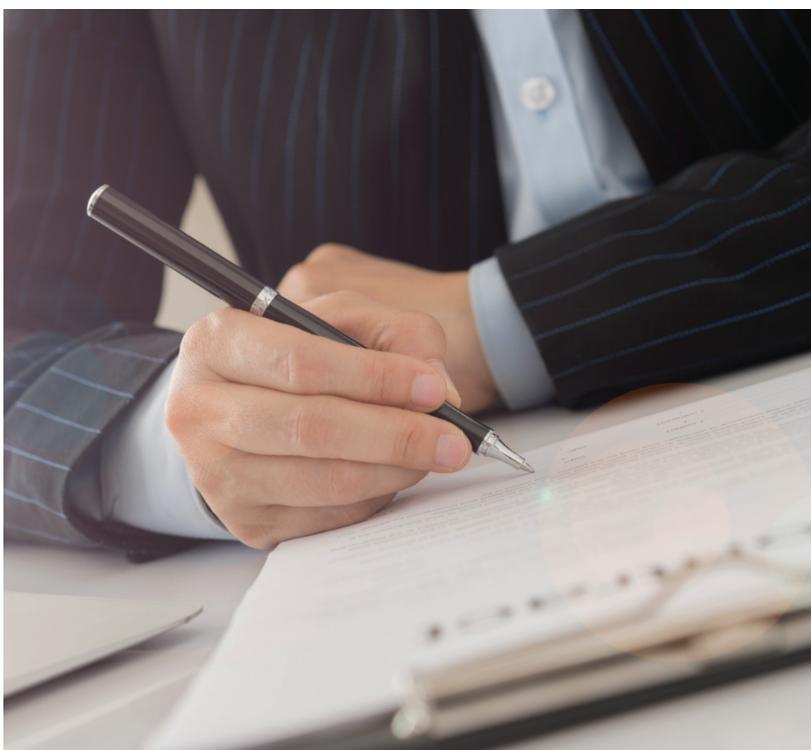


# first

*for employers*

JJC Career Services Employer Guide



career  
services

Main Campus, Campus Center A-1175

1215 Houbolt Road, Joliet IL 60431

Phone: (815) 280-2756

Fax: (815) 280-2750

Email: [careers@jjc.edu](mailto:careers@jjc.edu)

Web: [jjc.edu/careers](http://jjc.edu/careers)



*a message from career services*

Thank you for your interest in partnering with us for your employment needs. Our vision is to be the first choice for recruitment. Creating and maintaining employer relations is an integral part of that vision. We work directly with employers like you to identify candidates who meet your organization's specific needs. We invite you to explore our extensive employer services. Your business can benefit from free online job postings, annual job fairs, on-campus recruitment, internships and more.

We are an experienced team that makes it a priority to provide resources that will assist students and alumni with career planning, professional skills and employment objectives. Your partnership with us will make a difference to our campus community. Thank you for your consideration.

Sincerely,  
JJC Career Services Staff

# first

# CHOICE

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## *for* job fairs

**JJC hosts the following job fairs:** Part-time/On-Campus Job Fair (students only); Skilled Trades Career Fair (students, alumni and community); Nursing Job Fair (students and alumni only); Joliet Regional Job Fair (students, alumni and community); department-specific job fairs (typically students only)

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## *for* recruitment

Free, on-campus recruiting events are held monthly and are set up in high traffic areas around campus to reach the maximum amount of students.

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## *for* internships

**Do you need a student intern?** Career Services will coordinate with the employer and the academic department to create and support supervised, short-term internships for students to demonstrate their potential. All JJC interns have completed at least one semester and are in good academic standing.

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## *for* job fair prep

**New to job fairs?** Contact Employer Relations at [careers@jjc.edu](mailto:careers@jjc.edu) or (815) 280-2756 for information on how to prepare your table and attract job seekers.

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## *for* job postings

**College Central Network:** A free, online job board to post positions for JJC students, alumni and the community. Visit [www.collegecentral.com/jjc](http://www.collegecentral.com/jjc) to register.

**Social Media:** New job postings are added to the Career Services social media channels daily. Visit [www.facebook.com/jjccareer](http://www.facebook.com/jjccareer).

**On-Site Interviews:** Interview students on campus (one-on-one or group sessions available).

**Information Sessions:** Present information about your company to JJC students and alumni. Contact [careers@jjc.edu](mailto:careers@jjc.edu) or (815) 280-2756.

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## *for* careers

Our mission is to enhance student success by providing comprehensive employment and career services to students, alumni and District 525 residents. Partnerships and collaborative efforts with employers are developed to help students explore job opportunities and provide employers with quality, professional candidates.