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The Source is intended to be a living document that will grow and evolve over time. It is the intent to update The Source periodically as labor needs change.

Do you have a great resource for landscape employees? Email the details to ILCA at information@ilca.net.

Catch a mistake or want to make an edit, email information@ilca.net.

INTRODUCTION

Finding qualified labor has always been the landscape industry's greatest challenge. From 2007-2012, it is estimated the landscape industry lost 100,000 people, or over 20% of its workforce. In the next ten years, the green industry labor force is supposed to grow by 17% - nearly replacing almost all of the labor lost during the recession. The question on every landscape professional's mind is, "where will I find them?"

The Source will guide landscape professionals through a decade marked by growth and the challenges that go along with it. The phone will ring, clients will come, prices will rise, and the successful companies will be able to meet increased demand with a strong labor force.

Before a company looks externally for its next generation of labor, it must understand itself. Companies need to know who they are looking for and where are they comfortable searching for available labor. The Source offers resources that a company may use to create a hiring strategy. Some of these resources are straightforward while others require a creative and nuanced recruiting strategy. Some of the resources are free while others require investment.

Each section of The Source is twofold: the first section explains why the resource was included, the second, how the resource may be used. The section provides leads for further exploration. A company should pick and choose a variety of resources to craft a personalized recruitment strategy that works for them.

Thousands of potential landscape industry employees rest in these pages. Enduring success will favor those who go out there and find them.



FAIRS AND FESTIVALS

What this section is: This provides a listing of popular street fairs and festivals in the Latin American community. Some of the festivals are primarily aimed at a Latino audience. Others are in towns that have high populations of Latinos according to the 2010 Census.

How this section may be used: Many of these festivals allow for display tables and exhibitors. For a small fee, a company can get exposure to thousands (sometimes millions) of people. A company can rent a table or booth and hand out job applications. These are excellent promotional opportunities that cost very little. A presence at these events allows the landscape company to interact with a large number of people over a short timeframe, especially young people.



FAIRS AND FESTIVALS

Aurora

Fiesta Patrias

Mid-September

Website

Berwyn

Berwyn Annual American

Music Festival

Early July

Website

Chicago

Festival de La Villita

Mid-September

Website

Chicago

Festival del Taco

Late May

Website

Chicago

Taste of Mexico -

New event no website yet

Early June

Website

Chicago

Fiestas Puertorriqueñas

Mid June

Website

Chicago (Pilsen)

Fiesta del Sol Festival

Late July, Early August Website

Chicago (Pilsen)

Mole de Mayo

Late May

Website

Cicero

Cinco De Mayo

Early May

Website

Cicero

Mi Gracia Fest

Mid July

Website

Cicero

American Fest

Early June

Website

Des Plaines

Des Plaines Fall Fest

Mid-September

Website

Elgir

Elgin International Festival

Late August

Website

Elain

International Fest (iFest) Late

August

Website

Evanston

Hispanic Heritage Month

Celebration

Mid-September to

Mid-October

Website

Joliet

Taste of Joliet

Late June

Website

Melrose Park

Melrose Park Hispanofest

Early September

Website

Melrose Park

Taste of Melrose Park

Early September

Website

Round Lake

Home Town Festival

Early September

Website

Round Lake

Festival Fiesta Patrias

Mid-September

Website

Waukegan

Fiestas Patrias Parade

Mid-September

West Chicago

Mexican Independence

Day Parade and Celebration

Mid-September

Website

West Dundee

West Dundee Heritage Fest

Mid-September

Website

LATINO AND HISPANIC COMMUNITY ORGANIZATIONS

What this section is: Community organizations have diverse missions. The following are a sample that educate and support members of the community as they determine each person's development path. These groups were handpicked because they emphasize workforce development programs and services for individuals, families, groups, and businesses.

How this section may be used: The importance of community, especially in Latino communities, cannot be understated. Many of these organizations exist because they provide a home, resource center, and sympathetic ear during times of great stress. Developing a relationship between a business and a community organization will pay lasting dividends.

Companies need to understand these are not hiring halls. These groups want to work with companies with similar values and missions. A company needs to be sensitive to the mission, history, and most importantly, the people who work for community organizations. More time and energy should be spent developing strong bonds. Once those bonds are established, the community organization is far more likely to be an enduring resource for years to come.



LATINO AND HISPANIC COMMUNITY ORGANIZATIONS

Family Focus Aurora

555 E. Benton St. Aurora, IL 60505 (630) 844-2250 Website

Institute for Latino Progress

2570 S. Blue Island Chicago, IL 60608 (773) 890-0055 Website

Hispanic Alliance for Career Enhancement (HACE)

25 E. Washington Chicago, IL 60602 (312) 435-0498 <u>Website</u>

Casa Aztlan

1831 S. Racine Chicago, IL 60608 (312) 666-5508 Website

Albany Park Community Center Inc.

3403 W. Lawrence Ave, Ste 300 Chicago, IL 60625

(773) 583-5111

Website

Association House of Chicago

1116 N. Kedzie Ave. Chicago, IL 60651 (773) 772-7170

Website

Cicero Mexican Cultural Committee

Cicero, IL Website

Youth Build Lake County

3001 North Green Bay Rd., Bldg. 1 North Chicago, IL 60064 (847) 473-3483 Website

SER Jobs for Progress Inc. of Lake County

117 N. Genesee St. Waukegan, IL 60085 Website

Job Center of Lake County

1 N. Genesee Waukegan, IL 60085 (847) 377-3437 Website

People's Resource Center

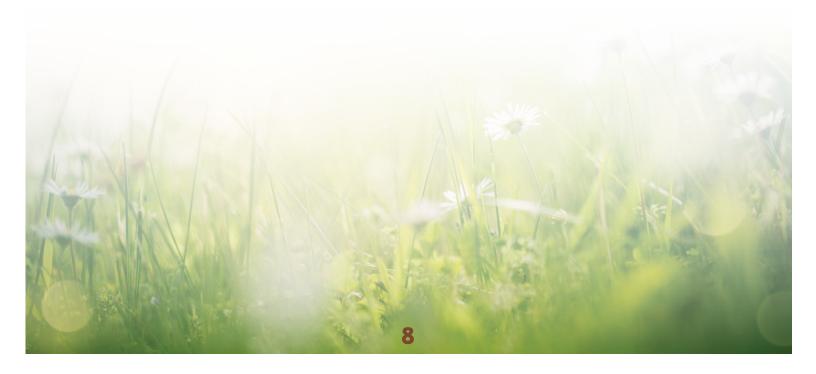
201 Naperville Rd. Wheaton, IL 60187 (630) 682-5402 Website

What this section is: A day and temporary labor service agency is a person or entity engaged in the business of employing day or temporary laborers to provide services, for a fee, to or for any third party client. These services are pursuant to a contract with the day and temporary labor service agency and the third party client.

Day and Temporary Labor staffing agencies must be registered in the State of Illinois. A complete list is available on the Illinois Department of Labor's (IDOL) website <u>HERE</u>.

IDOL estimates that over 300,000 workers work as day or temporary laborers in Illinois. Approximately 150 day labor and temporary labor service agencies, with nearly 600 branch offices, are licensed throughout Illinois.

Not all day and temporary staffing agencies place for landscape work. In fact, only about 20% do. ILCA contacted each of the 600 agencies/offices located in Illinois. We found only 100+ who do placement for landscape services. Many do not place for landscape because the work is difficult, they struggle to find candidates who will do the work, or the agency's insurance does not cover the scope of work. The agencies who place for landscape work are included in this section.



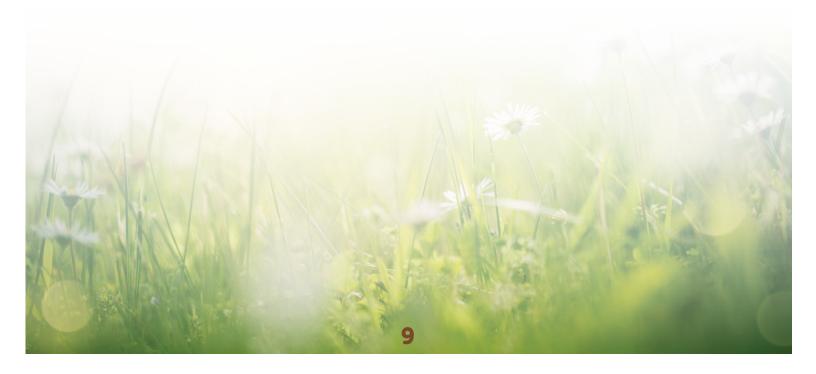
How this section may be used: ILCA spoke to firms who have used day and temporary service agencies during peak times. They offered the following advice:

Wages will need to be a bit higher because the agency will get a cut. Also, minimum or low wage positions are not always desired by staffing agencies because the agency's percentage is too low to make the placement economically justifiable.

An employer should be specific in what it is looking for when speaking with a staffing agency. This can include demographic information and physical dexterity.

An on-boarding process is vital for the landscape company. The landscape company's managers, supervisors, and foremen must have a process in place to make the temporary workers feel comfortable on the standing crews. If temporary workers are to be placed in their own crews, existing employees should be told to treat them with respect and openness. There is often resistance from current staff towards temporary staff.

