

Looking for a Job?



Put the Mobile Learning Center to work for you.

The Mobile Learning Center offers the following services to Will County residents who are looking for a job:

- Eleven computers with internet access for online job searches

- Assistance to create/revise a resume

- Online job board (www.jobs4people.org) with listings from Will County businesses

- Access to online job listings including Monster.com, CareerBuilder, Illinois workNet and Illinois Skills Match.

- Trained staff to assist you.

Visit our website at www.jobs4people.org
or call 815.727.4444 and press 9 to learn when the MLC will be at a location near you.



Workforce Services Division of Will County

214 N. Ottawa St.
815.727.4444

Joliet, IL 60432
www.jobs4people.org



Your Career

Workshop Details

Job Search Workshops

Attend one of our workshops and brush up on your job search skills! The Workforce Services Division of Will County offers workshops to assist job seekers in searching for a job. All workshops are held on the 4th floor of the JJC City Center Campus building at 214 N. Ottawa Street in Joliet and are offered at no cost to Will County residents.

Reserve your seat today by calling at 815-727-4444 ext. 101 or emailing: rsefcik@willcountyillinois.com

August 2011

Monday	Tuesday	Wednesday	Thursday	Friday
1 Computer Lab 10:30 - 11:30 a.m.	2 IL workNet/O*NET 10:30 - 11:30 a.m.	3 Job Search 2:00 - 3:00 p.m.	4 Computer Lab 3:00 - 4:00 p.m.	5
8 Computer Lab 10:30 - 11:30 a.m.	9 Interviewing 10:30 - 11:30 a.m.	10 Career Assessment 2:00 - 3:00 p.m.	11 Resume 10:30 - 11:30 a.m. Computer Lab 3:00 - 4:00 p.m.	12
15 Computer Lab 10:30 - 11:30 a.m.	16 Job Search 10:30 - 11:30 a.m.	17 IL workNet/O*NET 2:00 - 3:00 p.m.	18 Computer Lab 3:00 - 4:00 p.m.	19
22 Computer Lab 10:30 - 11:30 a.m.	23 Social Media 2:00 - 3:00 p.m.	24 Resume 2:00 - 3:00 p.m.	25 Computer Lab 3:00 - 4:00 p.m.	26
29 Computer Lab 10:30 - 11:30 a.m.	30 Career Assessment 2:00 - 3:00 p.m.	31 Interviewing 2:00 - 3:00 p.m.		

Resume
Learn the basics of creating a competitive resume. Individual resume review appointments are available upon request.

Interviewing
Have you interviewed lately? Did you feel prepared? Learn how to prepare for a job interview so you will be confident and ready to make a positive impression. Individual, digitally-recorded mock interviews are available upon request.

Job Search
A review of basic job search techniques, including using the Internet and networking to enhance your job search is featured in this workshop.

Career Assessment
Laid-off and don't know what you'd like to do next? Attend this workshop and find out how to determine which careers best suit your skills, abilities and interests.

Using Illinois workNet and /O*NET
Learn how to use Illinois workNet and O*NET websites to look for jobs online, research careers and identify high demand jobs and wages.

Social Media Basics
Using LinkedIn and other social media tools can be powerful in your job search. This workshop is designed to learn the basics and is designed for new social media users. You must have an active email address and knowledge of Microsoft Office and the internet.

Computer Lab
Open computer lab to learn/practice basic keyboarding, how to use a mouse, etc. to assist in your job search. Walk-ins welcome.



Workforce Services Division of Will County

214 N. Ottawa St. Joliet, IL 60432
815.727.4444 www.jobs4people.org



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Mobile Workforce Center



The Mobile Workforce Center travels to communities throughout Will County assisting residents who are looking for a job. Services include access to eleven computers with Internet for online job search, assistance to create/revise a resume, an online job board with listings from Will County businesses, access to online job listings including Monster.com, CareerBuilder and Illinois workNet and a trained staff to assist you.

Addresses

Bolingbrook IDES Office
321 Quadrangle Drive
Bolingbrook

**Governors State University
(Main Entrance)**
1 University Parkway
University Park

Plainfield Public Library
15025 S. Illinois Street
Plainfield

Wilmington City Hall
1165 S. Water Street
Wilmington

Frankfort Township Office
11000 W. Lincoln Highway
Frankfort

MWC Driver/Facilitator will be available to assist job seekers inside these sites if the Mobile Workforce Center is off the road for maintenance.

