

classes



workshops



labs

discussion groups



## Illinois workNet Center News

### **We have moved to:** **650 B North Peace Rd.**

We are now on the corner of Peace Rd and Pleasant St. next to the DeKalb Taylor Municipal Airport. To reach us, turn East off of Peace Rd onto Pleasant St. and take the first left. You will enter the back parking lot of the building, which is where our building entrance will be. Look for the double doors. Our phone number remains the same: 815-901-0177

### **WIA Program On-the-Job Training**

Please come into the office and check out our OJT Job postings, The following is a sample of some of the positions only available through the WIA Program:

- Technician - Sycamore**
  - Direct Support Professional - DeKalb, Sycamore, Cortland**
  - Sales - DeKalb**
  - Device Technician - DeKalb**
  - Maintenance Mechanic - Geneva**
  - Offset Press Operator - Aurora**
  - Packaging Worker - Aurora**
  - Die-Cutting Operator - Aurora**
- Must be WIA eligible to submit resume. Apply in person M-F 8:30am - 4:30pm**

### **OJT Workshops:**

- Wednesday, July 9th OJT #1: "Let's Get Ready: Resumes, Cover Letter, & Job Search Techniques", 2:30-4:30 pm.
- Thursday, July 10th OJT #2: "Express Yourself!: Mastering the Interview", from 2:30-4:30 pm.
- Friday, July 11th #3: "Mission Accomplished?: Got a Job? Now KEEP the job!", from 2:30-4:30 pm.

## 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](http://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**

A new Basic Computer Literacy course will begin on July 7th, from 4:30-6:05 at our new location (650 B N. Peace Rd.). The class is free but seating is limited, Please contact Tricia at (815) 825-2086 ext. 3111 for further details.

## IL WORKNET CENTER WORKSHOPS

Wednesday, July 9th, 1:30-2:30-Information on the Center for Family Health.

Tuesday, July 15th, 10:30am-12:30pm. How to apply for state & federal employment.

Thursday, July 17th, 11-12, A free presentation from BC/BS Community Relations Specialist, Mary Hallock. **"Understanding Medicare Part A and B and Medicare Supplement Plans"**. No registration is required.

Each Tuesday in July from 1:00-2:30 p.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:**

- 7/7-How to fill out Applications**
- 7/14-Interviewing and Follow-up**
- 7/21-Resumes and cover letters**
- 7/28-Job Search (where to look for jobs)**

## 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>

### **ATIM Training Program**

The Accelerated Training for Illinois Manufacturing Program (ATIM) offers short term training in 4 areas: Machining (CNC), Assembly, Welding, and Machine Service and Repair. To find out more information, contact Danita Sims, 815-901-0177 ext. 225

### **Sycamore Job Club**

The Sycamore Job Club meets at the Sycamore Public Library in the downstairs meeting room. 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**

We are currently working with the following employers to assist them in locating employees:

**Aerotek**  
**Illinois Central School Bus**  
**Line X**  
**Geneva Warehouse**  
**Prologistix**  
**The Suter Company**  
**Mudslingers**  
**Clearant**  
**Cortech**

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 815-758-2471 to schedule an appt. (or fax 815-758-6942) 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>**

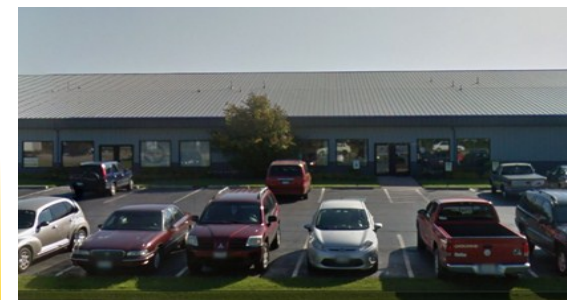
Services and programs are funded through the Workforce Investment Act (WIA) and are overseen by the River Valley Workforce Investment Board (RVWIB) and Kane County. Illinois workNet Centers are an Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals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



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

# July 2014 Schedule of Events

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



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

***Illinois WorkNet  
Center***

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DeKalb, Illinois 60115  
Phone: 815.901.0177  
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We Have Moved!**