Beware of cross-cultural issues when English-speakers are mixed with Spanish-speakers. Managers must help both the Spanish-speakers and English-speakers move past cross-cultural differences.



The day and temporary labor service agency will not send the landscape company lackluster employees. The company has a vested interest in keeping an ongoing relationship with the client.

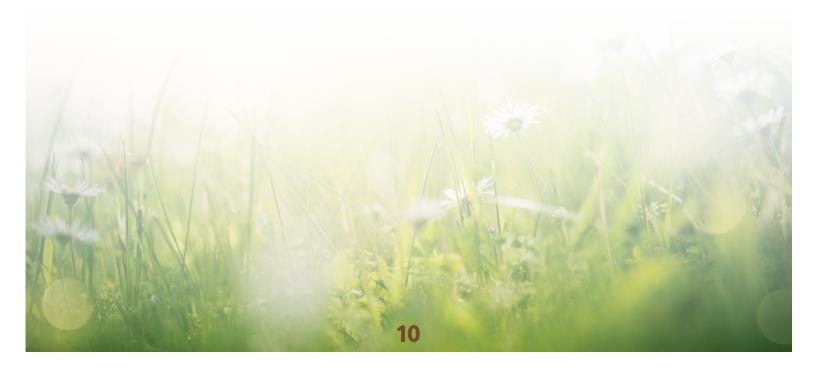
Landscape companies have to revise their expectations. These are not the same as employees who are hired in a traditional manner. These employees can be placed elsewhere if they do not like the job. Therefore, retention rates are lower. Out of 20 hires, a landscape company should expect a success rate of about 30-35%. The work is often deemed too difficult or unsatisfactory for a majority of temporary workers.

It is possible to temp-to-hire. Speak with the day and temporary labor service agency about this prospect from the onset in case a strong worker presents him or herself.

Geography plays an important role in the success of the placement. A candidate has a higher degree of job satisfaction if the position is closer to his/her home. Communicate to the agency you are not looking for candidates outside a certain proximity.

The day and temporary labor service agency will handle the worker's compensation insurance. However, the line of separation is not always clear. The employer may share some liability and the responsibility is never clean and distinct. This should be discussed with the landscape company's attorney before hire and clarified in writing.

Determine if the day and temporary labor service agency places any restrictions on tools or equipment used or labor performed.



Arlington Heights

Snelling Employment, LLC

2340 S. Arlington Heights Ste 101 Arlington Heights, IL 60005 (847) 640-6618

Aurora

All Team Staffing, Inc.

1885 N. Farnsworth Aurora, IL 60016 (630) 801-0441

Aurora

ASG Staffing, Inc.

707 N. Highland Aurora, IL 60506 (630) 264-1187

Aurora

Express Employment Professionals

1885 North Farnsworth Avenue, Suite 1 Aurora, IL 60505 (630) 851-1900

Aurora

Labor Ready Midwest, Inc.

317 E. Indian Trail Aurora, IL 60505 (630) 892-6280

Aurora

Minute Men Of Illinois. Inc.

1725 N. Farnsworth Ave. Aurora, IL 60506 (630) 692-1583

Aurora

Specialized Staffing Solutions

1135 E. New York St. Aurora, IL 60505 (630) 692-0996

Belleville

Labor Ready Midwest,

Inc. 23 Bellevue Park Plaza Belleville, IL 62226 (618) 277-8083

Bensenville

ASG Staffing, Inc.

229 W. Grand Ave. Unit B Bensenville, IL 60106 (630) 787-2900

Bensenville

Snelling Employment, LLC

490 Supreme Dr Bensenville, IL 60106 (630) 588-8743

Berwyn

ASG Staffing, Inc.

6902 W. Cermak Ave. Berwyn, IL 60402 (708) 484-1084

Bloomingdale

Express Employment Professionals

255 East Lake Street, Suite 302 Bloomingdale, IL 60108 (630) 351-7400 Bloomington

Express Employment Professionals

211 North Veterans Parkway, Suite #4 Bloomington, IL 61704 (309) 662-6922

Bloomington

Personnel Placement, Inc./ Express

211 N. Veterans Parkway, Ste. 4 Bloomington, IL 61704 (309) 662-6922

Bolingbrook

ASG Staffing, Inc.

508 W. Boughton Rd. Bolingbrook, IL 60440 (630) 378-9719

Bolingbrook

Labor Ready Midwest, Inc.

180 N. Bolingbrook Dr. Bolingbrook, IL 60440 (630) 972-0828

Bridgeview

Labor Ready Midwest, Inc.

10272 Harlem Ave. Bridgeview, IL 60455 (708) 422-0581

Brookfield

Express Employment Professionals

9219 Broadway Avenue, Suite A Brookfield, IL 60513 (708) 485-4855

Carbondale

Express Employment Professionals

2461 West Main Street Carbondale, IL 62901 (618) 457-1001

Carol Stream

Express Employment Professionals

191 South Gary Avenue, Suite 120 Carol Stream, IL 60188 (630) 517-3807

Champaign

Express Employment Professionals

2117 Park Court Champaign, IL 61821 (217) 355-8500

Champaign

Labor Ready Midwest, Inc.

1720 S. Philo, Suite F Champaign, IL 61820 (217) 344-6214

Chicago

Amerigroup Staffing Inc./ Esquire Hospitality Staffing

134 N. La Salle St., Suite 1105 Chicago, IL 60602 (312) 795-4300

Chicago

Baronhr, LLC

564 W. Randolph St., #228 Chicago, IL 60661 (877) 908-8150 No Equipment

Chicago

Brook Street Bureau Inc.

200 E. Randolph, Suite 5100 Chicago, IL 60601 (312) 985-5204

Chicago

Express Employment Professionals

5316-G North Milwaukee Avenue Chicago, IL 60630 (773) 775-5656

Chicago

Express Employment Professionals

432 North Clark Street, Suite 205 Chicago, IL 60654 (312) 527-1100

Chicago

Labor Ready Midwest, Inc.

4421 S. Kedzie Chicago, IL 60632 (773) 869-9621

Chicago

Labor Source, LLC

2944 S Wentworth Chicago, IL 60616 (312) 842-4940

Chicago

Seville Staffing, LLC

180 North Michigan Avenue Chicago, IL 60563 (312) 368-1144

Crest Hill

Express Employment Professionals

20660 Caton Farm Road, Unit B Crest Hill, IL 60403 (815) 768-3150

Crest Hill

Labor Ready Midwest, Inc.

1924 Plainfield Rd. Crest Hill, IL 60435 (815) 725-6298

Crystal Lake

Express Employment Professionals

580 East Terra Cotta Avenue Crystal Lake, IL 60014 (815) 788-8556

Danville

Express Employment Professionals

3607 North Vermilion Street, Suite 2 Danville, IL 61832 (217) 703-4156

Danville

Poch Staffing, Inc/Trillium

Staffing Solutions 304 N. Gilbert St. Danville, IL 61832 (217) 446-2940

Decatur

Central Illinois Staffing Services, LLC/Manpower Services

3157 N Woodford Decatur, IL 62526 (217) 872-8528

Decatur

Express Employment Professionals

655 West Pershing Road Decatur, IL 62526 (217) 872-7400

Decatur

Labor Ready Midwest, Inc.

802 E. Wood St. Decatur, IL 62521 (217) 424-9138

Des Plaines

Labor Ready Midwest, Inc.

1375 Oakton St. Des Plaines, IL 60018 (847) 635-6275

Dixon

Corporate Employment Services, Inc.

609 W. 3rd St., Suite 110 Dixon, IL 61021 (815) 288-7402

Dolton

Labor Ready Midwest, Inc.

691 E. Sibley Blvd. Dolton, IL 60419 (708) 849-9410

Effingham

Express Employment Professionals

813 North 3rd Street, Unit #1 Effingham, IL 62401 (217) 347-2224

Elgin

Labor Ready Midwest, Inc.

675 Tollgate Rd., Suite O Elgin, IL 60123 (847) 289-1360

Elk Grove

Minute Men of Illinois, Inc.

1221 E. Higgins Rd. Elk Grove, IL 60007 (847) 439-8650

Elk Grove Village

Creative Resource Personnel, Inc.

122 Turner Ave. Elk Grove Village, IL 60007 (847) 931-6600

Fairview Heights

Express Employment Professionals

314 Fountains Parkway, Suite E Fairview Heights, IL 62208 (618) 726-2140

Glen Carbon

Express Employment Professionals

20 Junction Drive West Glen Carbon, IL 62034 (618) 288-8011

Glendale Hts

ASG Staffing, Inc.

546 E. North Ave. Glendale Hts, IL 60139 (630) 752-1128

Highland

L.A. Leasing, Inc./Sedona Staffing

2621 Highway Ave Highland, IN 46322 (219) 838-5627

Hoffman Estates

Snelling Employment, LLC

2400 W. Central Rd. Hoffman Estates, IL 60195 (847) 765-2047

Hometown

Davis Staffing, Inc

4054 Southwest Hwy. Hometown, IL 60456 (708) 857-7511

Homewood

People 4 U, Inc.

