

JJC Career Services Center

# Employer Guide



**JOLIET**  
JUNIOR COLLEGE  
— 1901 —

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# Welcome

## Dear Employer:

Joliet Junior College Career Services is committed to empowering its students to achieve success. We help students succeed by providing resources to assist with career planning and employment needs.

Employer relations are an integral part of the Career Services Center. Our experienced staff works with area employers to identify candidates who meet your organization's human resource needs. Your business can benefit from free online job posting, annual job fairs, on-campus recruitment, internships and more.

We appreciate your partnership with JJC Career Services, and invite you to list your open positions with us. Our career development services are available to current students, graduates, community members and our community's employers at no cost.

In partnership,  
Layton Cooper  
Employer Relations Coordinator

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## Joliet Junior College Career Services

The mission of Career Services is to enhance student success by providing comprehensive career and employment services. All students and alumni are viewed as unique individuals who come to us for the resources necessary for a lifetime of learning and career development.

Partnerships and collaborative efforts are developed to help students explore various career, experiential and employment opportunities. Career Services works hand-in-hand with the JJC academic mission and strongly supports the JJC Core Values of Respect, Integrity, Collaboration, Humor & Well-Being, Innovation and Quality.

### Multiple Campus Locations:

- Main Campus, Joliet
- Frankfort Education Center, Frankfort
- Romeoville Campus, Romeoville
- City Center Campus, Joliet
- Morris Education Center, Morris
- Weitendorf Agricultural Education Center, Joliet

# Partnerships and Employer Relationships

Joliet Junior College Career Services enjoys partnerships with both local and nationwide companies. Our goal is to provide opportunities for students and employers to connect. Here are just a few of the companies JJC Career Services has partnered with:

- BP
- Exelon
- Metra
- Disney College Program
- Home Depot
- State Farm Insurance
- Easter Seals
- IDOT
- UPS

*“Being an alumna myself, and having a son currently attending JJC, I feel strongly about the education and services that the college has to offer. As a Human Resources Manager, using Career Services helped me hire an intern, whom we hired full time after the internship was over. What a great way to hire an employee! It was a win-win situation for us; we would be happy to return to Career Services in the future.”*

**Linda A. Sachaschik**  
Human Resources Manager  
Nu Mark Credit Union



*“The entire process of working with Career Services was pleasant and positive. I was extremely impressed by the timeliness, attention to detail and professionalism of Career Services, and the quality of the student candidate pool for the position.”*

**Ben Kuhajda**  
Controller  
R.A. Bright Construction

## Recruiting Policies

To ensure the quality of our services and to better assist students, alumni and other users of our services, we have established recruiting policies in accordance with the Principles of Professional Conduct for Career Services and Employment Professionals outlined by the National Association of Colleges and Employers.

To be qualified as an employer to use Career Services:

- Employers must adhere to federal and Illinois state EEO guidelines.
- Employers must not involve solicitation, posting of materials, or sale of products or services.

The following types of businesses may not use Career Services:

- Multilevel marketing companies
- Employers and individuals offering employment/entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase a franchise or products or services up front or where compensation is based exclusively on commission or fee/percentage of sales from others under their sponsorship in the organization. Exceptions: This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.

# Career Services Center Employer Services

## Job Fairs and On-Campus Interviews

Career Services provides three Job Fairs each year, and companies must register to participate. Because there are limited spaces and they fill up quickly, we recommend registering at least two months in advance.

**March:** Nursing Job Fair for students and alumni of JJC.

**April:** Joliet Regional Job Fair for JJC students, alumni and community residents.

**September:** Part-Time and Seasonal Job Fair for JJC students seeking part-time and temporary employment.

**On-Campus recruitment** is a great way for employers to meet qualified students interested in open positions. A recruitment table is set up in a high-traffic area on campus to maximize contact with students. Register to attend one of our scheduled on-campus recruitment dates by contacting our main office phone or email.

## Job Posting & Interview Services for Employers

Career Services provides five ways to help Employers post their job openings and recruit qualified JJC students to hire.

