

The following information has been compiled from the websites that appear in this document. This list may not include every organization. Questions or comments may be directed to Ruta at [rjancys@woodridgelibrary.org](mailto:rjancys@woodridgelibrary.org).

### AREA JOB SEEKER SERVICES



#### 1. Illinois Department of Employment Security (IDES)

[www.ides.state.il.us](http://www.ides.state.il.us)

IDES offers the following services:

- Unemployment insurance.
- Job placement and referrals.
- Employment and training programs.
- Online job matching service - [Illinois Skills Match](#) - to help match job seekers to employers looking for their skills.
- [Job fairs, special employment events, and resume / job hunting workshops.](#)
- PCs with Internet access, fax machines, other career resources.
- Specialized job search assistance for [veterans](#) and the [Re-entry Employment Services Program](#) which now includes ex-offenders.
- Online career and labor market information. Available at [www.ILWorkinfo.com](http://www.ILWorkinfo.com). Includes employment outcome, occupational wages, and licensing requirements; elementary school, high school and adult career information; and links to green jobs, student financial assistance resources, and opportunities for transferring your skills between related occupations.

The nearest IDES Office to Woodridge is located in Bolingbrook, 321 Quadrangle Drive.  
Call (630) 759-0647 for more information.



#### 2. Illinois Department of Employment Security (IDES) at Lombard

Monthly Veterans Job Readiness Workshops take place the last Friday of every month from 10:00 a.m. to 11:30 a.m. at the Lombard IDES, located at 837 S. Westmore-Meyers Road, Suite B.

Workshops include presentations of special topics, information on veterans' rights and benefits, and financial assistance from the DuPage Commission.

**For veterans only.** No registration required. Walk-ins welcome. For more information contact Cornel Thomas, Local Representative of Veterans, at 630-495-5781, or Suzette Robinson, Disabled Veterans Outreach Program, at 630-495-1742.



### 3. workNet DuPage Career Center Lisle

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

The workNet DuPage Career Center in Lisle provides job seekers with the tools necessary for successful employment, including scholarships for job training programs, job search workshops, and Job Club. Other services include job fairs, on-site recruiters, career and educational advising through College of DuPage, personal and professional development workshops, computer workshops, free use of and assistance with computers, Internet and the Resource Room (fax machine, copiers, printers, job related books, videos, newspapers, business directories), and Job Readiness Workshops and more for individuals with disabilities.

Also, on Tuesday and Thursday mornings, individuals can meet with an Illinois Department of Human Services representative to access information on food stamps, medical assistance, and cash assistance.

For access to basic job services, you must obtain a workNet DuPage Career Center Service Card. For access to advanced job services, you must obtain a Service Card and schedule an appointment with an Intake Specialist. The service card and all services are free.

The Career Center is located in Lisle at 2525 Cabot Drive, Suite 302, open Monday through Friday, 8:00 a.m. to 4:30 p.m. For more information, call 630- 955-2030.



### 4. Illinois workNet Center

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

Find jobs and training in the fastest growing industries; receive monthly newsletter of job seeker information and resource links; find news and events in your area by zip code; connect to education and training opportunities; learn about, find training and search for jobs; learn how you can improve your computer skills for free, including online classes and sites that offer computer skills courses; get assistance for laid off workers; find services available to help Illinois residents support themselves and their families; find various services, including those for child care, immigrant professionals, veterans and ex-offenders; and much more.



### 5. Community Career Center

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

The Community Career Center in Naperville provides one-on-one professional assistance with resume writing, career counseling, networking and interviewing skills, job search strategies, LinkedIn, basic computer skills and computer tutorials. An appointment is required and there is an administrative fee of \$50.00 for a one year membership that gives you access to all available services. The Center also offers job bank access, classes, referrals, motivation group, networking group, and access to office equipment and the Internet. Note that **you do not need to be a member of the Center to attend their free Job Club.**

The Career Center is located at 1815 W. Diehl Road, Suite 100, in Naperville. Call (630) 961-5665 for more information.

 **6. Upwardly Global (Immigrant Job Seeker Services )**

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

Upwardly Global is a nonprofit organization that helps highly skilled immigrant, refugee and asylee professionals restart their careers in the United States, free of charge. Its job program provides the following services:

- Assistance with resume and cover letter writing.
- American job search skills workshops including Job Search Strategies, Interviewing Skills, Networking Skills and Surviving in the American Workplace.
- Instruction in targeted Internet job searching.
- Job leads for professional positions in and around the Chicago Metro area.
- Networking support and advice, including connections and introductions to American professional immigrant networks and colleagues.
- Assistance with licensing, certification and evaluation of foreign credentials. Access [www.careersfornewamericans.org](http://www.careersfornewamericans.org).

The Chicago Office is located at 330 S. Wells, Suite 204, Chicago, IL 60606. Phone: 312-431-1923.

