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 Waubonsee 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.
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:

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

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

☐ All Colleges
☐ Elgin (Elgin)    ☐ Kishwaukee (Malta)    ☐ Prairie State (Chicago Heights)
☐ Illinois Valley (Oglesby)  ☐ McHenry (Crystal Lake)  ☐ South Suburban (So. Holland)
☐ Joliet (Joliet)   ☐ Moraine Valley (Palos Hills)  ☐ Triton College (River Grove)
☐ Kankakee (Kankakee) ☐ Oakton (Des Plaines)    ☐ Waubonsee (Sugar Grove)