18676 Dixie Hwy. Homewood, IL 60430 (708) 206-0933

Jacksonville

Express Employment Professionals

1122 Wall Street Jacksonville, IL 62650 (217) 245-5700

Joliet

Personnel Staff. Grp./Most Valuable

2551 Division, Suite 106 Joliet, IL 60435 (815) 744-5660

Joliet

The Reserves Network Inc.

2724 Caton Farm Rd.Joliet, IL 60435(815) 556-8275

Lebanon

Spartan Staffing, LLC

1375 S. Lebanon St. Lebanon, IN 46052 (765) 482-6519

Libertyville

Express Employment Professionals

836 South Milwaukee Avenue Libertyville, IL 60048 (847) 816-8422

Lombard

Express Employment Professionals

477 East Butterfield Road, Suite 100 Lombard, IL 60148 (630) 493-0000

Lombard

The Reserves Network Inc.

837 S. Westmore, Ste. B19 Lombard, IL 60148 (630) 317-7443

Manteno

Peoplelink Staffing Solutions, LLC

1048 Lincoln Dr. Manteno, IL 60950 (815) 468-8131 No Driving Matteson

Labor Ready Midwest, Inc.

190 Town Center Rd. Matteson, IL 60443 (708) 679-9675

Matteson

The Reserves Network Inc.

4749 W. Lincoln Mall Dr, Suite 100 Matteson, IL 60443 (708) 747-6600

Mattoon

Express Employment Professionals

616 Charleston Avenue Mattoon, IL 61938 (217) 234-2211

Merrillville

Spartan Staffing, LLC

5145 E. 81st Ave. Merrillville, IN 46410 (219) 947-9666

Mokena

Integrity Trade Services, Inc.

19046 Henry Dr. Mokena, IL 60448 (708) 995-5762

Montgomery

Corporate Employment Services, Inc.

105C Main St. Montgomery, IL 60538 (630) 859-8367

Morton

Poch Staffing, Inc/Trillium Staffing Solutions

330 S. Main St. Morton, IL 61550 (309) 263-2277

Mt. Vernon

Spartan Staffing, LLC

924 E. Fourth St. Mt. Vernon, IN 46720 (812) 838-8430

Normal

Labor Ready Midwest, Inc.

1608 Northbrook Dr., Suite 101 Normal, IL 61761 (309) 452-3035

Oak Brook

Centerline Drivers. LLC

1520 Kensington Rd., Suite 311 Oak Brook, IL 60523 (312) 257-4779 Drivers Only

Oak Brook

Snelling Employment, LLC

2625 Butterfield Rd, Suite 138S Oak Brook, IL 60523 (630) 528-3862

Oak Forest

Specialized Staffing Solutions, Inc.

15020 S. Cicero Oak Forest, IL 60452 (630) 588-8743

Oak Lawn

The Reserves Network Inc.

9201 S Cicero Ave. Oak Lawn, IL 60453 (708) 598-9200

Oak Park

Labor Ready Midwest, Inc.

7003 W. North Ave. Oak Park, IL 60302 (708) 386-6301

Orland Park

Express Employment Professionals

9651 West 153rd Street, Suite 51 Orland Park, IL 60462 (708) 873-0000

Peoria

L.A. Leasing, Inc./Sedona Staffing

7501 N. University St., Ste 104 Peoria, IL 61604 (309) 690-4700

Peoria

Labor Ready Midwest, Inc.

508 E. War Memorial Peoria, IL 61606 (309) 682-6912

Peoria Heights

Express Employment Professionals

4111 North Prospect Road, Suite 3 Peoria Heights, IL 61616 (309) 682-2888

Peru

The Reserves Network Inc.

4127 Progress Blvd, Suite B Peru, IL 61354 (815) 224-3175

Pontiac

Ms Inspection & Logistics,

14206 E. 2100 North Rd. Pontiac, IL 61764 (317) 385-9598

Rantoul

Peoria Manpower, Inc./ Manpower

132 N. Garrard Street Rantoul, IL 61866 (309) 674-4163

Rock Falls

L.A. Leasing, Inc./Sedona Staffing

1515A W Rock Falls Rd Rock Falls, IL 61071 (815) 625-8601

Rolling Meadows

Express Employment Professionals

3501 Algonquin Road, Suite 170 Rolling Meadows, IL 60008 (847) 394-1142

Romeoville

Seville Staffing, LLC

649 Independence Boulevard, Unit 1 Romeoville, IL 60446 (815) 524-5530

Schaumburg

Labor Ready Midwest, Inc.

871 S. Roselle Rd. Schaumburg, IL 60915 (847) 301-8159

South Elgin

Just In Time Staffing, LLC

182 W. Melrose Ave., Suite 1 South Elgin, IL 60177 (630) 350-7800

South Holland

Express Employment Professionals

240 West 162nd Street South Holland, IL 60473 (708) 825-1688

Springfield

Central Illinois Staffing Services, LLC/Manpower Services

2719 A W Monroe Springfield, IL 62704 (217) 528-2323 Springfield

Express Employment Professionals

3000 Professional Drive Springfield, IL 62703 (217) 528-3000

Springfield

Labor Ready Midwest, Inc.

2427 Stevenson Dr. Springfield,IL 62703(217) 585-1385

Springfield

Seville Staffing, LLC

One W. Old State Capitol Plaza, Ste. 710 Springfield, IL 62701 (217) 744-1144

Sterling

Corporate Employment Services, Inc.

2311 E. Lincolnway Sterling, IL 61081 (815) 625-1100

Streator

The Reserves Network Inc.

113 E. Main St. Streator, IL 61364 (815) 672-2020

Waukegan

Express Employment Professionals

2037 North Green Bay Road Waukegan, IL 60087 (847) 782-7268 West Chicago

Personnel Staff. Grp./Most Valuable

956 N Neltnor Blvd, Suite 308 West Chicago, IL 60185 (630) 289-3680

West Dundee

Express Employment Professionals

750 South 8th Street West Dundee, IL 60118 (847) 426-0404

Westmont

Labor Ready Midwest, Inc.

27 E. Chicago Ave Westmont, IL 60559 (630) 725-1618

Woodstock

Corporate Employment Services, Inc.

236 Main St. Woodstock, IL 60098 (815) 334-9675

What this section is: The term ex-offender has fallen out of favor in recent years. The term "offender" has a negative tone and puts the job applicant at a disadvantage. The preferred term is "previously incarcerated."

There are a number of groups who help the previously incarcerated find employment. These groups are experienced at matching up employers and the previously incarcerated. The organizations should be trusted advisors when looking at previously incarcerated job candidates.

In the United States there are approximately 7.3 million people under correctional supervision including 5.1 million supervised in the community on probation or parole. When arrest is taken into consideration, one quarter of the adult population in the US has a criminal history on file with state or federal governments.

Former prisoners face substantial barriers trying to find work. Stigma and bias are attached to criminal records. Many employers may not understand the laws related to hiring people with criminal records.

Moreover, because of the disproportionate number of minorities with arrest and conviction records, the U.S. Equal Employment Opportunity Commission precludes the use of arrest records as an inhibitor to employment and limits the use of records of conviction absent a business necessity.



How this section may be used: Employers should ask themselves a handful of questions when considering a previously incarcerated person for employment. These questions will prevent the employer from making a poor hire or turning away a strong candidate because of unfounded concerns and biases.

Consider this list of questions:

- What is the relevance of the offense to the job being applied for?
- How long ago did the offense(s) occur? Research has demonstrated that after seven years of law
 abiding behavior, an individual with a criminal record has essentially the same risk of committing a
 new offense as a person who does not have a criminal record.
- How many times has the person been convicted of a crime?
- What is the nature/seriousness of the offense?
- What is the background to the offense? For example, were circumstances such as drug addiction or homelessness present?
- Was the offense work-related?
- What has the person done since being convicted of the offense? For example, while in prison or on probation was job training, treatment, or education received?



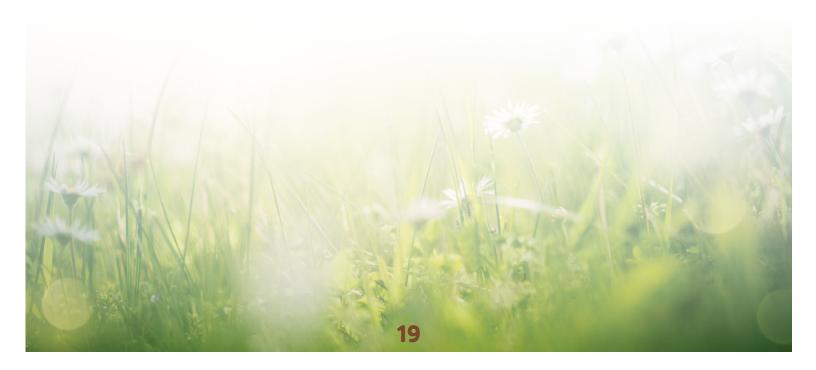
Suggestions

It is recommended that employers use a job application form in addition to resumes. An application ensures uniformity and that all needed information is collected. It may help keep employers from requesting and receiving impermissible information. It also provides employers with a place for applicants to sign certain necessary statements.

Include a statement on your form that criminal records do not automatically disqualify an applicant.

You may want to include a statement that falsification of any answers or any material omissions are grounds for discharge no matter when they are discovered.