 **7. COD Career Services Center**

[www.cod.edu/Service1/CECS/CarServ/Carser](http://www.cod.edu/Service1/CECS/CarServ/Carser)

The Career Services Center at College of DuPage is **open to community residents**. Services include coaching through the job search process; opportunities to meet with employers on campus to discuss employment opportunities; access to personal computers with helpful job-search software, such as resume development and interview questions; job search class; use of an [on-line job match system](#); an on-line [Job Search Guide](#); and more.

The Center is located at College of DuPage, 425 Fawell Boulevard, Glen Ellyn, in the Student Resource Center (SRC), Room 1490. For more information call 630- 942-2230 or email [csc@cod.edu](mailto:csc@cod.edu).

## AREA JOB LEADS

### 3. workNet DuPage Career Center Lisle

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

Current job leads can be viewed on the job boards in the Resource Room of the Career Center, as well as in the Employment Opportunities job binders.

### 5. Community Career Center

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

A job bank with job postings is available onsite.

### 4. Illinois workNet Center

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

“News and Events in Your Area” by zip code includes local recruitment listings.

### 8. DriveStaff, Inc.

[www.drivestaff.com](http://www.drivestaff.com)

Job Talk Radio is a weekly talk radio show. The show airs every Thursday from 4:00 p.m. to 5:00 p.m. on WJG 1530 AM in Elmhurst. Get a list of current job openings, get information from invited guests to help you in your job search, or call 708-493-1530 to get your questions answered. Click on [Listen Live!](#) to hear a live broadcast, or listen at your convenience to former shows at [www.drivestaff.com](http://www.drivestaff.com) (click on “Job Talk Radio” in the left-hand sidebar).

### 9. Illinois Diversity

[www.illinoisdiversity.com](http://www.illinoisdiversity.com)

Illinois Diversity is a network of local diversity employment Web sites that connect employers with qualified, local applicants of all backgrounds. Click on the “Find a Job” tab and browse local jobs by keyword, category or city.

### 10. Chicago Jobs

[www.chicagojobs.com](http://www.chicagojobs.com)

Search by City. Click on the link “Advanced Job Search” near the top of the page to search for job ads by City, Zip Code or Job Search Distance.



### 11. Chicago Tribune Classified Section

[www.chicagotribune.com/classified](http://www.chicagotribune.com/classified)

Click on the “Jobs” link near the top of the page to search for job postings by City/State, Radius or Chicago Region.



### 12. Job Central National Labor Exchange

[www.jobcentral.com](http://www.jobcentral.com)

Search by Zip Code or City/ State to find local listings.



### 13. Career Connector

[www.careerconnector.com](http://www.careerconnector.com)

Provides information on full-time jobs, part-time jobs, internships, co-ops, apprenticeships and job shadowing opportunities in Chicago and the suburbs. Search by County and/or Zip Code.

## AREA JOB CLUBS



### 14. Woodridge Public Library and Lisle Township Youth and Family Services

The Library Job Club résumé group discussion meets at the Woodridge Public Library on Mondays from 10:00 a.m. until the job is done. Bring a résumé, cover letter or handbill that you would like to share in a group discussion environment. You will leave with plenty of suggestions for improving your résumé, cover letter or handbill, and you'll also receive other information about community organizations and programs that will help you with your job search.

No registration or fee is required. For more information call the Lisle Township Youth and Family Services at 630-968-2087.



### 3. workNet DuPage Career Center Lisle

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

Friday Job Club is held every Friday from 9:00 a.m. to 11:30 a.m./12:00 p.m. and is **open to the public**. Network with other job seekers and share job lead information. A different business or community speaker presents a special topic each week. Check the Events Calendar on the workNet DuPage website for more details on Job Club and workshops.



## 5. Community Career Center

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

The Community Career Center in Naperville hosts a free Job Club every Wednesday from 9:30 a.m. to 11:00 a.m. or 11:30 a.m. to 1:00 p.m. **You do not need to be a member of the Center to attend.** Joy Maguire-Dooley of the Lisle Township facilitates this networking group. Make contacts, talk with others about the job search process, and get job leads. During the last half hour of each session, a speaker addresses various job search or employment issues. Registration not required. Bring copies of your resume.

The center also offers Small Group Networking (SPIN) on Thursdays from 10:00 a.m. to 12:00 p.m. After attending a brief topic presentation, participants meet in small groups to share job leads, information and tips. There is no fee to attend, but **you do need to be a member of the Center.**

For more information on Job Club and SPIN, call 630-961-5665.

## AREA JOB FAIRS



### 1. Illinois Department of Employment Security (IDES)

[www.ides.state.il.us](http://www.ides.state.il.us)

Click on the “Job Fairs & Special Events” link in the left sidebar, then browse the listing for local events.



### 3. workNet DuPage Career Center Lisle

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

**Friday Job Fairs** are held at the Center periodically from 1:00 pm to 3:30 pm. Typically, recruiters from 6-8 different employers and/or organizations are in attendance and these recruiters represent a diverse blend of industries and job needs. Check their website often for information on upcoming Job Fairs, or follow them on [Twitter](#).