



DuPage County Workforce Development Division  
Daniel J. Cronin, Chairman, DuPage County Board



# Worker Training Grants

	Incumbent Worker Training	On-the-Job Training	New Hires Training
<b>Purpose</b>	To prevent layoff of existing employee(s).	To provide necessary skill(s) to new hires so that they may become fully qualified for the job for which they were hired.	To provide occupational skills training to new hires before they begin employment to ensure that their skill level is adequate.
<b>Eligibility</b>	Eligible industries only: Information Technology, Healthcare, Transportation/Distribution/Logistics, Manufacturing, Green.	New hire must meet WIA eligibility criteria and must be only partially qualified for the position he/she is being hired for.	New hire must meet WIA eligibility criteria.
<b>Training</b>	Occupational skills training provided by 3rd party vendor; no "soft skills" training is permitted.	Training provided while new hire is on the job by company's own staff / trainer, excluding standard orientation-type training that all employees receive.	Occupational skills training provided by a 3rd party vendor from the DuPage County approved training provider list; no "soft skills" training is permitted.
<b>Grant Amount</b>	Company reimbursed for cost of training, up to \$25,000.	Company paid up to 50% of wages for the new hire throughout training period; the company is expected to retain the employee following the completion of the training period (up to six months).	Payment made to training institution, with a cap of \$7,000 per new hire; the company is expected to retain the employee once training has been successfully completed.
<b>Typical Scenario</b>	A manufacturing company is upgrading a line of production equipment with new machinery. Rather than lay off existing employees who lack training on the new equipment, the company receives an IWT grant to cover the cost of training necessary to upgrade those employees' skills, thus saving their jobs.	A company routinely has trouble finding candidates to fill a particular position because the skills involved are "niche" and not widely held. The company enters into an OJT agreement with a job seeker who possesses the necessary aptitudes and desired "soft skills," but not the technical qualifications, for the position. Training is provided by a senior staff member who possesses the hard-to-come-by skills. Half of the trainee's wages are paid for by us until the agreed upon training period has come to an end. By that point, the new hire is a fully functional, productive full-time employee.	A company is looking to hire an Office Manager, but they want to make sure that he/she has completely up-to-date, advanced Microsoft Office skills. The company selects a WIA eligible individual from our Career Center after a regular interviewing process, and he/she receives a voucher to cover up to \$7,000 of the costs associated with a Microsoft Office Specialist training program. The new hire can begin employment during training or once it is successfully completed.

To Learn More, contact:

Lisa Schvach  
630.955.2066 / [lschvach@worknetdupage.org](mailto:lschvach@worknetdupage.org)



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# Job Posting

## Cut Costs and Reach a Large Pool of Local Job Seekers

Finding and hiring employees gets costly. And with the big job boards charging about \$400 per pop, the cost of job posting alone can add up quickly.

### Why not let us post your jobs for you, free of charge?

Job posting at workNet DuPage Career Center allows you to reach area job seekers at no charge, and with no hiring fee. Here's how we get your job leads out to job seekers:

#### Job Posting in the Career Center

- Your job leads will be posted in our Resource Room and distributed in our Friday Job Club.

#### Job Posting Online

- We'll post your job leads on the jobs page of our website. ([www.worknetdupage.org/jobs](http://www.worknetdupage.org/jobs)).

#### Direct Referrals

- We work closely with many job seekers representing a variety of skills and backgrounds, and we will refer appropriate applicants to your job lead.

## Get Started

To get your jobs posted free of charge, contact:

Kathy McAuliffe  
630.955.2068  
[kmcauliffe@worknetdupage.org](mailto:kmcauliffe@worknetdupage.org)

Note: Jobs must pay a reliable wage or salary. No commission-based jobs.

DuPage County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



## Quick Facts

Every week, the jobs we post are seen by:

- 200 Career Center users
- 400 online job seekers
- 1,000 skilled job seekers that receive our weekly job search newsletters

*Figures are rounded.*



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# Job Fairs & Recruiting

## Tap Into Our Talent Pools

Say goodbye to cattle calls and mobs of random job seekers. Say hello to the job seekers of workNet DuPage Career Center.

We offer two ways for you to meet the job seekers in our talent pools:

### Employer Meet & Greet

An opportunity for 5-7 employers from the same industry to meet our job seekers, offering these advantages over typical job fairs:

- You'll meet only people who are potential fits for the kinds of jobs you're trying to fill.
- Relaxed, low-stress environment.

### Dedicated Recruiting Event

A Recruiting Event offers an employer a more focused experience:

- You'll be the only employer in attendance.
- You'll meet with job seekers who are interested in your specific job openings, one-on-one, in a semi-private setting.

We also occasionally host general job fairs, with a variety of employers and open to the general public.

