

# Partners

In Job Training & Placement



## **BUSINESS SERVICES**

- **EMPLOYEE RECRUITMENT**
- **CANDIDATE SCREENING**
- **APPLICATION COLLECTION**
- **ASSISTANCE IN HIRING EVENTS**
- **CONFERENCE ROOM**
- **JOB POSTINGS**
- **ON THE JOB TRAINING**

## **RECRUITMENT SERVICES**

- When placing your job opening with us, we will pre-screen applicants & only refer those who meet your specific job requirements.
- We can conduct preliminary pre-screening interviews to narrow your search.
- Openings will be posted in our Career Resource Center.
- On an average, approximately 700 job seekers come through our facility on a monthly basis.
- We have a “Job Posting List” that is available on a weekly basis and is emailed to over 1000 job seekers each week.
- We can take care of application collection on your behalf.
- Be a guest speaker at one of our workshops and have the opportunity to provide employment information, accept applications, and provide informal interviews.

## **HIRING EVENTS**

- We have a proven track record in assisting businesses with hiring events.
- Whether you are opening a new business or adding new staff.....our expertise can save you time and expense!



**Let Us Make Your Job Easier !!!**

**To post a job opening we will need the following information from you.....**

- **Business Name-Address-Phone-E-mail-Fax-Website**
- **Contact Person-E-mail**
- **FEIN #**
- **Type Of Job**
- **Wage/Salary Range**
- **Hours/Shift**
- **How to apply for the open position/positions**
- **Requirements**
- **Duties**
- **Date to end job opening**

**Contact:**

**Lynn Chizmar C.W.D.P., J.S.S.**  
**Lead Career Advisor**  
**Partners in Job Training & Placement**  
**500 42<sup>nd</sup> Street Suite # 4**  
**Rock Island, IL 61201**  
**(309) 788-7587-ext. 105**  
**OR**  
**404 E. Third Street**  
**Kewanee, IL 61443 (Tuesdays & Thursdays)**  
**Phone-(309) 852-6544**  
**Fax-(309) 852-2504**  
**lchizmar@pjtp.org**