You may require a release for a background check in the application process. Have each applicant sign a consent form, including a check for criminal records, past employment, and education.



First Followers @ Bethel AME Church

401 E Park Street Champaign, IL 61820 (217) 356-0323

Email

The Salvation Army

2212 North Market St. Champaign, IL 61822 (217) 373-7832

Chicago Jobs Council

29 East Madison St Suite 1700 Chicago, IL 60602 (312) 252-0460

Career Advancement Network, Inc.

20 E. Jackson Suite 1000 Chicago, Il 60604 (312) 356-9159

Website

Roosevelt University - Re-entry Program

430 S. Michigan Ave Chicago, IL 60605 (312) 281-3370 Website

St. Leonards Ministries

2100 West Warren Blvd. Chicago, IL 60612 (312) 738-1414 Website

Heartland Alliance

1525 East Hyde Park Blvd Chicago, IL 60615 (773) 624-6148

Website

STRIVE South

4910 South King Drive Chicago, IL 60615 (312) 624-9700

Prison Action Committee/ Community Re-Entry Program

661 East 79th Street Chicago, IL 60619 (773) 874-7390

Website

North Lawndale Employment

Network 3726 West Flournoy Chicago, IL 60624 (773) 638-1825

Website

Howard Area Community Center

7648 N. Paulina St Chicago, IL 60626 (773) 262-6622 Website

STRIVE North

1927 West Howard Street Chicago, IL 60626 (312) 465-5900

Community Assistance Programs

11715 S. Halsted St Chicago, IL 60628 (773) 468-1993 Website

Inspiration Corporation

4554 N. Broadway Suite 207 Chicago, IL 60640 (773) 878-0981

Website

Phalanx Family Services

4628 W. Washington Chicago, IL 60644 (773) 261-5600 Website

Association House of Chicago

1116 North Kedzie Avenue Chicago, IL 60651 (773) 772-7170 Website

STRIVE West

1116 North Kedzie Avenue Chicago, IL 60651 (312) 645-7300

Westside Health Authority

5814-16 West Division Street Chicago, IL 60651 (773) 786-0226

Safer Foundation

571 West Jackson Blvd. Chicago, IL 60661 (312) 922-2200 Website

The Cara Program

237 S. Des Plaines Chicago, IL 60661 (312) 798-3300 Website

Prisoner Release Ministry

37 East Cass Street Joliet, IL 60432 (815) 723-8998 Website

Workforce Development Illinois Department of Employment Security

850 East Madison Street Springfield II 62702 (888) 337-7234 Website

SPANISH-LANGUAGE NEWSPAPERS AND RADIO STATIONS

What this section is: A listing of the various newspapers and radio stations that service the Spanish-speaking community.

Newspapers receive wide distribution. They offer opportunities to purchase text-based Help Wanted ads as well as display advertising. It is best to purchase advertising at a specific point of the year. Most newspapers offer cheaper rates the longer someone purchases an ad as well as when the ad is being run in the calendar year.

It is very important that a native Spanish-speaker takes part in writing the ad copy if the ad is in Spanish. A direct translation from English to Spanish is problematic. Do not use an online resource like GoogleTranslate as that will fail to capture the nuances of the Spanish language.

Radio ads are usually purchased in 7-day increments. They will be referred to as "spots" and the length, frequency, and time of day are dependent on budget. Commercials can usually be purchased in three different lengths:

- 15 seconds for quick, informational messages
- 30 seconds usually allow for a catchy intro, message, and wrap-up
- 60 seconds allow for intro, details, wrap-up and often a final reminder at the end.



SPANISH-LANGUAGE NEWSPAPERS AND RADIO STATIONS

Writing ad copy is challenging. Most radio stations will give the advertiser a lined out sheet of paper that will allow you to write copy where each line equals 5 seconds. This helps the advertiser know how long to expect the ad to be.

In addition, the advertiser, in most cases, is not responsible for translating the ad or reading the copy. Most stations have sales staff and voiceover talent that will assist. The sales staff and production team can take English copy and turn it into a fully realized Spanish-language ad with professional voice talent. This is almost always included in the cost of the ad.

Some ads may be recorded. Some may be read live by DJ talent. The salesperson will match the opportunities to the advertiser's budget.

How this section may be used: Newspapers have wide distribution and will touch an older crowd. Radio often cuts directly to the heart of the demographic for landscape labor. 1-2 weeks of 30-second radio ads can run from \$3,500 to \$8,000 depending on the station and format. A newspaper ad will be cheaper. The peak landscape hiring season of January-March

is usually a slower time for radio stations. This means ad rates should be cheaper than the holidays or mid-summer.



SPANISH-LANGUAGE NEWSPAPERS AND RADIO STATIONS

Newspapers				
State	Name	Reach	Website	
Illinois	Reflejos Bilingual Journal	Chicago Suburbs	<u>Website</u>	
Illinois	Extra News	Chicago	<u>Website</u>	
Illinois	La Raza	Chicago Area	<u>Website</u>	
Illinois	Nuevo Siglo	Chicago Area	<u>Website</u>	
Wisconsin	El Conquistador	Wisconsin	<u>Website</u>	
Illinois	La Voz del Paseo Boricua	Chicago	<u>Website</u>	
Radio Stations				
Dial	Name	Reach	Website	
AM	Univision America	National	<u>Website</u>	
AM	WRLL 1450	Chicago Area and Suburbs	<u>Website</u>	
AM	La Movida - WNTA 1330	Rockford	<u>Website</u>	
AM	Radio Variedades AM 1460	Rantoul	<u>Website</u>	
AM	ESPN Desportes (Waukegan)	Waukegan/North Shore	<u>Website</u>	
FM	La Ley	Chicago Area and Suburbs	<u>Website</u>	
FM	Univision 105.1	Chicago Area and Suburbs	<u>Website</u>	
FM	ESPN Desportes (Chicago)	Chicago Area and Suburbs	<u>Website</u>	
FM	WMKB 102.9	Earlville (North Central Illinois)	<u>Website</u>	
FM	El Amor - Univision 106.7	Des Plaines and Chicago Suburbs	<u>Website</u>	
FM	Univision 93.5 and 103.1	Chicago Area and Suburbs	<u>Website</u>	
Website				
www.myhabanero.com/2014/business-networking/national-career-fairs/				

What this section is: There are numerous entities in Illinois (non-profits, for-profits, civic organizations, institutions of higher learning, community-based efforts, etc.) committed to assisting veterans as they transition out of military service to pursue civilian careers. The following groups list workforce development as central to their mission.

How this section may be used: These organizations may provide not only individuals, but additional information needed to recruit, retain, support, and educate veterans in the area.

Tips on Interviewing and hiring veterans: Many civilian employers have admitted challenges when it comes to evaluating a veteran during a job interview. Some veterans may struggle explaining how their military experience relates to the needs of the civilian employer. Additionally, while veterans will be quick to praise their team or unit, they are typically not self-boastful in interviews. Some employers conclude this signals a lack of confidence.

Employers must understand that that the concept of "professional presentation" is different for former military personnel than for civilians. Military personnel may present themselves with eyes forward, back straight, and using "Sir" and "Ma'am" vocabulary and with few facial expressions. This can make the candidate seem cold or robotic. The employer can push past this by having the candidate speak freely and allowing them to relax.



Questions to avoid for personal and legal reasons:

- "What type of discharge did you receive?"
- "Are you going to be called up for duty anytime soon?" (for national guardsmen or reservists). This is akin to asking a young woman if she plans to have a baby soon. It is unlawful to discriminate against someone because of membership in the National Guard or Reserves.
- "Did you see any action over there?"
- "Were you wounded/how were you wounded?"
- "Are you seeing a psychiatrist?"

These types of questions can be violations of the Uniformed Services Employment and Reemployment Rights Act (USERRA) or the Americans with Disabilities Act (ADA).

Acceptable questions

"Tell me about the type of training you received while in the military."

It is perfectly fine to thank the individual for their service to our country.

- "Tell me about the type of education you received while in the military."
- "Were you involved in day-to-day management of personnel and/or supplies?"
- "How many people did you supervise?"
- If you managed resources such as supplies, inventory and/or equipment, what was the net worth of these resources?"

Illinois Joining Forces (IJF)

Website

The mission of the Illinois
Department of Veterans' Affairs
(IDVA) is to empower veterans
and their families to thrive. We do
this by assisting them in navigating
the system of federal state and
local resources and benefits; by
providing long-term health care for
eligible veterans in our Veterans'
Homes; and by partnering
with other agencies and nonprofits to help veterans address
education, mental health, housing,
employment, and other challenges.

108th SB Family Readiness Support Assistant

Email

To empower commanders in their duty to deliver the Total Army Family Program (AR 600-20) so that soldiers and families are entitled, informed, educated, assisted, and made ready for the unique demands of military life before, during, and after deployment.

182d Airlift Wing Airman & Family Readiness

Email

Referral and Resources; Preseparation Counseling; Transition Assistance; Budgeting and Spend Plan preparation; Yellow Ribbon Reintegration Program; Basic TRICARE questions

A Safe Haven Foundation

Website

A Safe Haven - Housing, Job Training, employment, Case Management and Supportive Services for those in need.

America Works of Illinois

Email

America Works of Illinois, Inc. is currently a Homeless Veterans Reintegration Program provider through the Department of Labor. We have been successfully placing Veterans into employment in the Chicagoland area since July 2011.

Community & Economic Development Association of Cook County (CEDA), Inc.

Website

One of the largest private non-profit organizations in the country, CEDA serves 240,000 Cook County residents annually.

ConnectVETS.org

Website

The "New Mission" curriculum provides a roadmap for transitioning service members and veterans to help prepare them successfully navigate the HR process so they are able to market themselves to get interviews that lead to being hired.

Cook County Department of Veteran Affairs

Email

The Cook County Department of Veteran Affairs serves as the Cook County President's designee before veterans assistance group and organizations.

Dryhootch of America/ Chicago

Website

Dryhootch provides veterans and their families with a substance free environment, offering programs including peer mentoring, support groups for both veterans & their families, assistance with legal issues, housing, education and employment.

Easter Seals Metropolitan Chicago Military and Veterans Supportive Services

Email

Easter Seals Metropolitan Chicago (ESMC) believes that every Veteran and military family should have access to an understanding of how to navigate services that support community reintegration.

Edward J. Hines VA Hospital - Compensated Work Therapy (CWT)

Email

Our mission is to provide individualized work experiences within a supportive rehabilitation environment to facilitate and strengthen vocational skills and employ-ability, returning Veterans to living and working in the community.

Family Assistance Center - Milan

Email

The mission of the Family Assistance Center (FAC) is to provide information, referral, and outreach to Illinois service members, veterans and their families.

Family Assistance Center - Springfield

Email

The mission of the Family Assistance Center (FAC) is to provide information, referral, and outreach to Illinois service members, veterans and their families.

Illinois Department of Employment Security - McHenry County

1-800-244-5631 Veteran Employment Representative for McHenry County

Illinois Department of Employment Security - Veteran Services

Website

Assisting veterans in finding gainful employment is a top priority at IDES. Our staff provides veterans with priority of service for employment services (does not apply to unemployment insurance).

Illinois Department of Veterans' Affairs (IDVA)

Website

Illinois Department of Veterans' Affairs is the state agency missioned to empower veterans, their families, and their survivors to thrive.

Illinois Employer Support of the Guard and Reserve (ESGR)

Email

Illinois ESGR is a State
Committee of ESGR, a
Department of Defense
agency, was established in
1972 to promote cooperation
and understanding between
Reserve Component Service
members and their civilian
employers and to assist in the
resolution of conflicts arising
from an employee's military
committment.

Illinois State Approving Agency

Email

Administrator, Illinois State Approving Agency for Veterans Education and Training

Illinois workNet

Website

Illinois workNet is an Illinois
Department of Commerce and
Economic Opportunity (DCEO)
web portal. Our website provides
online resources and services
to veterans who are pursuing a
civilian career, seeking training
opportunities, and much more.

Inner Voice INC.

Website

Inner Voice was founded in 1984 by Rev. Robert Johnson, a veteran of the Korean War, as a drop-in center for homeless Chicagoans. In 1991, the Agency expanded to provide transitional housing and supportive services for homeless veterans, as well as other homeless adults and families.

J9, Service Member Support Program, ILARNG

Email

Oversees the activities of the Service Member Support activities within the Illinois National Gaurd. Including Yellow Ribbon Reintegration Program, Sexual Assault Prevention

and Response Program, Warrior2Warrior, Transition Assistance Program.

Jane Addams Resource Corporation

Website

Jane Addams Resource Corporation (JARC) focuses on job training and workforce development.

JFHQ Family Readiness Support Assistant

Website

To empower commanders in their duty to deliver the Total Army Family Program (AR600-20) so that Soldiers and Families are entitled, educated, assisted, and made ready for the unique demands of military life before, during, and after deployment.

Leave No Veteran Behind

Email

Leave No Veteran Behind (LNVB) is a national 501(c)3 non-profit organization that provides educational and employment services to veterans who face economic hardship.

Marine For Life

Website

Marine Corps Reserve Unit tasked with building a network to support transitioning Marines and Sailors.

One Savvy Veteran

Website

One Savvy Veteran is a nonprofit organization founded by a woman veteran to meet the needs of fellow women warriors. Our mission is to encourage, educate and empower women veterans to successfully navigate the transition from military service to civilian life.

Paul Revere American Legion Post 623

Website

Paul Revere Post 623 was chartered in the West Town neighborhood of Chicago, IL in 1931. Eighty years later, the members of the Post are still working to educate children, organize community events and help our nation's veterans.

RURO Small Business Incubator

Email

Illinois Small Business Start-Up and Development and Consultation. RURO specializes in helping veterans and military members begin a successful self-employed career. Located in the Alton Community. Focused on positive outcomes.

Skills for Chicagoland's Future

Website

Skills for Chicagoland's Future is committed to helping veterans returning home to civilian life in Chicago and Cook County secure employment.

Step to Enrichment, Inc

Email

An organization created to provide transitional housing and supportive services to homeless veterans and veterans in need.

The Mission Continues

Website

The Mission Continues awards community service fellowships to post-9/11 veterans, empowering them to transform their own lives by serving others and directly impacting their communities.

U.S. Army Office of the Chief of Public Affairs, Midwest

Email

Army Active Duty Community Relations Office

USO of Illinois

Email

The USO of Illinois supports over 300,000 Active Duty, Guard and Reserve military and military families throughout Illinois.

Vet2Tech (formerly A Legacy for Learning Corporation)

Website

Vet2Tech is a non-profit organization providing qualified veterans with scholarships for enrollment in approved vocational training programs that lead to sustainable wage jobs with career advancement opportunities.

Veterans Assistance Commission of Lake County

Website

Our office provides assistance in filing claims for compensation and pension; emergency financial assistance for vets who live in Lake County and meet our criteria; dental program for vets who meet our criteria; we have a veteran drop in center with computers for job search, check claims, etc.

Veterans Forward at National Able Network

Website

Veterans Forward supports the unique employment challenges faced by our veterans. We offer a unique entry point into our program: our nationally recognized Job Readiness Training.

Veterans Housing and Employment Assistance, NFP

Website

A trusted partner helping to provide access to safe, affordable housing, employment, and supportive services for veterans and their families.

Veterans2Ventures

Website

Veterans 2 Ventures program at University of Illinois at Chicago is designed to foster and support veterans returning to the greater Chicagoland area who aspire to be entrepreneurs.

Volunteers of America of Illinois

Email

Volunteers of America (VOA) is a national ministry of services that began in 1896 with a commitment to serve and uplift the most vulnerable members of our communities.

Women Veterans Affinity Group (Illinois Department of Veterans Affairs)

Website

Many of us have lived what the research says: women veterans often don't self-identify as veterans and don't take advantage of veterans' benefits to the same extent as their male peers.

Women's Vetrepreneurship Program (Women's Business Development Center)

Website

The Women's Vetrepreneurship Program is designed to meet the needs of women veterans who want to pursue self-employment or business ownership as a pathway to economic security, independence and empowerment.

RODEOS AND CHARREADAS

What this section is: Rodeos are very popular in the western United States and northern and central Mexico. The traditions go back hundreds of years to Spanish colonists. To this day, rodeos are still a favorite pastime for spectators and participants. There are even Mexican rodeos called Charreadas.

How this section may be used: These are social gatherings and not festivals or fairs. There is a lot happening at a rodeo but plenty of downtime. It would be advised to attend with a Spanish speaker but the connections will be informal (almost like networking). It may be wise to speak with

the organizers to see if any sponsorships or exhibit space is available. Often, these will not be expensive. This section does not contain contact information but additional information can be found through a Google search.



RODEOS AND CHARREADAS

June

Gateway Regional Rodeo

Caseyville

June

Altamont State Finals

Rodeo

Altamont

July

Gran Coleadero - La Herradura De Joliet

Joliet

July

Ottawa World Championship Rodeo

Ottawa

July

Ranch Rodeo

Henry

July

Oregon World

Championship Rodeo

Oregon

July

Gran Coleadero Baile -Rancho la Esperanza

Rochelle

July

Rodeo Baile - La Herradura

De Joliet

Joliet

August

Lake County Fair Pro Rodeo Stampede

Grayslake

August

Oregon Championship

Rodeo

Oregon

August

Windy City Rodeo

Crete

September

Mendota Tri-County Pro

Rodeo Mendota

September

CBR Horizon Series
Annual Waterloo Blue

Army Bull Bash Waterloo

September

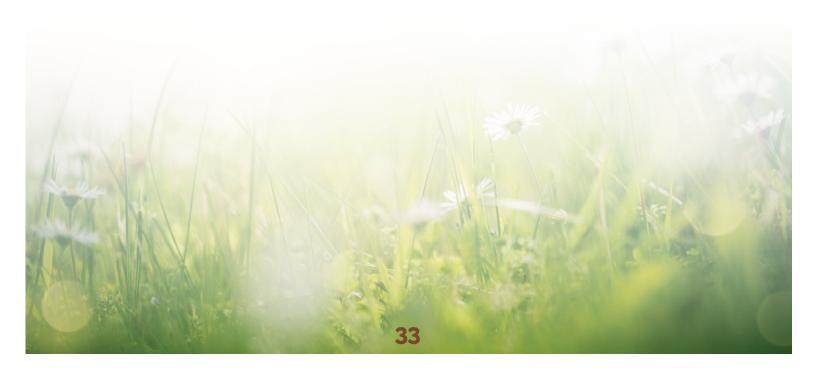
Reagan Fest Pro Rodeo

Fureka

MEXICAN GROCERY STORES

What this section is: Mexican food has become increasingly popular in the United States. Authentic Mexican food usually contains ingredients, spices, fruits, and vegetables not found in traditional American supermarkets. Mexican grocery stores continue to open up in areas with large Hispanic populations. There are very few places within a Hispanic community that gather more people on a weekly/monthly basis than a grocery store.

How this section may be used: Many grocery stores have bulletin or posting boards where HELP WANTED ads may be posted. In addition, the posting boards usually advertise other events in the local Hispanic community that may be worth a physical presence for a company. A company may also want to speak to the manager about any further opportunities to have a presence. Some may have events or even allow for a table at the outside of the store. That will vary from location to location, store to store.



MEXICAN GROCERY STORES

Addison

Carniceria Jimenez

240 W Lake St Addison, IL 60101 (630) 543-0353

Addison

La Huerta

396 W Lake St Addison, IL 60101 (630) 628-9232

Addison

Supermercado El Borrego

445 Addison Rd Addison, IL 60101 (331) 225-3015

Aurora

Supermercados El Guero Village Mart Shopping Center

Aurora, IL 60505 (630) 898-5100

Aurora

Supermercado Casa Blanca

770 Claim St Aurora, IL 60505 (630) 851-7777

Aurora

El Guero Super Mercados

30 N Root St Aurora, IL 60505 (630) 844-2005 Aurora

Supermercado La Chiquita

Ashland Plaza, 651 Ashland Ave Aurora, IL 60505 (630) 898-1501

Aurora

Supermarcado El Borrego

443 S 4th St Aurora, IL 60505 (630) 896-2212

Aurora

Supermercado Aurora

710 Foran Ln Aurora, IL 60506 (630) 801-4160

Chicago

El Superior

920 W Fulton Market Chicago, IL 60607 (312) 421-2345

Chicago

El Guero

2101 W Cermak Rd Chicago, IL 60608 (773) 247-0622

Chicago

El Guero Supermercado

9029 S Commercial Ave Chicago, IL 60617 (773) 978-4981 Chicago

Carniceria Guanajuato

3140 N California Ave Chicago, IL 60618 (773) 267-7739

Chicago

Los Potrillos

3624 W Belmont Ave Chicago, IL 60618 (773) 267-2033

Chicago

Lindo Michoacan

3148 W Lawrence Ave Chicago, IL 60625 (773) 539-6627

Chicago

Supermercado Chapala 7117 N Clark St Chicago, IL 60626 (773) 465-3907

Chicago

Super Mercados El Guero 4023 S Archer Ave Chicago, IL 60632 (773) 847-1600

Chicago

Carniceria Guanajuato 6040 W Diversey Ave Chicago, IL 60639 (773) 836-2816

MEXICAN GROCERY STORES

Chicago

Carniceria Guanajuato

5250 W Fullerton Ave Chicago, IL 60639 (773) 836-1343

Chicago

Morelia Supermarket

7300 Center, 7300 N Western Ave Chicago, IL 60645 (773) 761-3291

Chicago

Carniceria Jimenez

3850 W Fullerton Ave Chicago, IL 60647 (773) 278-6769

Chicago

El Ranchito Food

8327 S Pulaski Rd Chicago, IL 60652 (773) 735-4394

Chicago

La Unica Food Mart

1515 W Devon Ave Chicago, IL 60660 (773) 274-7788 Elgin

La Roca

326 Dupage St Elgin, IL 60120 (847) 695-1890

Joliet

Supermercado Casa

Blanca

500 Collins St Joliet, IL 60432 (815) 726-2222

Shorewood

El Mercado 5 Hermanos

331 Vertin Blvd Shorewood, IL 60404 (815) 577-1801

Streamwood

Fiesta Market Streamwood Market Sq.

939 Irving Park Rd Streamwood,

IL 60107 (630) 289-8100

Villa Park

La Rosita Food Market

133 W Roosevelt Rd Villa Park, IL 60181 (630) 627-8872 West Chicago

Chiquita Food Market

133 W Roosevelt Rd West Chicago, IL 60185 (630) 231-0098

West Chicago

Carnicerias Jimenez

559 Main St West Chicago, IL 60185 (630) 876-1772

Wheeling

La Casa De Alegria

Grocery

53 N Wolf Rd Wheeling, IL 60090 (847) 215-4990

ILLINOIS COLLEGES WITH HORTICULTURE PROGRAMS

What this section is: The state of Illinois is home to some fantastic horticulture degree programs. They can be found at four-year and two-year institutions. Students may attend full or part-time depending on their age and course schedule. During the recession, it seemed the typical student was older and a career-changer. As the economy has improved, the students' ages are trending younger once again.

How this section may be used: Developing a relationship with a community college or university horticulture program pays high dividends. Many of the students are looking for internships or even part time employment while they finish their studies. The students are all over 18 years of age so there are no restrictions as to what material and equipment they can handle.

Most programs are always looking for guest speakers, lecturers, or even adjunct faculty. Further, a landscape company can offer his or her business location for a field trip.



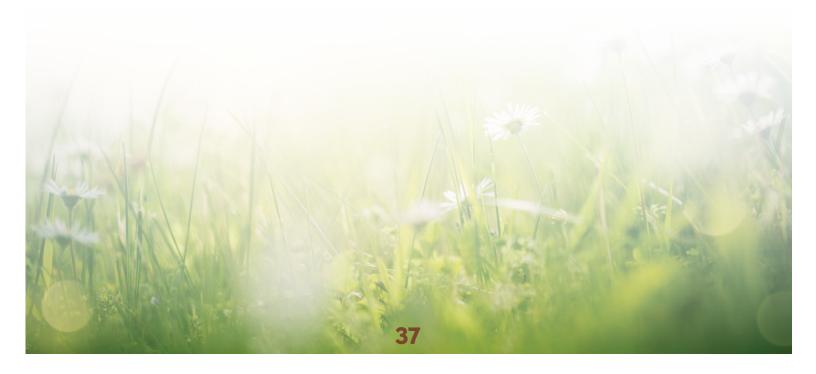
ILLINOIS COLLEGES WITH HORTICULTURE PROGRAMS

Horticultural clubs are an offshoot of the horticulture program. These are groups of students, often lead by a faculty member, who take their horticulture education even deeper. They organize plant sales, fundraisers, field trips, and other activities. Most have an active presence on social media. The members of the horticultural clubs tend to be very dedicated to the field.

It is vital to establish and cultivate a relationship with a local community college. They can provide a feeder program for skilled labor with a desire for long-term employment. Contacting the Department Chair, senior faculty, or Dean is a great way to get started.

In the summer, students can be hired to work. Be advised that the typical college program ends in May and will begin again August. That is not always ideal for landscape companies but students can be brought in at peak times.

Remember, a horticulture degree does not mean the student will want to become a landscape contractor. Some are interested in nursery growing, botany, design, turf management, environmental science, ecology, hydroponics, and crop science. Speak with the student about his or her career path. An employer has just as much chance of turning a student on to a career in landscaping, as turning him or her off.



ILLINOIS COLLEGES WITH HORTICULTURE PROGRAMS

Black Hawk College

Jeff Hawes 6600 34th Avenue Moline IL 61265 (309) 796-5000 Website

College of DuPage

Judy Burgholzer 425 22nd St. Glen Ellyn, IL 60137-6599 (630) 942-3095 Website

College of Lake County

Rory Klick 19351 W Washington St Grayslake, IL 60030 (847) 543-2320 Website

Danville Area Community College

John Blue 200 E Main St Danville, IL 61832 (217) 443-8793 Website

Harold Washington College

Dr. Jerry Garner 30 E. Lake St. Room 1150 Chicago, IL 60601 (312) 553-5798 Website

Illinois Central College

Cody Domenghini One College Drive East Peoria, IL 61635 (309) 694-5415 Website

Illinois State University

Jessica Chambers / Dave Kopsell Campus Box 5020 Normal, Il 61790 (309) 438-5654 Website

Illinois Valley Community College

Lauri Carey 815 N. Orlando Smith Ave. Oglesby, IL 61348 (815) 224-0217 Website

John Wood Community College

Jeff Galle & Gary Wycislo PO Box 419 Perry, IL 62362 (217) 641-4511 Website

Joliet Junior College

Donna Theimer 1216 Houbolt Ave Joliet, IL 60436 (815) 280-6636 Website

Kankakee Community College

Katelynn Ohrt 100 College Dr Kankakee, Il 60901 (815) 802-8859 Website

Kaskaskia College

Jenn Heinzmann 27210 College Rd Centralia, IL 62801 (618) 545-3383 Website

Kishwaukee College

Matt Ewert 21193 Malta Rd. Malta, IL 60150 (815) 825-2086 x298 Website

Lake Land College

Dyke Barkley 5001 Lake Land Blvd Mattoon, IL 61938 (217) 234-5569 Website

Lincoln Land Community College

Bill Harmon 5250 Shepard Rd., PO Box 19256 Springfield, IL 62794 (217) 786-2224 Website