- 1) College Central Network: an ideal place to post openings to find current JJC students, alumni and community job seekers. Register to use this service at [www.collegecentral.com/jjc](http://www.collegecentral.com/jjc)
- 2) JJC Career Services Facebook Page: a great way to recruit and connect with students, adding new postings daily. Send open positions to JJC Employer Relations Coordinator Layton Cooper at [lcooper@jjc.edu](mailto:lcooper@jjc.edu) or (815) 280-2762 to have them posted on our Facebook page. Visit our Facebook page at [www.facebook.com/jjccareer](http://www.facebook.com/jjccareer)
- 3) Career Services Distribution List: job leads are sent out via e-mail to hundreds of students each week. Email us at [careers@jjc.edu](mailto:careers@jjc.edu) to share your posting.
- 4.) On-Site Interviews: schedule a day to interview students on campus. Employers can interview one-on-one or hold group interview sessions. Contact Layton Cooper at [lcooper@jjc.edu](mailto:lcooper@jjc.edu) or 815-280-2762 to schedule a convenient date.
- 5.) Information Sessions: schedule a day and time with Layton Cooper to come and present information about your company to JJC students, Alumni or job seekers. We have a meeting room adjacent to the Career Services Center that is perfect for conducting group interviews and company information presentations. Book your information session today.

## Internships

An Internship is a supervised, short-term work experience allowing students to test their skills and demonstrate career potential. Internships allow employers to preview potential full-time employees or have a reliable, conscientious source for short-term projects. They can be paid or unpaid positions and sometimes include academic credit for the student.

An effective internship is a cooperative three-way partnership with the student, employer and academic advisor.

### Employer Benefits

- Access to motivated, skilled productive employees with current, specialized training.
- A good source of qualified candidates to handle special projects or meet the demands of peak periods.
- An opportunity to evaluate potential permanent employees without a long-term commitment.
- Reduced recruiting and training costs.
- Interns can provide a fresh perspective about your organization's challenges, leading to new ideas and creative solutions.
- Interns can bring diversity into your workplace and energize your workforce.
- Good word-of-mouth advertising and PR.
- No fees.

Joliet Junior College Career Services Center can support your internship recruitment process. To post internship vacancies or to learn more about this Employer Services program contact the Employer Relations Coordinator, Layton Cooper [lcooper@jjc.edu](mailto:lcooper@jjc.edu) or (815) 280-2762

# Campus-Wide Services for Business



## Career Connects Will & Grundy

Career Connects Will & Grundy brings together education and industry to help students and job seekers achieve their goals and address workforce development needs. The organization provides an easy-to-use online tool that connects your organization to the future workforce. You can post and coordinate any number of career development activities that your organization would like to participate in. Go to [www.jjc.edu/info/career-connects](http://www.jjc.edu/info/career-connects) to sign up and select an opportunity.



## JJC Corporate and Community Services (CCS)

CCS provides a comprehensive customer-focused experience in training, with a variety of solutions to increase your business performance. The Illinois Small Business Development Center is part of CCS, and they provide services to help move any business closer to its goals. The Illinois SBDC provides one-on-one counseling services to businesses at no charge. They review business plans and discuss marketing, management and other topics of concern to business clients. For companies that require specialized attention, they can act as a referral source for a variety of specialized professionals and consultants; many provide free or low-cost consultation meetings.

Contact Amy Murphy for more information about Career Connects Will & Grundy or JJC Corporate and Community Services, and to set up these services with your business at (815) 280-1418 or [amurphy@jjc.edu](mailto:amurphy@jjc.edu).



## WorkKeys Assessments and the National Career Readiness Certificate Plus

JJC is a WorkKeys Solutions Provider and offers WorkKeys assessments at the Main Campus, City Center Campus and Morris Education Center. WorkKeys assessments measure foundational skill levels in areas such as reading, math and locating information, as well as soft skills or work-related behaviors. Through these assessments, participants can earn the National Career Readiness Certificate (NCRC) Plus. Employers can screen applicants and find the right workers for jobs at all levels, as well as make decisions about training and advancement of current employees.