## Get Started

Tap into our talent pool today by contacting:

Brian Tibbs  
630.955.2067  
[btibbs@worknetdupage.org](mailto:btibbs@worknetdupage.org)

Note: Jobs must pay a reliable wage or salary. No commission-based jobs.

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## Quick Facts

### Free of Charge

- No charge to you or to the job seekers.

### Easy on Your Schedule

- Our events typically run only two to three hours.

### Simple Registration

- No paperwork to fill out; just call or email us.



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## workNet DuPage Career Center

DuPage County Workforce Development Division

workNet DuPage Career Center  
2525 Cabot Drive, Suite 302  
Lisle, IL 60532

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[www.worknetdupage.org](http://www.worknetdupage.org)



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# Talent Portfolio

## and Hiring Guide

DuPage County Workforce Development Division  
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## DuPage County Workforce Development Division

workNet DuPage Career Center  
2525 Cabot Drive, Suite 302  
Lisle, IL 60532  
630.955.2030



# TAP INTO OUR TALENT POOLS

## Who are the job seekers at workNet DuPage Career Center?

They are Managers, and they are Production Workers. They are Network Administrators and Certified Nursing Assistants. Accountants, Customer Service Reps, Programmers, and Truck Drivers.

## They are DuPage County.

This booklet provides a brief background on the services provided through workNet DuPage Career Center, as well as some scope on the variety, quality, and numbers of local talent that we work with.

## The next time you're hiring, think workNet DuPage Career Center.

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# Overview

The DuPage County Workforce Development Division is a federally funded division within the county’s Department of Economic Development and Planning. Our mission is to forge strategic partnerships among local government, area businesses, and area training providers to create a skilled workforce matched to the needs of local business and industry.

## workNet DuPage Career Center

To achieve this goal, we provide specific services to both job seekers and businesses through the workNet DuPage Career Center.

For job seekers, the main service provided is the awarding of educational grants to eligible individuals. These grants allow job seekers to enter an occupational training program that either builds upon and expands their existing skill set or, when necessary, prepares them for a new career. Such people are the basis of our talent pools.

## The Benefit to You: Reduced Costs

By utilizing our talent pools as a source for job candidates, businesses can reduce the expenses incurred from job boards, job fair fees, outside recruiting agency fees, and other job advertising expenses.

We provide several ways for you to tap into our talent pools, all **free of charge**: job posting (job leads are posted online and in our Career Center), recruiting events and job fairs, and the distribution of your job leads and company information to appropriate candidates.

## Our Talent Pools

At any given time, our talent pools total anywhere from 800 to 1,000 local individuals, representing a wide variety of skills and backgrounds, and running the gamut of educational achievement.

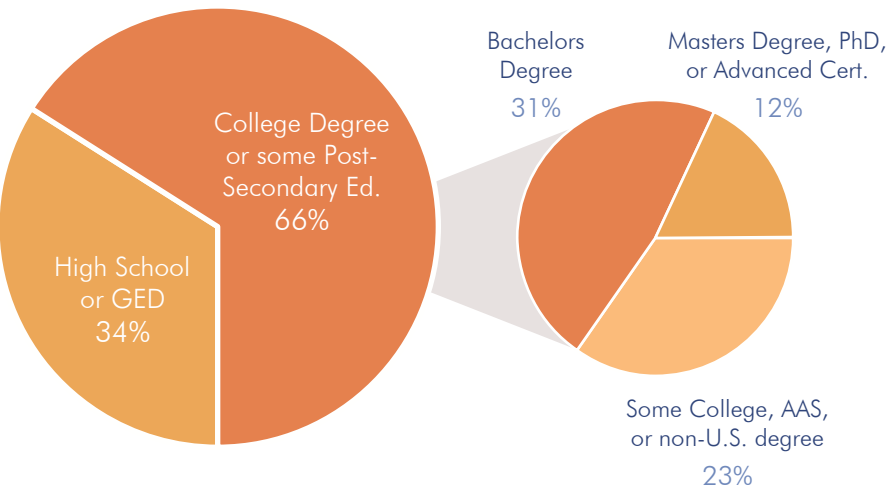
## Talent Pool Industries & Occupations

Our talent pools reflect the industries and occupations that are central to the economy of DuPage County.

Talent Pools with approximate % of total	
Health Care.....	25%
Information Technology .....	20%
Management.....	20%
Office / Admin Support .....	14%
Accounting / Finance .....	9%
Transportation, Distribution, and Logistics .....	9%
Other .....	3%

## Talent Pool Educational Achievement

About two-thirds of individuals in our talent pools have post-secondary education, with over 40% having a Bachelors Degree or higher.





## Information Technology

### IT Networking and Support

Standing talent pool size: 75–100 individuals

#### Prior Industry Experience

Many of these IT professionals have prior experience in the industry. Some are entry-level and starting their careers.