ILLINOIS COLLEGES WITH HORTICULTURE PROGRAMS

Lincoln Trail College

Paul Stouse 11220 State Highway One Robinson, Illinois 62454-5707 (618) 544-8657 ext. 1320 Website

McHenry County College

Bruce Spangenberg 8900 US Hwy 14 Crystal Lake, IL 60012 (815) 455-3700 x 7522 Website

Parkland College

Kaizad Irani 2400 W. Bradley Ave. Champaign, IL 61821 (217) 353-2009 Website

Rend Lake College

Terry Wilkerson 468 N. Ken Gray Pkway Ina, Il 62846 (618) 437-5321 Website

Richland Community College

David McLaughlin One College Park Decatur IL 62521 (217) 875-7211 x 562 Website

Southern Illinois University

Dr. Kenneth Diesburg
Dept of Plant & Soil Science
MC 4415
Carbondale, IL 62901
(618) 453-1787
Website

Southwestern Illinois College

Kurt Range 2500 Carlyle Rd Belleville, IL 62221 (618) 235-2700 x 135 Website

Triton College

Gary Antonich 200 5th Ave River Grove, IL 60171 (708) 456-0300 ext 3550 Website

University of Illinois - Urbana

Dr. Gary Kling 1005 Plant Science Lab, 1201 S. Dorner Dr Urbana, II 61801 (217) 333-3363 Website

Western Illinois University

Mari Loehrlein 1 University Circle Macomb, IL 61455 (309) 298-1089 Website

What this section is: Illinois is an agricultural state and is blessed to have hundreds of high schools with agriculture and horticulture programs. Two organizations exist in Illinois who provide resources and support to these programs:

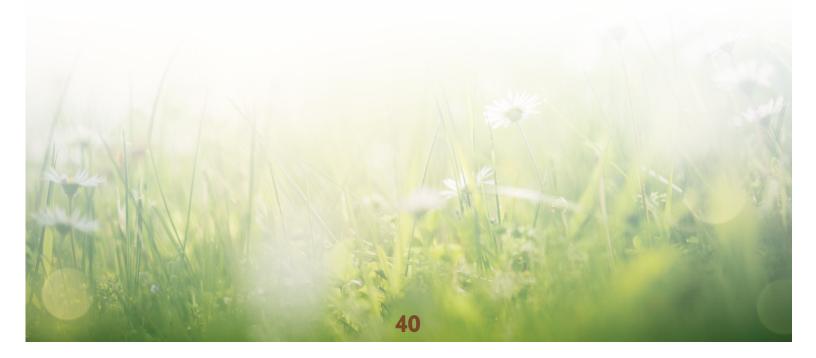
Illinois Association of Vocational Agriculture Teachers (IAVAT) 3221 Northfield Drive Springfield, IL 62702 Ph:(217)753-FFA8

Website

Facilitating Coordination in Agricultural Education (FCAE) 200 South Fredrick
Rantoul, IL 61866
FAX (217) 893-0024
(217) 893-0091

Website

FCAE is a state project administered through the Illinois State Board of Education in cooperation with and advisement by the Illinois Committee for Agricultural Education (ICAE). FCAE is involved with the implementation of identified goals for improving education in and about agriculture in Illinois.

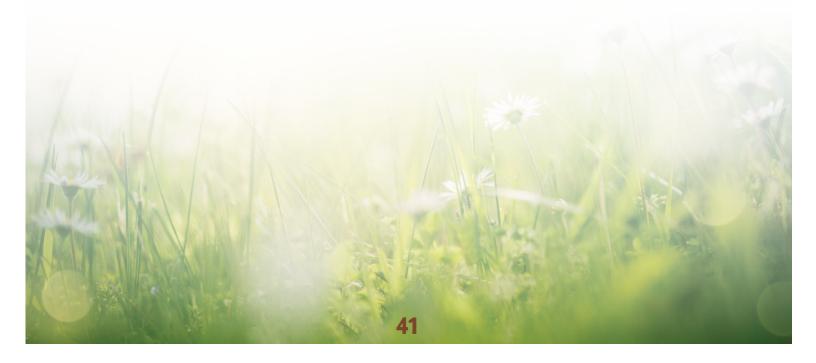


How this section may be used: Similar to colleges and universities with horticulture programs, developing a relationship with a high school, trade school, or vocational school pays dividends. Some of the students are looking for summer employment. Many will transition to college and university degree programs to continue their studies.

Most programs are looking for guest speakers, lecturers, or even adjunct faculty. Further, a landscape company can offer his or her business location for a field trip.

In the summer, students can be hired to work but employers must understand most will be under the age of 18. Be advised that the typical high school ends in early June and will begin again in late August or early September. That is not always ideal for landscape companies but high school students can be brought in at peak times.

Being a student in an agricultural or horticulture program does not mean the student will want to become a landscape contractor. Some are interested in agriculture, propagation, nursery growing, botany, environmental science, ecology, hydroponics, and crop science. Speak with the student about his or her career path. An employer has just as much chance of turning a student on to a career in landscaping, as turning him or her off.



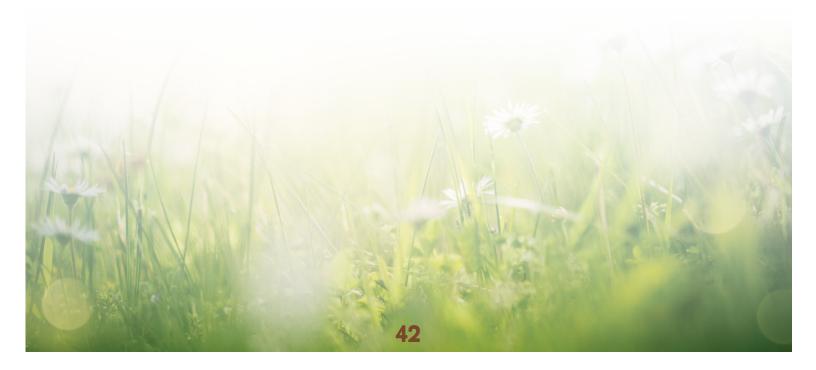
Illinois and the United States Department of Labor have rules for hiring individuals under 18.

In Illinois, there are 26 prohibited occupations which are considered "hazardous". Minors (under the age of 16 in Illinois) may not work in connection with these occupations.

Related to landscaping, it is prohibited for a minor to perform:

- construction work, including demolition and repair
- excavating operations
- operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds

Illinois Child Labor Law Regulates the employment of workers under 16 years of age.



The law protects children by:

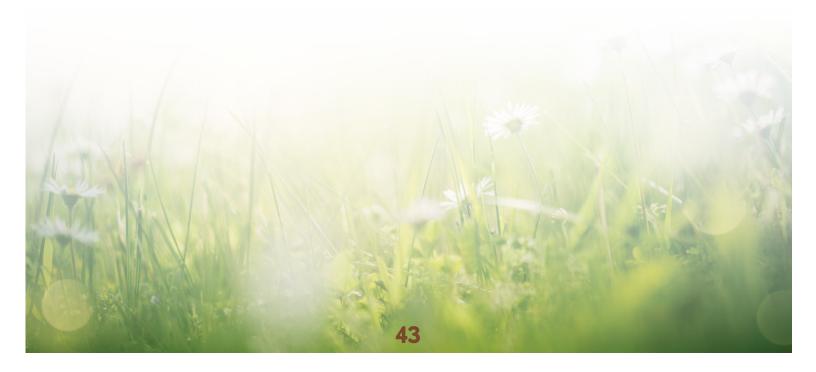
- Requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education
- Prohibiting work in hazardous occupations
- Limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.

For a complete overview of the laws governing minors in Illinois: Website

Minors aged 16-18 are covered by Federal Law - the Fair Labor Standards Act (FLSA)

Although there are no federal rules limiting the hours 16 and 17-year-olds may work, there are restrictions on the types of jobs they can do.

At 16 and 17, a minor may work unlimited hours as long as they are properly compensated including overtime.

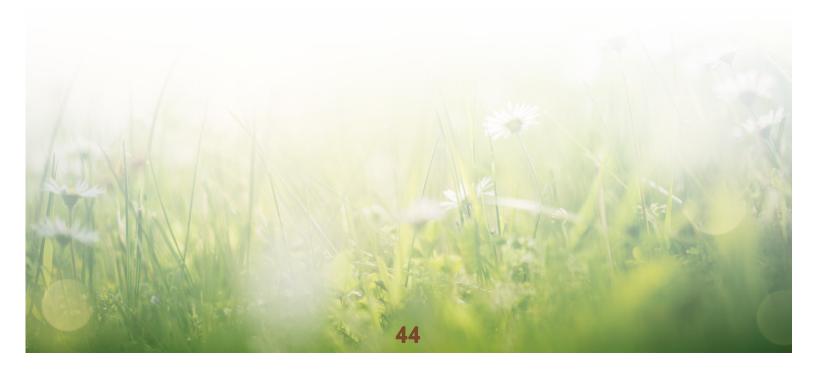


A 16 or 17 year old may perform any job that has not been declared hazardous by the Secretary of Labor. Some hazardous jobs related to landscaping include:

- Driving a motor vehicle or working as an outside helper on motor vehicles
- Using power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs (More information on power tools)
- Trenching or excavating

For a more complete overview of the rules and laws governing minors, aged 16 and 17, on the Federal level: Website

Note: If there is ever an overlap or discrepancy between a state law and a federal law, the superseding law is the one that protects the minor the most.