Contact Paige Vanderhyden for more information on WorkKeys Assessments at (815) 280-1313 or [pvanderh@jjc.edu](mailto:pvanderh@jjc.edu).

# Joliet Junior College Job Fairs

The goal of the Job Fairs held at JJC each year is to connect employers with JJC students and community members. These Job Fairs can help you meet temporary or long-term staffing needs.

## What Students Expect at Job Fairs

According to the National Association of Colleges and Employers, students are looking for:

- Employer representatives who are knowledgeable about the organization and available positions.
- Employer representatives who are friendly and enthusiastic.
- Information about available positions.
- Information about the qualifications needed for available positions.
- Information about the hiring process, such as how interviews are set up.

## Job Fair Tips

We want both employers and students to benefit from participating in job fairs. The following tips will help you make the most of your job fair experience.

### *Preparing for the Fair*

- Design a professional-looking display that prominently features employer's name.
- Involve the company and recruiters in your pre-fair planning.
- Decide who should attend with consideration of the company's available positions.
- Submit available positions to the JJC Career Services Center.
- Make sure travel times don't conflict with the event times and get directions in advance.

### *Day of the Fair*

- Be on time.
- Never leave your booth unattended during the Fair.
- Post available openings for job seekers to easily find information.
- Provide professional-appearing recruiting materials that give information about available positions, qualifications needed, information about training and career paths and description of the company's hiring process. Be sure to pack enough materials so you don't run out during the event.
- Dress in a way that portrays the normal mode of dress for your company.
- Student attendance varies throughout the day. We encourage you to stay until the publicized closing time; avoid leaving your area at any time during the job fair.
- Be welcoming and greet your candidates by name. Don't stay seated behind a table; interact.
- Always accept resumes, even if you require online applications.
- If you are attending for the purpose of building a candidate pool, let students, alumni and community job seekers know right away.
- If you are dissatisfied with any part of the event, please address your concerns directly to any Career Services staff member.



# Meet the JJC Career Services Staff



(top L to R) Janet Adams, Layton Cooper, Mary Brenzewski  
(bottom L to R) Kathy Davis, Bridgett Larkin-Beene

## **Bridgett Larkin-Beene, MBA**

Director of Career Services

(815) 280-2476

blarkin@jjc.edu

- MBA with concentration in Human Resources Management, Lewis University.
- BS in Marketing, Northern Illinois University.
- Expertise in employer relations, job coaching, career development, internship coordination and recruitment.

## **Layton Cooper, MPA**

Employer Relations Coordinator

(815) 280-2762

lcooper@jjc.edu

- MPA with concentration in Non-Profit Organizations, Keller Graduate School of Management.
- BA in Journalism, Eastern Illinois University.
- Expertise in employer relations, career advising and career development.

## **Kathy Davis, BSN, MS, CRC**

Career Counselor

(815) 280-2749

kdavis@jjc.edu

- Master's degree in Rehabilitation Counseling, University of Illinois.
- BS in Nursing, Lewis University.
- Expertise in healthcare careers and employment for individuals with cognitive and physical disabilities.

## **Janet Adams, MSED**

Career Counselor

(815) 280-2790

jadams@jjc.edu

- Master's degree in Education with concentration in Higher Education Counseling, Illinois State University.
- BS in Music Therapy, Illinois State University.
- AA in Music, Joliet Junior College.
- Expertise in Strong Interest Inventory, MBTI and distance career counseling.

## **Mary Brenzewski**

Career Services Assistant

(815) 280-2756

mbrencze@jjc.edu

- Expertise in office management, administrative support, event coordination, and customer service.

## **Career Services Center**

[www.jjc.edu/info/careers](http://www.jjc.edu/info/careers)

[facebook.com/jjccareer](https://facebook.com/jjccareer)

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Joliet Junior College, the Nation's first public community college, offers pre-baccalaureate programs for students planning to transfer to a four-year university. A comprehensive community college, JJC provides occupational education leading directly to employment, adult education and literacy programs, workforce development services, and student support services to the diverse needs of District 525 residents. JJC serves more than 35,000 students in credit classes and noncredit courses.