

# North Suburban Cook County American Job Center

## What is the North Suburban Cook County American Job Center?

The North Suburban Cook County American Job Center is a comprehensive employment, business services and support resource. Our professionals offer businesses of any size highly efficient and effective recruitment, hiring and training expertise and assistance. We're also your entry point to an extensive network of public and private support programs that can help you address almost any business challenge. And because we are part of the statewide Illinois workNet American Job Center initiative, we are funded in large part by tax dollars. That means we can offer most of our services at little or no cost to you.

In addition to the services and programs provided by American Job Center professionals, we can also connect you with a wide range of additional business services and support resources.

## Get Connected to the Workforce You Need

The North Suburban Cook County American Job Center helps employers streamline the hiring process by providing instant access to a pool of potential employees. Additionally, it will connect employers with job skills training and continuing education programs to strengthen their existing workforce. It offers leading-edge business services and workforce solutions for recruitment, training, networking, market analysis and more ...in most cases at no cost.

## How to Start Working with the North Suburban Cook County American Job Center?

Call to find out more about how your company can benefit from the services and support resources offered. A representative of our team will be glad to explain our programs and work with you to tap into our advanced workforce solutions that can help your business save time, effort and money.

## For more information contact the Business Services Team

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Debra Lawrence	Director, Business Services, Marketing & Community Outreach	<a href="mailto:dlawrence@bcsillinois.org">dlawrence@bcsillinois.org</a>	847.437.9485
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(specializing in Healthcare, Transportation, Distribution and Logistics, Manufacturing, Information Technology, Project Management, and Service Industries such as Marketing, Retail and Hospitality)

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

Business and Career Services  
North Suburban Cook County American Job Center  
723 W. Algonquin Road  
Arlington Heights, IL 60005

Business and Career Services  
Education and Work Center  
6704 Barrington Rd  
Hanover Park, IL 60133

Business and Career Services  
Robbins Community Center  
13800 S. Trumbull Av.  
Robbins, IL 60472



The North Suburban Cook County American Job Center and Business and Career Services Inc. provides equal access to all job seekers. Funding for this program is made possible through a grant provided by the Chicago Cook Workforce Partnership.

\*Subject to change. Actual reimbursement is determined by individual training outlines/master agreements.

# North Suburban Cook County American Job Center Workforce Services Portfolio

- Recruitment and hiring
- Free Job Postings
- Job candidate skills assessment and training
- Pre-screening of job candidates
- Job fairs
- Employee training
- Job coaching and retention programs
- Networking opportunities
- Rapid Response outplacement services
- Compliance assistance
- Tax incentive qualification
- Labor market data and analysis
- Social Media strategies
- Employer Education Seminars
- Disability Resource Assistance
- Start-up business assistance

## Hiring Resources

**On-the-Job Training:** Reduce training costs and decrease the learning curve for new hires.

**Drug-Free Work Places:** Learn about Illinois' program to address drug abuse in the workplace.

**Pre-Employment Testing:** Contact your Business Services Team for pre-employment testing.

**Developing Job Descriptions:** Find techniques for developing meaningful job descriptions.

**Hiring procedures & Policies:** Ensure your compliance with state and federal hiring regulations.

**Hiring People with Disabilities:** Explore disability-works and learn about employing people with disabilities.

**Hiring Veterans:** Learn about the benefits of hiring a Veteran.

**Re-Entry Candidates** – Find incentives for and benefits of hiring re-entry candidates.

**Hiring Older Workers:** Not-for-profit organizations interested in providing a work site can contact their local Illinois Area Agency on Aging.

**Senior Community Services Employment Program (SCSEP):** Learn about hiring older workers participating in this program, which provides high-quality job training and employment assistance to its participants.

**Hiring Foreign Workers:** Find all the information you need to know to hire foreign workers.

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