



*The One-Stop  
Business Services Team...*

YOUR

PARTNER

FOR

HUMAN

RESOURCE

SERVICES

**One Stop**

Business &  
Employment  
Center

*Your Stop, Your Future!*

# One-Stop Business & Employment Center

## Whatever the Goal... We Can Help!

The One-Stop Business and Employment Center joins providers of employment, education, and training services — at one convenient location — to provide businesses and job seekers with easy access to a network of resources at the local, state and national level. This comprehensive system offers a wide variety of services and programs to help our customers achieve their business and career goals.

Our partnership consists of employment service, education and training agencies; vocational education and rehabilitation agencies; community colleges and universities; unemployment insurance agencies; plus non-profit and for profit organizations.

Through partnership and referral, our dedicated and courteous staff will ensure that both employers and job seekers benefit from every available service they are eligible to receive.

## One-Stop Business & Employment Center Partnering Agencies

- Adult Education and Literacy
- Center for Independent Living
- Crosswalk Community Action Agency
- Easter Seals — A Senior Community Service Employment Program
- Housing and Urban Development
- Illinois Department of Employment Security
- Illinois Department of Human Services, Community Operations
- Illinois Department of Human Services, Office of Alcohol and Substance Abuse
- Illinois Department of Human Services, Office of Rehabilitation
- Job Corps
- John A. Logan College
- Management, Training, and Consulting Corporation (Man-Tra-Con, Corp)
- Perkins Post-Secondary Vocational Education
- Rend Lake College
- Southern Illinois Collegiate Common Market (SICCM) — A Senior Service America Program

## Services for Job Seekers

Partners of the One-Stop Business & Employment Center are dedicated to helping job seekers achieve their educational and career goals. Highly trained attendants and career specialists offer job seekers counseling and referral to a variety of educational and career training opportunities. Our resource room enables job seekers to use computers with internet access, faxes, and telephones for resume preparation and job searching at no cost. New Assistive Technology equipment ensures that our programs and services are accessible to all job seekers, especially those with specific needs.

## Job Seekers Have Access to:

- Job listings, including hiring requirements
- Computers with internet access, faxes, and telephones for resume preparation and job searching
- Job referrals, placement services, and Education and Training programs
- Local, State and National Labor/Market information
- Initial screening for training eligibility
- Assessment of skill levels and career interest surveys
- Instruction to enhance job search skills
- Assistance with filing UI claims (offered only at Mt. Vernon location at this time)



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# Employee Recruitment



- Job Posting (ex. [www.illinoisskillsmatch.com](http://www.illinoisskillsmatch.com))
- Pre-screening of Qualified Applicants
- Application Distribution
- Job Matching (ex. typist requiring 40WPM)
- Advertising for Mass Hirings
- Job Specific Assessment
- Job Fairs
- Workplace Skills Assessments<sup>†</sup>

<sup>†</sup> Fees may apply

*“MPP Illinois has used the services of Man-Tra-Con for over 2 1/2 years and have been more than pleased with the results. We are a small company without a local on-site HR department. Man-Tra-Con helped from the early startup phase thru continued training and recruitment. Thanks to Man-Tra-Con, our start up went without a hitch.”*

— Ed Bozarth, President MPP  
Group of Companies



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# Training Services



- Customized training programs geared to specific business and industry needs†
  
- Identifying and developing educational programs needed for emerging occupations†
  - Occupational Health & Safety
  - Supervisory & Management
  - Industrial
  - Computers & Software
  - Workplace Skills Training

*“...We have employed the college for Customer Service Training, Managerial Training, and an array of Computer Classes and have always been pleased. For quality staff education and training at a reasonable cost, I highly recommend Rend Lake College.”*

— Bradley D. Futrell, Assistant Administrator,  
Hamilton Memorial Hospital District

† Fees may apply



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# *Retention Services*



- Interview Debriefing
- Incentives
- Employee Assistance Programs
- Previewing (job expectation = reality)
- Job Coaches
- Follow-up Placement Services
- Job Retention Certification
- Conflict Resolution Services

*The Business Services Team is committed to helping employees stay on the job. Most services listed are available at no cost to you!*



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AT YOUR SERVICE...

# The One-Stop Business Services Team



The One-Stop Business Services Team was developed to help your business recruit, train and retain a qualified workforce. We serve as a link between economic, education and workforce development to provide area businesses with a constant stream of skilled employees.

