

"Promise me you'll always remember:  
You're braver than you believe, and stronger than  
you seem, and smarter than you think."  
— A.A. Milne

# 2018 March PRC Job Assistance

## WHEATON

### Professional Mock Interviews

Friday, March 23<sup>rd</sup>, 1:00 - 3:00

Wheaton Conference & Adult Education Rooms

Increase your interview IQ and build confidence by participating in a professional mock interview conducted by **Parkway Bank**. This is a perfect opportunity to receive valuable feedback from hiring managers.

There are only 8 appointments available.

Register through your Job Coach or by email:  
jkimak@peoplesrc.org.

## WESTMONT

### Mastering The Telephone Interview



Thursday, March 29<sup>th</sup>, 10:30 - Noon

Westmont Adult Education & Literacy Room

No one likes it-some even fear it-but we all have to do it- *it* is part of the hiring process. Join us as we take on the challenge of conquering the telephone interview.

**Please Register for All Events**

(630) 682-5402 ext. 333

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
		Wheaton JA Orientation 1	Wheaton JA Orientation 2		Westmont JA Orientation 1	
 11 Daylight Savings Time Begins	12	13	14	15	16	17
		Westmont JA Orientation 2				
18	19	 20 Wheaton JA Orientation 1	21	22	23	24
		Wheaton JA Orientation 2			Wheaton Professional Mock interview 1:00-3:00 Westmont JA Orientation 1	
25	26	27	28	29	30	31
		Westmont JA Orientation 2		Westmont Master The Telephone Interview 10:30-Noon		

## 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?

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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

#### WHEATON Open Learning Hours

Monday ..... 11:30 am - 1:00 pm  
Wednesday ... 11:30 am - 1:00 pm  
Friday ..... 11:30 am - 1:00 pm

#### WESTMONT Open Learning Hours

Tuesday ..... 1:00 pm - 3:00 pm  
Wednesday ... 8:30 am - 11:30am  
Thursday ..... 5:30 pm - 7:30 pm