



# JOB ASSISTANCE DECEMBER 2017



## Assess Your Skills

Knowing your skills can greatly help your job search by:

- Identifying occupations that match your skills.
- Determining a career direction that plays to your strengths.
- Confidently communicate work-related skills on an interview.
- Knowing your worth to an employer.

PRC's Job Assistance program invested in IBM's Kenexa Skills Assessment tool. Kenexa Assess (formerly Prove It!) is commonly used by organizations as a pre-employment testing tool to identify and select talented job candidates.

<b>Wheaton</b> Tuesday, Dec. 12 <sup>th</sup> 3:00 - 4:30 PRC Computer Center	<b>Westmont</b> Thursday, Dec. 21 <sup>st</sup> 10:00 - 11:30 PRC Computer Center
--	--

## Fireside Chat

I'm sure you'll agree with the following statement: when you're unemployed, surviving the holiday season with an uplifted spirit is hard. Join us for an informal discussion on tips, strategies and support. Light refreshments will be served.

<b>Westmont</b> Thursday, Dec. 14 <sup>th</sup> 1:30 - 2:30 Adult Literacy Room	<b>Wheaton</b> Monday, Dec. 18 <sup>th</sup> 1:30 - 2:30 Conference Room
--	---

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Westmont JA Orientation 1	2
3	4	5 Westmont JA Orientation 2	6	7	8	9
10	11	12 Wheaton Assess Your Skills 3:00 - 4:30 Wheaton JA Orientation 1	13 Wheaton JA Orientation 2	14 Westmont Fireside Chat 1:30 - 2:30	15 Westmont JA Orientation 1	16
17	18 Wheaton Fireside Chat 1:30 - 2:30	19 Westmont JA Orientation 2	20	21 Westmont Assess Your Skills 10:00 - 11:30	22	23 PRC CLOSED
24 PRC CLOSED	25 <i>Merry Christmas</i>	26 PRC CLOSED	27 PRC CLOSED	28 PRC CLOSED	29 PRC CLOSED	30 PRC CLOSED
31						

PEOPLE'S RESOURCE CENTER

**Online Job Posting &  
Employment Event Board**

[www.prctraining.org/jobs/](http://www.prctraining.org/jobs/)

**Log-in: PRC #**

**Temporary Guest Password:**

**9eaaa9**

Would you like to have your resume reviewed or updated?

**AND**

Are you enrolled in PRC's Job Assistance program?

If not: Call (630)682-5402 x 333 to enroll in Job Assistance

If yes: Email jkimak@peoplesrc.org - include your name and PRC #.

**Need extra help learning email or applying online for jobs?**

Attend Open Learning where an Instructor is available to assist you.

Open Learning in the Computer Training Center

<b>WHEATON Open Learning Hours</b>	<b>WESTMONT Open Learning Hours</b>
Monday ..... 11:30 am - 1:00 pm	Tuesday ..... 1:00 pm - 3:00 pm
Wednesday ... 11:30 am - 1:00 pm	Wednesday ... 8:30 am - 11:30am
Friday ..... 11:30 am - 1:00 pm	Thursday ..... 5:30 pm - 7:30 pm