August 2011

Monday	Tuesday	Wednesday	Thursday	Friday
1 Bolingbrook IDES 9:30 am - 12:00 pm 1:00 - 3:30 pm	2 Governors State University 9:30 am - 12:00 pm 1:00 - 3:00 pm	3 Plainfield Public Library 9:30 am - 12:00 pm 1:00 - 3:30 pm	4 Wilmington City Hall 9:30 am - 12:00 pm 1:00 - 3:00 pm	5 Frankfort Township Office 9:30 am - 12:00 pm 1:00 - 3:00 pm
8 Bolingbrook IDES 9:30 am - 12:00 pm 1:00 - 3:30 pm	9 Governors State University 9:30 am - 12:00 pm 1:00 - 3:00 pm	10 Plainfield Public Library 9:30 am - 12:00 pm 1:00 - 3:30 pm	11 Wilmington City Hall 9:30 am - 12:00 pm 1:00 - 3:00 pm	12 Frankfort Township Office 9:30 am - 12:00 pm 1:00 - 3:00 pm
15 Bolingbrook IDES 9:30 am - 12:00 pm 1:00 - 3:30 pm	16 Governors State University 9:30 am - 12:00 pm 1:00 - 3:00 pm	17 Plainfield Public Library 9:30 am - 12:00 pm 1:00 - 3:30 pm	18 Wilmington City Hall 9:30 am - 12:00 pm 1:00 - 3:00 pm	19 Frankfort Township Office 9:30 am - 12:00 pm 1:00 - 3:00 pm
22 Bolingbrook IDES 9:30 am - 12:00 pm 1:00 - 3:30 pm	23 Governors State University 9:30 am - 12:00 pm 1:00 - 3:00 pm	24 Plainfield Public Library 9:30 am - 12:00 pm 1:00 - 3:30 pm	25 Wilmington City Hall 9:30 am - 12:00 pm 1:00 - 3:00 pm	26 Frankfort Township Office 9:30 am - 12:00 pm 1:00 - 3:00 pm
29 Bolingbrook IDES 9:30 am - 12:00 pm 1:00 - 3:30 pm	30 Governors State University 9:30 am - 12:00 pm 1:00 - 3:00 pm	31 Plainfield Public Library 9:30 am - 12:00 pm 1:00 - 3:30 pm		



Workforce Services Division of Will County

214 N. Ottawa St. Joliet, IL 60432
815.727.4444 www.jobs4people.org



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.



our career

Workshop Details

Job Search Workshops

Attend one of our workshops and brush up on your job search skills! The Workforce Services Division of Will County offers workshops to assist job seekers in searching for a job. All workshops are held on the 4th floor of the JJC City Center Campus building at 214 N. Ottawa Street in Joliet and are offered at no cost to Will County residents.

Reserve your seat today by calling at 815-727-4444 ext. 101 or email: rsefcik@willcountyillinois.com

September 2011

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Computer Lab 3:00 – 4:00 p.m.	2
5 Closed for Holiday	6 IL workNet 10:30 – 11:30 a.m.	7 Job Search 2:00 – 3:00 p.m.	8 Resume 2:00 – 3:00 p.m. Computer Lab 3:00 – 4:00 p.m.	9
12 Computer Lab 10:30 – 11:30 a.m.	13 Interviewing 2:00 – 3:00 p.m.	14 Career Assessment 10:30 – 11:30 a.m.	15 Computer Lab 3:00 – 4:00 p.m.	16
19 Computer Lab 10:30 – 11:30 a.m.	20 Social Media 2:00 – 3:00 p.m.	21 IL workNet 2:00 – 3:00 p.m.	22 Job Search 10:30 – 11:30 a.m. Computer Lab 3:00 – 4:00 p.m.	23
26 Computer Lab 10:30 – 11:30 a.m.	27 Resume 10:30 – 11:30 a.m.	28 Interviewing 10:30 – 11:30 a.m.	29 Career Assessment 2:00 – 3:00 p.m. Computer Lab 3:00 – 4:00 p.m.	

Resume

Learn the basics of creating a competitive resume. Individual resume review appointments are available upon request.

Interviewing

Have you interviewed lately? Did you feel prepared? Learn how to prepare for a job interview so you will be confident and ready to make a positive impression. Individual, digitally-recorded mock interviews are available upon request.

Job Search

A review of basic job search techniques, including using the Internet and networking to enhance your job search is featured in this workshop.

Career Assessment

Laid-off and don't know what you'd like to do next? Attend this workshop and find out how to determine which careers best suit your skills, abilities and interests.

Using Illinois workNet

Learn how to use Illinois workNet to look for jobs online, research careers and identify high demand jobs and wages.

Social Media Basics

Using LinkedIn and other social media tools can be powerful in your job search. This workshop is designed to learn the basics and is designed for new social media users. You must have an active email address and knowledge of Microsoft Office and the internet.

Computer Lab

Open computer lab to learn/practice basic keyboarding, how to use a mouse, etc. to assist in your job search. Walk-ins welcome.



Workforce Services Division of Will County

214 N. Ottawa St. Joliet, IL 60432
815.727.4444 www.jobs4people.org



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE