



JOB PLACEMENT RESOURCE CENTER

Employer Guide



Welcome to the *Job Placement Resource Center*

Harper College is one of the nation's premier community colleges and one of the largest, serving more than **35,000 students** annually in Chicago's northwest suburbs. The College's academic programs prepare students for rewarding careers and for transfer to four-year universities. Harper offers associate degree and certification programs, advanced career programs, workforce training, professional development, continuing education classes, accelerated degree options for adults and developmental education programs.

JOB PLACEMENT RESOURCE CENTER

The Harper College Job Placement Resource Center (JPRC) is committed to empowering its students to achieve success. We help students succeed by providing resources to assist with obtaining employment.

Employer relations are an integral part of the Job Placement Resource Center. Your business can benefit from free online job posting, targeted job fairs, on-campus recruiting, and internships/co-ops.

We appreciate your interest in Harper students and invite you to list your open positions with us. Our online job board is available to current students, alumni, community members and employers at no cost.



RECRUITING POLICIES

To ensure the quality of our services and to better assist students, alumni and other users of our services, we have established recruiting policies in accordance with the National Association of Colleges and Employers (NACE) and abide by the NACE Principles for Professional Practice.

To be qualified as an employer to use JPRC services:

- Employers must adhere to federal and Illinois state EEO guidelines
- Employers must not involve solicitation, posting of materials or sale of products or services

The following types of business may not use JPRC services:

- Multilevel marketing companies
- Third Party recruiters
- Home based businesses



Employer *Services*

The JPRC provides many ways to help employers post their job openings and recruit Harper students!

JOB POSTING

Harper's online job management system, Hire a Hawk, is a free resource for you to post your open positions and search for resumes of qualified candidates.

Register for your account at:
harpercollege-csm.symplicity.com/employers

JOB FAIRS

The JPRC provides small, industry-specific job fairs during the spring semester for employers to network with Harper students and alumni. Because there are limited spaces, job fairs fill up quickly. Check our website for upcoming job fairs and events.

JOB FLASHES

At the beginning of each month, job listings are pulled from Hire a Hawk according to major areas. These job listings are then printed and posted on an area of interest job board in locations where students have classes.

INTERNSHIPS

Internships are intended to be a learning experience that combines classroom knowledge and work experience. These learning experiences allow students the opportunity to become more qualified as a future employee in the student's area of study.

BENEFITS

- Participate in shaping the next generation of your workforce
- Identify qualified candidates for potential future hire
- Economically increase your company's productivity
- Give back to the community

INTERNSHIP DETAILS

- An internship is a work-based learning experience closely aligned with the student's Area of Interest
- The length of an internship may vary. This is a short-term commitment that depends on the employer's needs and the student's availability.
- All internships must adhere to the Fair Labor Standards Act
- Students must adhere to the minimum GPA requirements and adhere to Harper College's Student Code of Conduct

EMPLOYER CRITERIA

- For-profit companies typically pay interns at least minimum wage and we recommend each employer consult legal counsel before posting an unpaid internship
- Starting and ending dates must be defined upfront and included on your Employer Internship Application
- A job description is required, with any qualifications, course completions and technical skills
- Interns must receive supervision, feedback and performance evaluations by an appropriate/ designated employee
- Complete the site application below and the Experiential Learning Program Manager will contact you

ON CAMPUS RECRUITING (OCR)

On Campus Recruiting gives employers the opportunity to recruit students for part-time or seasonal positions during the fall and spring semesters. A table is set up in a high-traffic area on campus to connect with students in an informal atmosphere. Register to attend one of our scheduled OCR dates by contacting the main office by phone or email.

TIPS FOR OCR

Employers are encouraged to bring suitable items to attract students' attention, such as:

- Applications
- Flyers
- Pamphlets
- Giveaways

You will need to get the student's attention; stand beside or in front of your table to help attract students. It is advisable that you not be on your phone as students walk by.

Know that the table is located in a high traffic area that is allowable by campus policy.

The JPRC will email you with directions to campus, where to park and check in. If you have many/heavy items, we recommend using a rolling cart.