#### Typical Training Programs

A+, Net+, CCNA, CCNP, VoIP, MCP, MCSA, MCSE, MCITP (Exchange 2007)

#### Typical Target Jobs

PC Technician, Help Desk, Network Administrator, Network Engineer, Computer Support Specialist, IT Support Technician, Systems Administrator

### Database, Development, and Others

Standing talent pool size: 50–60 individuals

#### Prior Industry Experience

All of the professionals in this talent pool have prior industry experience.

#### Skills & Occupations Represented

Database Developers & Administrators, Application Developers, Software QA/Testing, ERP/SAP/BI, eCommerce specialists, Web Developers, and UNIX and COGNOS specialists



## Management

All of the professionals in our management talent pools have prior experience in their field. Those who received training for PMP certification have prior management experience.

### IT Management

Standing talent pool size: 70–80 individuals

#### Typical Training Programs

IT Project Management (often coupled w/ technical certs.), Six Sigma, ITIL

#### Typical Target Jobs

IT Manager, Project Manager, Business Analyst, Product Manager, Program Manager

### General Business Management

Standing talent pool size: 60–75 individuals

#### Industries Represented

Manufacturing (ISO, Lean), Sales, Marketing, Construction, Engineering (Civil, Electrical, Mechanical), Brand Name Foods, Finance

#### Typical Training Programs

PMP, Six Sigma Green Belt, Six Sigma Black Belt

#### Typical Target Jobs

Project Manager, Program Manager, Process Manager, Quality Control Manager, Business Administration



## Accounting / Finance

### Accountants and Financial Analysts

Standing talent pool size: 25–35 individuals

#### Prior Industry Experience

All of the professionals in this talent pool have prior industry experience.

#### Typical Training Programs

Advanced Accounting Certificate, CPA Review, CIA Review, Financial Planning

#### Typical Target Jobs

Accountant, Financial Analyst, Controller, Credit Analyst

### AP/AR and Bookkeeping

Standing talent pool size: 25–40 individuals

#### Prior Industry Experience

Many of these professionals have prior experience. Some are entry-level and starting new careers.

#### Typical Training Programs

Quickbooks, Accounting Certificate, Clerical Accounting Certificate, Accounting AAS

#### Typical Target Jobs

Accounting Clerk, Accounts Payable, Accounts Receivable, Bookkeeper



## Health Care

Many individuals in our Health Care talent pools are newly trained and need to acquire experience in their new occupation. However, about 50% do have prior health care experience, i.e., an LPN with prior nursing assistant experience.

### LPNs and Patient Care Techs

Standing talent pool size: 60–85 individuals, divided roughly 50/50 between LPNs and PCTs

#### Typical Training Programs and Target Jobs

LPN w/ NCLEX, Patient Care Tech., Phlebotomist, Certified Nursing Asst.

### Medical Assistants and Medical Office

Standing talent pool size: 60–85 individuals

#### Typical Training Programs

Medical Office Certificate, Medical Assistant, Medical Billing/Coding, Medical Terminology, Phlebotomy, EKG

#### Typical Target Jobs

Medical Office Assistant, Medical Assistant, Phlebotomist, Medical Coder/Biller, Medical Office Receptionist

### Other Healthcare Professionals

Ultrasound/Sonography Technician, MRI Tech, Pharmacy Technician





## Other Industries

### General Office and Administrative Support

Standing talent pool size: 85–110 individuals

#### Prior Industry Experience

Most of our office professionals have prior experience. A few are entry-level and starting new careers.

#### Typical Training Programs

Microsoft Office (all levels, including Specialist and Master), Administrative Assistant Certificate or AAS, Executive Assistant Certificate or AAS

#### Typical Target Jobs

Administrative Assistant, Executive Assistant, Receptionist, Office Clerk, Data Entry, Customer Service Representative

### Transportation, Distribution, and Logistics

#### CDL-A Truck Drivers

Standing talent pool size: 40–60, some with prior driving experience, some with warehousing experience

#### Supply Chain, Logistics, Demand Planning, Purchasing, etc.

Standing talent pool size: 10–25 individuals, all with industry experience

### Other Industries and Occupations

Graphic & Web Design, Paralegal & Legal Secretary, Human Resources, HVAC & Electrician, Production & Warehouse Workers, Sales & Marketing, CNC, CAD/AutoCAD, Drafting & Design, Printing, Industrial Maintenance

## TAP INTO OUR TALENT POOLS

#### For General Inquiries contact:

Lisa Schvach, Manager of Employer Services  
630.955.2066  
lschvach@worknetdupage.org

#### For Free Job Posting contact:

Kathy McAuliffe, Employer Liaison  
630.955.2068  
kmcauliffe@worknetdupage.org

#### For Free Job Fairs & Recruiting Events contact:

Brian Tibbs, Employer Outreach & Marketing  
630.955.2067  
btibbs@worknetdupage.org