

## ADDITIONAL IwNC SERVICES

### Department of Rehabilitation Services (DRS)

A DRS Representative is available at the Illinois workNet Center by appointment. Call 815-758-2471 to schedule an appointment (or fax 815-758-6942). Assistance with employment, training and education is available.

- Kishwaukee College Catalogs
- Kishwaukee College Financial Aid Forms
- Information on GED and English as a Second Language classes
- Employment Training Resource Information

*(Available on the back table)*

### CAREER CRUISING

Visit [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.

### VETERANS INFORMATION

#### **Veteran Benefit Information**

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

#### **Disabled Veterans Information**

<http://www.dav.org>

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

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

## Illinois workNet Center News

### We have moved to:

**650B N. Peace Road**

We are now on the corner of Peace Road and Pleasant Street across from the DeKalb Taylor Municipal Airport.

To reach us, turn East off of Peace Road onto Pleasant Street 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

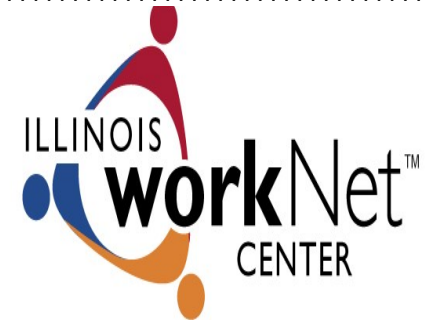


Follow us on Twitter: @DeKalbILworkNet

Like us on Facebook: DeKalb.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.

# September 2014 Schedule of Events



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

**650B N. Peace Road**

**DeKalb, Illinois 60115**

**815-901-0177 (Telephone)**

**815-901-0176 (Fax)**

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

- **Kishwaukee College**
- **First Institute Training & Management**
- **Division of Rehabilitation Services**

## CAREER RESOURCE CENTER

Hours: 8:30a.m.-4:30p.m.

[www.kishwaukeecollege.edu/go/worknet](http://www.kishwaukeecollege.edu/go/worknet)

- Professional assistance available at no cost
- State of the art computer lab with internet for job search
- Illinois Job Link– website that matches your unique skills with real local jobs
- Resume and Cover Letter Writing Software and Templates
- Telephone, fax and copier available for job search
- Library of career search materials
- Accessibility equipment for individuals with physical, visual and hearing impairments
- Typing tutorial to improve typing speed

**Due to some unfortunate incidents we can no longer allow children in the CRC.**



## KISHWAUKEE COLLEGE CLASSES

### BASIC COMPUTER LITERACY

- Monday, 9/15/2014 through Thursday, 9/18/2014 from 9-10:35a.m.
- Location: Goodwill DeKalb Community Resource Room at 1037 S. Annie Glidden Road in DeKalb, IL
- Topics covered: computer software/hardware, basic keyboarding, practice using a mouse, basic troubleshooting of computer problems, basic word processing and spreadsheets, internet and e-mail basics
- The class is free but seating is limited. Please contact Tricia at 815-825-2086, ext. 3111 for further details.

## WORKFORCE INVESTMENT ACT (WIA) SERVICES

- Provided by **First Institute Training @ Management** through the Workforce Investment Act
- Learn about training assistance to gain new skills within high growth industries: Healthcare, Transportation/Warehousing/Logistics, Manufacturing, Information Technology and Finance

**WIA applications are available Monday through Friday from 8:30a.m. to 4:30p.m.**

**Please inform the front desk of your interest in WIA Services and a First Institute Representative will be able to assist you.**

### WEEKLY TUESDAY JOB CLUBS (9-11a.m.)

- 9/2/2014 Interviewing and Follow Up
- 9/9/2014 Using the Computer for Job Search I (How to operate the computer)
- 9/16/2014 Using the Computer for Job Search II (How to operate the computer for job search)
- 9/23/2014 True Colors (Discover your personality and how it relates to employment)
- 9/30/2014 Job Search: Where to Look for Jobs

### WEEKLY RESUME WORKSHOPS

- Offered every Wednesday afternoon from 1-2:30p.m.
- No registration is required

### BLUE CROSS/BLUE SHIELD WORKSHOP

- Thursday, 9/25/2014, 11a.m. to Noon
- "Learn How to Supplement Original Medicare with Medicare Supplement Insurance Plans"

## EMPLOYMENT SERVICES

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

**Aerotek**  
**Avancer**  
**Axcess Staffing**  
**Bely's Restaurant**  
**Bethesda Communities**  
**Cortech**  
**First Student**  
**Hintzsche**  
**IL Central School Bus**  
**Lutheran Social Services**  
**Prologistics**  
**RAMP**  
**Sodexo**  
**Unitarian Universalist Fellowship of DeKalb**

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

(Must be WIA eligible to submit resume)

Please come into the office and check out our OJT Job postings, the following is a sample:

- \* **Direct Support Professional - DeKalb, Sycamore, Cortland**
- \* **Administrative Assistant– Elgin**
- \* **Live Chat Advisor– Elgin**
- \* **Maintenance Mechanic - Geneva**
- \* **Admission Representative– Elgin**
- \* **Packaging Worker - Aurora**
- \* **Die-Cutting Operator - Aurora**
- \* **Set Up Technician– Sandwich**

### OJT WORKSHOPS

- Monday, 9/8/2014, 10a.m. to Noon  
"Let's Get Ready: Resumes, Cover Letter, & Job Search Techniques"
- Tuesday, 9/9/2014, 2-4p.m.  
"Express Yourself!: Mastering the Interview"
- Thursday, 9/11/2014, 2-4p.m.  
"Mission Accomplished?: Got a Job? Now KEEP the job!"

**Registration is required! Please contact Danita Sims at ext. 225 to register.**