



You Hire You Train We Pay

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OJT Coordinator

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Matching Great Employees to Great Employers for FREE!



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the **American Job Center** network



SERCO is funded by The Chicago Cook Workforce Partnership, who provides auxiliary aids and assistive technology upon request to individuals with disabilities.

Thinking about hiring a new employee? We just made it more affordable. We have funds to help you train new employees.

- Quick turnaround
- Limited paperwork
- Money in your pocket



About Us



The Southwest Suburban Cook County American Job Center operated by SERCO transforms lives through personalized career training, job placement, and educational programs. Southwest Suburban Cook County American Job is an agency under the Chicago Cook Workforce Partnership which was formed by City of Chicago Mayor Rahm Emanuel and Cook County Board President to provide federally funded employment training programs in the Chicagoland region. SERCO through the Southwest Suburban Cook County American Job Center works with unemployed residents to build self-sufficient, upwardly mobile futures. SERCO, through the Chicago Cook Workforce Partnership, offers grants for so they can return to school or to receive vocational training. Even after we place our customers, we stay involved in their lives and serve as a support system, no matter what their situation. The services provided at the Southwest Suburban Cook County American Job Center, operated by SERCO, are free of charge to eligible qualified customers.

To place our unemployed customers, we've developed a wide network of industry partners. is a trusted source of pre-screened, work-ready applicants for numerous employers in the Chicago area. We have placed customers in diverse industries such as health care, logistics, and manufacturing. We take the time to learn the unique needs of different industries and train our customers to master specific hard and soft skills to succeed in their positions. As a result, our partners gain trained, skilled employees, while our customers build a career path instead of earning just another paycheck.

Overall, SERCO through The Southwest Suburban Cook County American Job Center combines expert education and training, individual attention, and the commitment to do whatever it takes. In the process, we empower our customers and strengthen the neighborhoods and communities we serve. We also provide incentives for employers in your area who hire unemployed customers and provide on-the-job training.



Programs and Services

Employment and Careers

- Job Placement Assistance
- Job Readiness Skills Training
- Resume Assistance
- Work Experience
- On-the-Job Training
- Vocational Skills Training
- On-Line Application Assistance
- On-site recruitments
- Job Fairs

Education and Training Programs

- Career Pathways and Bridge Programs
- Healthcare
- Transportation, Warehousing, and Logistics
- Computer Technology
- GMAC Financial Literacy
- Career Fairs
- National Professional Certification in Customer Service

Youth Education, Employment and Empowerment Programs

- Improving educational attainment through after school programs, tutoring, GED classes, on-line diploma recovery
- Preparing for employment offering financial literacy, life skills workshops
- Supportive Services
- Community Citizenship, and Leadership Development

LOCATION:

Southwest Suburban
Cook County American Job Center
7222 W Cermak Rd Suite 301
North Riverside, Illinois 60546
(708) 222-3100

Ana Granados
Business Service Representative
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"We are incredibly happy with the candidates recruited from SERCO and are excited about expanding our relationship nationally."

Rafael Malpica,
Hourly Recruitment Coordinator
Recruitment & Diversity Services
Walgreens

Employer Services

HERE'S HOW CENTRAL STATES SER/SERCO CAN HELP YOU!

Central States SER/SERCO customizes to meet your hiring needs. Get qualified people, save time in the recruiting process, and save money by not spending on costly ads to recruit people.

No Cost Placement Services

We understand that it can cost employers thousands of dollars every day that a job is not filled. The time that your managers or human resource department has to take away from daily duties can also cost you a fortune. Let us become an extension of your HR Department or Hiring Managers Assistance by allowing us to:

- 📁 Post your jobs for free!
- 📁 Provide you with qualified pre-screening candidates that fit your job descriptions and hiring needs.
- 📁 Show you how to bring dollars in your company with hiring incentives.
- 📁 Decrease the amount of the time your position stays open and increase your company productivity there for saving you money!

Business Service Representative

Work with people who know your industry. Our BSRs will provide you with a tailored approach to placements. Central States Ser/SERCO will do the following for you:

- 📁 Become familiar with your organization's specific requirements to make sure they understand what your needs are as an organization.
- 📁 Assist with providing pre-screened ready to work candidates based on the job descriptions you have provided.
- 📁 Provide you with retention services for the candidate they place with you.

Hiring Event

Is your organization growing? Are you opening new locations around the Chicago Land area and need to fill lots of positions? Want to interview several candidates at one location?

Through a variety of hiring events Central States SER/SERCO can be your one stop location for finding the right candidate. Below list the ways that you can interview our candidates:

Central States Ser/SERCO Use Only: Center 03/06/18

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Job Fairs: From time to time Central States SER/SERCO host job clubs for employers of all industries to participate. This gives the employer and the candidates an opportunity to get massive amount of people to review at one time.

Job Clubs: Job Clubs are held weekly at Central States SER/SERCO. As an employer you would get the opportunity to come in and speak to customers that are interested in your specific company openings. You can pre-screen candidates that you have met at the club and call them in to your office for an interview. If you prefer, the option of doing interviews at our location are also available.

Private Hiring Screenings: Our Business Service Team can set up private hiring events for employers as well. For more information please complete the inquiry form.

Employer Volunteers - Don't have openings at this time. We are looking for employers to come in and volunteer time to give our candidates interview practice. Please let us know if you would be interested in participating.

To inquire about Hiring Events please call your local business service team member.

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Up to \$10,000 New Hire Training!

Employer Training Reimbursement Program



On-the-Job Training

On-the-Job Training (OJT) is a “hire-first” program. Employer agrees to hire, train, and retain the individual upon successful completion of the training program.

- Businesses may be reimbursed for up to 75% of the new employee's wages and the extraordinary costs of the training.
- Workers have the opportunity to earn and learn.
- We take care of all the paperwork

How Does It Work?

OJT provides employers with a way to have new employees gain specific skills and employment competencies through supervised experience. Workers learn the processes, work tasks, tools and methods of a specific job or group of jobs in an actual work setting.

- We match qualified applicants with approved job openings.
- We work with you to design a training plan that meets your needs; you may be able to use an existing proprietary training plan.
- You get reimbursed a percentage of wages during the OJT period.

Qualifying On-the-Job Training Applicants

- Applicants who are pre-qualified by our office and referred to you. OR
- Applicants you send to us for eligibility screening. We'll notify you if they qualify.

Email: **Ana Granados**

agranados@il.sercohq.com

for additional information on how your business can benefit from this opportunity and others like it or call 708-222-3100 x1317

On-the-Job Training is for Businesses that:

- Operate year round
- Enjoy low employee turnover
- Pay an hourly wage or salary equal to or more than minimum wage
- Realize the benefits of investing in their employees
- Employ one or more workers

OJT Provides:

- Hands on training,
- Payment to offset training costs,
- Opportunity to train employees your way,
- Investment in your company; and
- Workers earn and learn.



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Funding for this effort is made possible through a grant provided by the Chicago Cook Workforce Partnership. Our agency is an equal opportunity employer/program, Auxiliary aids and services are available upon request to individuals with disabilities.