Areas of *Study*

ASSOCIATE DEGREES

Associate in Arts
Associate in Science
Associate in Engineering Science
Associate in Fine Arts-Art Emphasis
Associate in Fine Arts-Music
Associate in Arts in Teaching Secondary
Mathematics
Associate Degree in General Studies

ASSOCIATE DEGREE AREAS OF STUDY

Accounting
Business Administration
Computer Information Systems
Dental Hygiene
Diagnostic Cardiac Sonography
Diagnostic Medical Sonography
Early Childhood Education
Education
Electronics Engineering Technology
Emergency and Disaster Management
Emergency Medical Services
Fashion Studies
Fire Science Technology
Graphic Arts Technology
Health Information Technology
Heating, Ventilation, Air Conditioning
and Refrigeration
Hospitality Management
Interior Design
Law Enforcement and
Justice Administration
Maintenance Technology
Manufacturing Technology
Medical Office Administration
Nursing
Nutrition
Paralegal Studies
Physical Therapist Assistant
Radiologic Technology
Supply Chain Management
Surgical Technology
Web Development
Welding Technology

CERTIFICATES

Accounting
Architecture
Cardiographic Technician
Cannabis Science and Therapeutics
Computer Information Systems
Computer Networking
Early Childhood Education
Electronics Engineering Technology
Emergency and Disaster Management
Emergency Medical Services
Fashion Design
Financial Management
Geography
Graphic Arts
Health Information Technology
Heating, Ventilation, Air Conditioning
and Refrigeration
Hospitality Management
Human Services
Insurance
Interior Design
Kinesiology
Law Enforcement and
Justice Administration
Linguistics
Maintenance Technology
Management
Manufacturing Technology
Marketing
Massage Therapy
Medical Office Administration
Nursing
Paralegal Studies
Phlebotomy
Radiologic Technology
Supply Chain Management
Web Development
Welding Technology





Campus Wide *Services*

REGISTERED APPRENTICESHIPS

Harper's Registered Apprenticeship programs are unique, flexible instruction programs combining job related credit courses with structured on-the-job learning experiences.

phone 847.925.6630

email apprenticeships@harpercollege.edu



Registered Apprenticeships

HARPER BUSINESS SOLUTIONS

Harper Business Solutions can help your team reach the goals you've set. Work with one of our consultants to create and implement a customized training plan for your organization. Training is always available when and where you need it.

phone 847.925.6640

email training@harpercollege.edu

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER

Our team of business advisors will help you identify, understand and overcome the challenges of running a successful business. From someone who has an idea for a home-based business to an established company in need of capital to finance their next stage of growth, we work closely with our clients to find solutions that work best for them. There is no cost to the client, all services are paid for through a partnership between DCEO, the Small Business Administration and Harper College.

phone 847.925.6520

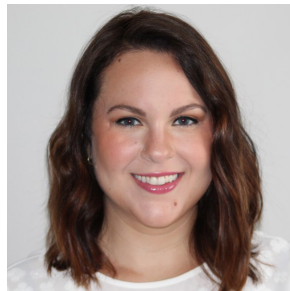
email sbdc@harpercollege.edu



Meet the *JPRC Staff*



Kathleen Canfield
Director
kcanfiel@harpercollege.edu



Anne Liotine
*Workforce Coordinator/
Apprentice Coach*
aliotine@harpercollege.edu
Areas of Interest:
Medical Office Administration,
Public Service, Kinesiology,
Manufacturing



Ann Garoon
*Workforce Coordinator/
Apprentice Coach*
agaroon@harpercollege.edu
Areas of Interest:
Art, Design, Information
Technology, Education, Health
Information Technology



Nancie Mohedano
*Workforce Coordinator/
Apprentice Coach*
nmohedan@harpercollege.edu
Areas of Interest:
Health Sciences

Not Pictured:

Candace Tseng
Receptionist
tc36762@harpercollege.edu

Melissa Kidane
Administrative Assistant
mkidane@harpercollege.edu

Julie Sabella
Experiential Learning Program Manager
jsabella@harpercollege.edu





JPRC SOCIAL MEDIA

Our social media pages are another way to recruit and connect with students. We add new postings weekly! Send a flyer (.pdf or .jpeg file) suitable to post on our page to jprc@harpercollege.edu.

Visit our Facebook page at facebook.com/harperjprc or follow us on Instagram @harper_jprc.

Harper College Wojcik Conference Center, W207

1200 W Algonquin Road
Palatine, IL 60067

phone 847.925.6400
email jprc@harpercollege.edu
web harpercollege.edu/jprc

Office Hours

Mon – Fri 8 a.m. – 4:30 p.m.

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation. 31118 DRC 9/22