investment Act (WIA) and are overseen by the River Valley Workforce Investment Board (RVWIB) and Kane County. Illinois workNet Centers are an Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with disabilities at Illinois workNet Centers.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

## November 2013 Schedule



Closed for Veterans Day, 11/11

- ◆ Job Search Workshops
- ◆ Computer & Career Training
- ◆ Employment Services



- Kishwaukee College
- First Institute Training and Mgmt.
- Division of Rehabilitation Services

## Illinois WorkNet Center

1701 E. Lincoln Hwy.  
DeKalb, Illinois 60115

Phone: 815.901.0177

Fax: 815.901.0176

Please note our new Phone Numbers!