

Career Services is a member of



CCJobNet.com is a joint partnership among twelve Northern Illinois Community Colleges.

Employers, Advertise Job Opportunities and Review Résumés on CCJobNet.com at **No Cost.**

List Job Opportunities

Listing job opportunities with Career Services at Oakton Community College has never been easier. Plus, with CCJobNet.com you can complete just one job form to list job opportunities at up to 12 colleges. You choose the CCJobNet.com community college(s) that you want to view the job listing.

- **Enter and maintain your job listings online.** All that is needed is an Internet connection, an email address and a password* provided by Career Services. Complete the **Employer Information** section of the attached *Job Form* and fax it to 847.635.2636. Your password will be emailed to you.
- **Have Career Services enter the job listing for you.** Career Services staff will enter the information supplied on the attached *Job Form* into CCJobNet.com. Simply fax Career Services the completed *Job Form*, 847.635.2636.

Job Seekers

- Job seekers will access job listings by logging on to CCJobNet.com. Students, alumni and community members take advantage of the job opportunities posted with Career Services. Oakton's community is made up of a vast variety of workers. Educational levels range from high school diploma to doctorate degrees.
- Applicants interested in a specific job opportunity will contact the employer directly according to the response method indicated in the listing.

Review Résumés

- Employers with a password and at least one "live" job opportunity listed on CCJobNet.com can review résumés that have been posted to the site by job seekers.

Details

- A confirmation of each listing will be emailed to you.
- All jobs stay active in CCJobNet.com for 30 days.
- Corrections or removal of job listings can be completed online or call Career Services at 847.635.1735 and we will make the change for you.
- CCJobNet.com partner schools include:
Elgin Community College, Illinois Valley Community College, Joliet Junior College, Kankakee Community College, Kishwaukee College, McHenry County College, Moraine Valley Community College, Oakton Community College, Prairie State College, South Suburban College, Triton College, and Waubesa Community College.

Additional Oakton Services for Employers

On-Campus Recruiting

- Career Services offer employers an informal on-campus recruiting opportunity. Employers may recruit twice per semester. Recruiting times are from 10 a.m. to 1 p.m. throughout the school year. To schedule an on-campus recruiting day, call Annette Partak, 847.635.1731.

Job Fair

- Oakton's annual Job Fair takes place in mid April. Those employers who have listed jobs with Career Services are mailed information in January.

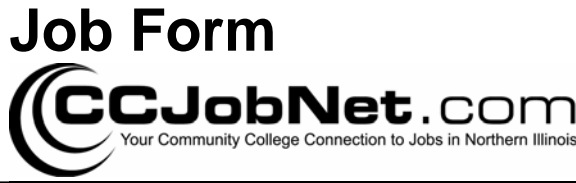
Paid Internships

- If you are interested in developing a paid internship for an Oakton student, contact Shannon McKenzie, 847.376.7165 or 847.635.1404 or mckenzie@oakton.edu, www.oakton.edu/internships/employer.htm.

*As part of CCJobNet.com policy, passwords will not be issued to employment or temporary placement agencies, search firms, third party recruiters or companies providing independent marketing or independent sales opportunities.

Job opportunities that are ineligible for listing in CCJobNet.com include, but are not limited to, in-home situations, independent businesses, and independent marketing or independent sales opportunities. The CCJobNet.com partnership does not promote opportunities where job seekers are required to provide a monetary commitment or that do not provide a guaranteed wage or compensation.

Questions? Call Oakton Community College's Career Services, 847.635.1735.



Fax to: 847.635.2636

A PARTNERSHIP OF ILLINOIS COMMUNITY COLLEGE CAREER CENTERS

Elgin Illinois Valley Joliet Kankakee Kishwaukee McHenry Moraine Valley Oakton Prairie State South Suburban Triton Waubonsee

EMPLOYER INFORMATION – Please respond to all inquiries

Company Name _____

Address _____

City _____ County _____ State _____ Zip Code _____

Type Of Business _____

Primary Business Telephone (_____) _____ Ext. _____

Human Resources or Hiring Contact _____

Contact Email Address _____

Hiring Telephone (_____) _____ Ext. _____ Fax # (_____) _____

Do you want your phone number listed? YES NO

Company Web Site <http://www.> _____

IS YOUR COMPANY AN EMPLOYMENT OR TEMPORARY PLACEMENT AGENCY, SEARCH FIRM, THIRD PARTY RECRUITER OR PROVIDING A DIRECT SALES OPPORTUNITY? YES NO

JOB INFORMATION

Job Title _____

Salary/Salary Range _____ Number of Jobs Available _____

Job Description (75 words or less) _____

Location Of Job: City _____ County _____

Is this position eligible for tuition reimbursement? YES NO

Please mark **only one of the options** in each of the following:

TYPE OF EMPLOYMENT	MINIMUM EDUCATION	WORK EXPERIENCE	RESPONSE METHOD	TODAY'S DATE:
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Full time or Part time <input type="checkbox"/> Seasonal Part time <input type="checkbox"/> Seasonal Full time <input type="checkbox"/> Internship <input type="checkbox"/> Co-op	<input type="checkbox"/> High school student <input type="checkbox"/> High school grad/GED <input type="checkbox"/> Some college course work <input type="checkbox"/> College certificate <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Graduate course work <input type="checkbox"/> Master's degree or above	<input type="checkbox"/> No experience <input type="checkbox"/> Some - up to 1 yr. <input type="checkbox"/> 1 year <input type="checkbox"/> 2-3 years <input type="checkbox"/> 4-5 years <input type="checkbox"/> 6-9 years <input type="checkbox"/> 9+ years	<input type="checkbox"/> Fax resume <input type="checkbox"/> E-mail resume <input type="checkbox"/> Mail resume <input type="checkbox"/> Call for app't <input type="checkbox"/> Come in person <input type="checkbox"/> See details in job description	____/____/____ Office Use: JOB REFERENCE #:

POST THIS JOB LISTING AT (Check 1 to all) Fax to one college only!

- | | | |
|----------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> All Colleges | <input type="checkbox"/> Kishwaukee (Malta) | <input type="checkbox"/> Prairie State (Chicago Heights) |
| <input type="checkbox"/> Elgin (Elgin) | <input type="checkbox"/> McHenry (Crystal Lake) | <input type="checkbox"/> South Suburban (So. Holland) |
| <input type="checkbox"/> Illinois Valley (Oglesby) | <input type="checkbox"/> Moraine Valley (Palos Hills) | <input type="checkbox"/> Triton College (River Grove) |
| <input type="checkbox"/> Joliet (Joliet) | <input type="checkbox"/> Oakton (Des Plaines) | <input type="checkbox"/> Waubonsee (Sugar Grove) |
| <input type="checkbox"/> Kankakee (Kankakee) | | |