





DuPage County Workforce Development Division  
Daniel J. Cronin, Chairman, DuPage County Board

# Job Posting

## Cut Costs and Reach a Large Pool of Local Job Seekers

Finding and hiring employees gets costly. And with the big job boards charging about \$400 per pop, the cost of job posting alone can add up quickly.

### Why not let us post your jobs for you, free of charge?

Job posting at workNet DuPage Career Center allows you to reach area job seekers at no charge, and with no hiring fee. Here's how we get your job leads out to job seekers:

#### Job Posting in the Career Center

Your job leads will be posted in our Resource Room and distributed in our Friday Job Club.

#### Job Posting Online

We'll post your job leads on the jobs page of our website. ([www.worknetdupage.org/jobs](http://www.worknetdupage.org/jobs)).

#### Direct Referrals

We work closely with many job seekers representing a variety of skills and backgrounds, and we will refer appropriate applicants to your job lead.

## Get Started

To get your jobs posted free of charge, contact:

Kathy McAuliffe  
630.955.2068  
[kmcauliffe@worknetdupage.org](mailto:kmcauliffe@worknetdupage.org)

Note: Jobs must pay a reliable wage or salary. No commission-based jobs.

DuPage County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



## Quick Facts

Every week, the jobs we post are seen by:

200 Career Center users

400 online job seekers

1,000 skilled job seekers that receive our weekly job search newsletters

*Figures are rounded.*



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## Information Technology

### IT Networking and Support

Standing talent pool size: 75–100 individuals

#### Prior Industry Experience

Many of these IT professionals have prior experience in the industry. Some are entry-level and starting their careers.

#### Typical Training Programs

A+, Net+, CCNA, CCNP, VoIP, MCP, MCSA, MCSE, MCITP (Exchange 2007)

#### Typical Target Jobs

PC Technician, Help Desk, Network Administrator, Network Engineer, Computer Support Specialist, IT Support Technician, Systems Administrator

### Database, Development, and Others

Standing talent pool size: 50–60 individuals

#### Prior Industry Experience

All of the professionals in this talent pool have prior industry experience.

#### Skills & Occupations Represented

Database Developers & Administrators, Application Developers, Software QA/Testing, ERP/SAP/BI, eCommerce specialists, Web Developers, and UNIX and COGNOS specialists

## Management

All of the professionals in our management talent pools have prior experience in their field. Those who received training for PMP certification have prior management experience.

### IT Management

Standing talent pool size: 70–80 individuals

#### Typical Training Programs

IT Project Management (often coupled w/ technical certs.), Six Sigma, ITIL

#### Typical Target Jobs

IT Manager, Project Manager, Business Analyst, Product Manager, Program Manager

### General Business Management

Standing talent pool size: 60–75 individuals

#### Industries Represented

Manufacturing (ISO, Lean), Sales, Marketing, Construction, Engineering (Civil, Electrical, Mechanical), Brand Name Foods, Finance

#### Typical Training Programs

PMP, Six Sigma Green Belt, Six Sigma Black Belt

#### Typical Target Jobs

Project Manager, Program Manager, Process Manager, Quality Control Manager, Business Administration



## Accounting / Finance

### Accountants and Financial Analysts

Standing talent pool size: 25–35 individuals

#### Prior Industry Experience

All of the professionals in this talent pool have prior industry experience.

#### Typical Training Programs

Advanced Accounting Certificate, CPA Review, CIA Review, Financial Planning

#### Typical Target Jobs

Accountant, Financial Analyst, Controller, Credit Analyst

### AP/AR and Bookkeeping

Standing talent pool size: 25–40 individuals

#### Prior Industry Experience

Many of these professionals have prior experience. Some are entry-level and starting new careers.

#### Typical Training Programs

Quickbooks, Accounting Certificate, Clerical Accounting Certificate, Accounting AAS

#### Typical Target Jobs

Accounting Clerk, Accounts Payable, Accounts Receivable, Bookkeeper



## Health Care

Many individuals in our Health Care talent pools are newly trained and need to acquire experience in their new occupation. However, about 50% do have prior health care experience, i.e., an LPN with prior nursing assistant experience.

### LPNs and Patient Care Techs

Standing talent pool size: 60–85 individuals, divided roughly 50/50 between LPNs and PCTs

#### Typical Training Programs and Target Jobs

LPN w/ NCLEX, Patient Care Tech., Phlebotomist, Certified Nursing Asst.

### Medical Assistants and Medical Office

Standing talent pool size: 60–85 individuals

#### Typical Training Programs

Medical Office Certificate, Medical Assistant, Medical Billing/Coding, Medical Terminology, Phlebotomy, EKG

#### Typical Target Jobs

Medical Office Assistant, Medical Assistant, Phlebotomist, Medical Coder/Biller, Medical Office Receptionist

### Other Healthcare Professionals

Ultrasound/Sonography Technician, MRI Tech, Pharmacy Technician



## Other Industries

### General Office and Administrative Support

Standing talent pool size: 85–110 individuals

#### Prior Industry Experience

Most of our office professionals have prior experience. A few are entry-level and starting new careers.

#### Typical Training Programs

Microsoft Office (all levels, including Specialist and Master), Administrative Assistant Certificate or AAS, Executive Assistant Certificate or AAS

#### Typical Target Jobs

Administrative Assistant, Executive Assistant, Receptionist, Office Clerk, Data Entry, Customer Service Representative

### Transportation, Distribution, and Logistics

#### CDL-A Truck Drivers

Standing talent pool size: 40–60, some with prior driving experience, some with warehousing experience

#### Supply Chain, Logistics, Demand Planning, Purchasing, etc.

Standing talent pool size: 10–25 individuals, all with industry experience

### Other Industries and Occupations

Graphic & Web Design, Paralegal & Legal Secretary, Human Resources, HVAC & Electrician, Production & Warehouse Workers, Sales & Marketing, CNC, CAD/AutoCAD, Drafting & Design, Printing, Industrial Maintenance

## TAP INTO OUR TALENT POOLS

#### For General Inquiries contact:

Lisa Schvach, Manager of Employer Services  
630.955.2066  
lschvach@worknetdupage.org

#### For Free Job Posting contact:

Kathy McAuliffe, Employer Liaison  
630.955.2068  
kmcauliffe@worknetdupage.org

#### For Free Job Fairs & Recruiting Events contact:

Brian Tibbs, Employer Outreach & Marketing  
630.955.2067  
btibbs@worknetdupage.org