

Job Searching 2019 Tips:

- Have a clear job objective
- Create a list of specific work examples of how you excel at your job
- Treat your job search like a full-time job
- Have a strong LinkedIn profile
- Stop inviting people out for coffee and ask for an Informational Interview instead
- Don't discard temporary or contract opportunities
- Do your homework on the company before the interview
- Follow up on all contact

Behavioral Interview Questions:

- What motivates you to get out of bed in the morning?
- What are your top 3 workplace values?
- What is your biggest professional failure and what did you learn from it?
- Tell me about a time when you went above and beyond the call of duty?
- Do you believe it's more important to work fast or get the job done right?
- If you were a kitchen appliance, which kitchen appliance would you be and why?
- Can you tell me 10 things you can do with a pencil other than write?
- If you won the lottery, what would you do with the money?
- In the news story of your life, what would the headline say?
- You're hosting a dinner party. It will be you and three guests, who can be alive or dead, real or fiction, but not family or a love interest. Who will you invite, and what will you serve?

Other Job Seeker Resources

Interest Inventory:

www.kudor.com

www.self-directed-search.com

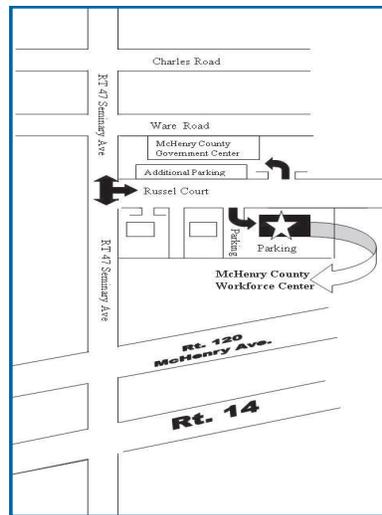
Occupational Info:

www.ncda.org

Veteran Resources:

www.military.com

www.turbotap.org



Parking permitted in MCWN lot and across the street in Government Center **ONLY**. **ALL OTHER LOTS WILL TOW VEHICLES.**



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711.***

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, Il 60098. 815-338-7100 ext. 2793

July 2019

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@yahoo.com

Resource Room Hours
Monday-Friday
8:30am - 4:00pm

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME CRITIQUE

30 - 45 minute sessions

Dean Eitel - 1st and 3rd Monday
10 - 12

Email: deitel@depaul.edu

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - 2nd and 4th Monday
8:30 - 10:30

Email: mcwnkraig@gmail.com

LINKEDIN CRITIQUES

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - July 8th and 22nd
9:00am - 12:00pm

mcwnbennett@hotmail.com

Explore the Illinois Workforce Portal

www.illinoisworknet.com

Set up an account today and discover career and labor market resources such as...

- A career skills and interest assessment that will recommend jobs and career areas tailored to you and provide links to occupational descriptions including salary and job outlook.
- Guidance on how to plan a job search, create a resume and start networking.
- The five key sectors of the Illinois economy with expected job growth.



CLOSED

Thursday, July 4
Independence Day

Seating is Limited for all Workshops and Services!

To reserve your space call (815) 338-7100 ext. 2771 or email workforcecenterRR@yahoo.com

CAREER PATHWAYS WORKSHOP

Tuesday, July 2, 1 - 2:30pm

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email workforcecenterRR@yahoo.com**

RESUME AND COVER LETTER WORKSHOP

Tuesday, July 9, 1 - 2:30pm

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter. Please bring a digital copy of your current resume if you have one. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email workforcecenterRR@yahoo.com**

INTERVIEW WORKSHOP

Tuesday, July 16, 1 - 2:30pm

This workshop is designed to give tips and trick on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter.

To reserve your space call 815-338-7100 ext. 2771 or email workforcecenterRR@yahoo.com

COMPUTER CLASSES

All classes are held 10am - 12pm

Friday, July 12 - Microsoft Word 2013

Friday, July 26 - Microsoft Excel 2013

Seating is limited. You must reserve your space by calling (815) 338-7100 ext. 2771 or email workforcecenterRR@yahoo.com

JOB SEARCH WORKSHOP

Wednesday, July 10, 9:30 - 11am

Wednesday, July 24, 9:30 - 11am

The Job Search Workshop will explore ways to help you with your job search by highlighting those areas that you need a little assistance with the interview process, networking, phone and email messages.

NETWORK TO SUCCESS

JOB CLUB

Wednesday, July 10

1 - 3pm

WHAT EMPLOYERS WISH JOB SEEKERS KNEW ABOUT THE HIRING PROCESS

As a job seeker, have you ever wondered why you were not called for an interview? Wish you knew more about what employers want in a candidate? In this workshop, Christine Johnson, HR Business Partner with Cued Forward and board member for Stateline SHRM (McHenry County's Professional HR Group) will share insights into what employers want job seekers to know and how to incorporate these best practices into your job search

JOB MATCHING WORKSHOP

Wednesday, July 10, 3-3:30pm

Meet with Fellow Job Seekers and Get Your Job Search in Gear, with valuable tips for organizing and conducting a successful job search. Network with fellow job seekers and find out about new jobs openings in the area. FREE job search services to assist you in landing your next job. Learn how to maximize the use of The Illinois Job Link. Find out how you could receive up to \$10,000 for skills training or professional certifications, through the WIOA grant program.

Immediately follows the Network to Success Job Club

WHAT CAN WE DO TO HELP?

Are you *A Job Seeker?*

Need to *Enhance your Skills?*

Want to *Explore a New Career?*

Come to an Information Session to learn more.

Next WIOA Information Sessions:

Thursday, July 11, 9:30-10:30am

Apply for potential training ONLINE at:

www.mchenrycountyworkforce.com or

Pick up an application in our Resource Room.

Career Workshops and Services

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.