## *Business Services Team Representatives*

Representatives from partnering agencies within the One-Stop system have joined together to create the One-Stop Business Services Team:

### **Department of Human Services (DHS)**

102 East De Young Street  
Marion, Illinois 62959  
Ph: (618) 993-7479

### **Department of Human Services — Office of Rehabilitation**

Route 37 North  
Benton, Illinois 62812  
Ph: (618) 439-4334

309 E. Jackson  
Carbondale, Illinois 62901  
Ph: (618) 457-2107

Rend Lake College MarketPlace  
333 Potomac Blvd.  
Mt. Vernon, Illinois 62864  
Ph: (618) 244-0331  
Ph: (618) 242-7328 (TTY)

### **Easter Seals**

8195 Express Dr.  
Marion, Illinois 62959  
Ph: (618) 993-0260 or 1 (866) 709-0985

### **Illinois Employment & Training Center (IETC)**

8195 Express Dr.  
Marion, Illinois 62959  
Ph: (618) 997-6835

54 Crownview  
Mt. Vernon, Illinois 62864  
Ph: (618) 244-1700

223 S. 13th St.  
Murphysboro, Illinois 62966  
Ph: (618) 687-2341

### **John A. Logan College**

700 Logan College Road  
Carterville, Illinois 62918  
Ph: (618) 985-3741 (Voice)  
Ph: (618) 985-2752 (TTY)

### **Management, Training, & Consulting Corporation (MAN-TRA-CON, Corp.)**

3000 W. DeYoung Street, Suite 800B  
Marion, Illinois 62959  
Ph: (618) 998-0970 (Voice)  
Ph: (618) 998-9602 (TTY)

For affiliate site locations in Franklin,  
Jackson, Jefferson, and Perry counties,  
call 1-866-611-JOBS.

### **Rend Lake College**

468 N. Ken Gray Parkway  
Ina, Illinois 62846  
Ph: (618) 437-5321

### **Southern Illinois Collegiate Common Market (SICCM)**

468 South Park Avenue  
Herrin, Illinois 62948  
Ph: (618) 942-6902

*We are here to  
serve you — our  
business customer!*

*Our team of experi-  
enced business and  
workforce professionals  
is committed to  
providing you with  
a wide variety of  
Human Resource  
services.*



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# Research & Information



- Legal Review of Employment Applications
- Wage Surveys
- Job Descriptions
- ADA Requirements
- Job Modifications Assessments
- Labor Market Information

*One-Stop Business  
& Employment Centers  
provide access to  
valuable resources that  
help you make informed  
business decisions.*



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# Financial Incentives



- On-the-Job Training Programs
- Customized Training<sup>†</sup>
- Fidelity Bonding Program
- Employed Worker Training Programs
- Job Accommodation Reimbursements
- Business Tax Credits and Savings

<sup>†</sup> Fees may apply

*“The training provided to our employees through the college's [John A. Logan College] Business and Industry Center has been vital to our ability to remain competitive and to be successful.”*

— Chuck Parks,  
General Manager, Maytag



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# Employer Amenities



- Private interview space\*
- Conference facilities† \*
- Business reference library
- High-tech computers with business software applications
- Internet access
- Access to fax and copy machines
- Assistive Technology Equipment available

for individuals with special needs

† Fees may apply

\* Subject to availability

*“The training room was the perfect size and the necessary equipment was available if we hadn’t had our own for video orientation. I plan to utilize the facility in our next recruiting ... I hope to keep this partnership going as our needs arise in the future. I wish this facility would have been here ten years ago.”*

— Roger Mulch,  
Mt. Vernon Sheriff’s Department



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# *Locations*

## MARION

### **One-Stop Business & Employment Center**

3000 West DeYoung Street, Suite 800B  
Marion, IL 62959  
618-998-9921, Ext. 230 (Voice)  
618-998-9602 (TTY)

## MT. VERNON

### **One-Stop Business & Employment Center**

Rend Lake College MarketPlace  
333 Potomac Blvd.  
Mt. Vernon, IL 62864  
618-241-6900, ext. 7250 (Voice)  
618-242-7328 (TTY)

For additional information about our programs and services, or affiliate site locations, call toll-free...

## **866-611-JOBS**



The One-Stop Business & Employment Center is a proud member of America's Workforce Network, and an Equal Opportunity Employer/Program. Auxiliary aids & services are available upon request to individuals with disabilities.