County: Adams

Liberty

505 North Park St. Liberty, IL 62347 (217) 645-3389

Website

Horticulture program contact:

Steve Buyck

Email

County: Adams
Payson-Seymour
420 W. Brainard Ave
Payson, IL 62360
(217) 656-3355

Website

Horticulture program contact:

Brandon Smith

Email

County: Adams Unity-Mendon 453 W. Collins St. Mendon, IL 62351 (217) 936-2116

Website

Horticulture program contact:

Amy Lucie

Email

County: Alexander

Egyptian

20023 Diswood Road Tamms, IL 62988 (618) 776-5251

Website

Horticulture program contact:

Danny McCrite

<u>Email</u>

County: Bond Greenville

1000 E State Route 140 Greenville, IL 62246 (618) 664-1370

<u>Website</u>

Horticulture program contact:

Steve Zimmerman

<u>Email</u>

County: Boone Belvidere 1500 East Avenue Belvidere, IL 61008

(815) 547-6345

Website

Horticulture program contact:

Paul Widhalm

Email

County: Bureau Bureau Valley

9154 2125 North Avenue, P.O.

Box 329

Manlius, IL 61338 (815) 445-4004

Website

Horticulture program contact:

Willard Mott

Email

County: Calhoun

Calhoun

102 Calhoun Drive, PO Box 387

Hardin, IL 62047 (618) 576-2229

Website

Horticulture program contact:

Heidi Doyle

Email

County: Carroll

Chadwick-Milledgeville

100 E. 8th St.

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Scott Nordstron

COUNTY WORKFORCE DEVELOPMENT BOARDS

What this section is: Almost all Illinois counties offer some type of Workforce Development Center or Board. Work-force development is an economic development approach that attempts to enhance a region's economic stability and prosperity by focusing on how its citizens engage with business and industry. These Boards and Centers provide a broad array of career guidance services that are tailored to meet particular needs. Most centers provides a variety of services for job seekers, including: career counseling, education and job-training guidance, financial aid for education and training, personalized career plans, unemployment insurance services, internet job listings, and referrals to partner organizations.

In addition, most offer the basic resources candidates need to look for a job. Centers often provide computers, printers, fax machines and copiers to help citizens communicate their interests to potential employers.

How this section may be used: Some Boards and Centers are more technologically sophisticated than others. Some will allow a business to post jobs or classified listings. Others require more interaction on behalf of the business and Board. These Boards are a good way for a landscape business to build ties in its region. The reach of some of these Boards is expansive and many offer job fairs and events designed to draw in applicants. Also, because many are supported by tax dollars, and have an identified mission to link businesses with candidates, the cost of participation is low.



COUNTY WORKFORCE DEVELOPMENT BOARDS

ALL ILLINOIS COUNTIES

Illinois Worknet for all Illinois Counties: Local Workforce Investment Areas (LWIA)

Website

Boone Boone County Workforce Connection 998 Belvidere Road Belvidere (815) 847-7574

Website

De Kalb DeKalb County Economic **Development Corporation** 421 N. California Street, Building 1B. Suite #200 Sycamore, IL 60178 (815) 895-2711

Website

Du Page workNet DuPage Career Center 2525 Cabot Drive. Suite 302 Lisle, IL 60532 (630) 955-2030

Website

Grundy Grundy Livingston Kankakee Workforce Board 187 S. Schuyler Avenue, Suite 560 Kankakee, IL 60901 (815) 935-0074 Website

Henry

Workforce Development Board of Rock Island, Henry and Mercer Counties 404 E. Third Street Kewanee, IL 61443 (309) 852-6544

Website

Jo Daviess Jo Daviess County Job Board Website

Kane

Kane County Department of Employment and Education 1 Smoketree Business Park. Ste. A. North Aurora, IL 60542 (630) 966-1435

Website

Kankakee Grundy Livingston Kankakee

Workforce Board 187 S. Schuyler Avenue, Suite 560 Kankakee . IL 60901 (815) 935-0074

Website

Kendall

Workforce Development Board of Kendall County 111 West Fox Street Rm 316 Yorkville, IL 60560 (630) 385-3000 Website

Lake

Job Center of Lake County 1 North Genesee Street. Waukegan, IL 60085 (847) 377-3450

Website

Lake

Job Center of Lake County 800 Lancer Lane. Grayslake, IL 60030 (847) 986-1511

Website

Livingston

Grundy Livingston Kankakee Workforce Board 187 S. Schuyler Avenue, Suite 560 Kankakee, IL 60901 (815) 935-0074 Website

McHenry McHenry County Workforce Network 500 Russel Court, Woodstock, IL 60098 (815) 338-7100 x2771 Website

Mercer Workforce Development Board of Rock Island, Henry and Mercer Counties 500 - 42nd Street, Suite #4 Rock Island, IL 61201 (309) 788-7587 Website

COUNTY WORKFORCE DEVELOPMENT BOARDS

Ogle
DeKalb and Ogle County
Workforce Development
Corporation
421 N. California Street Building
1B, Suite #200 Sycamore, IL
60178
(815) 895-2711

Website

Rock Island
Workforce Development Board
of Rock Island, Henry and
Mercer Counties
500 - 42nd Street, Suite #4
Rock Island, IL 61201
(309) 788-7587
Website

Stephenson Stephenson County Workforce Connection 27 W. Stephenson Freeport, IL (815) 847-7574

<u>Website</u>

Will
Workforce Investment Board of
Will County
214 N Ottawa St
Joliet, IL 60432
(815) 727-5673
Website

Will
Workforce Services Division of
Will County
214 N Ottawa St
Joliet, IL 60432
(815) 727-5673
Website

Winnebago
Winnebago County Workforce
Connection
303 N. Main Street
(the SupplyCore Building)
Rockford
(815) 847-7574

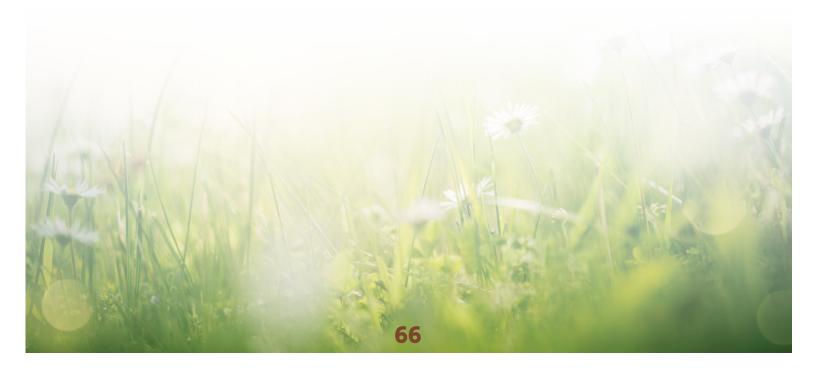
<u>Website</u>

What this section is: The Illinois Department of Employment Security encourages economic growth and stability in Illinois by providing employment services to Illinois residents and employers, analyzing and disseminating essential labor market information, and administering unemployment insurance programs. The IDES also runs the state unemployment offices, regional offices, and job centers.

<u>IllinoisJobLink.com</u> is the state's help wanted internet job board managed by the Illinois Department of Employment Security.

Job seekers use <u>IllinoisJobLink.com</u> to look for work, which is a requirement to receive unemployment insurance benefits. Job seekers can create multiple resumes to emphasize different skill sets.

Employers use it to post help wanted ads, free of charge, as well as search the resume database. A database search can identify workers with specific backgrounds and skills, such as a veteran with a CDL license or other state certification. A search also could find a job seeker that could qualify the employer for a tax incentive, such as the Veteran Tax Credit or the Work Opportunity Tax Credit.



How this section may be used: IDES and hiring companies share a common goal of putting people back to work.

Employers can create a free account on IllinoisJobLink.com. It is fast and easy. An Employer Account allows employers to:

- Search the state's database of thousands of resumes
- Post job openings
- Save searches
- Save resumes
- Manage your company profile
- Receive email updates on new Job Seeker resumes

Employers may also find value in visiting their local unemployment office. Many unemployed individuals do not have access to a computer or IllinoisJobLink.com. The offices, regional offices, and job centers are a great way to connect with IDES staff who are determined to find employment for the unemployed. Visiting the local office is a good way to explain short and long-term needs and create a pipeline for recently unemployed candidates. The State of Illinois and IDES are motivated to move the unemployed off of unemployment insurance benefits as quickly as possible.

Illinois Department of Employment Security Main Number: (800) 244-5631 Website



Branch Offices

Arlington Heights 723 West Algonquin Rd. Arlington Heights, 60005 (800) 244-5631

Northern Region 260 East Indian Trail Rd. Aurora, 60505 (800) 244-5631

Belleville 4519 West Main Belleville, 62223 (800) 244-5631

Bloomington 207 East Hamilton Rd. Bloomington, 61704 (800) 244-5631

Bradley Job Center 450 N Kinzie Ave Bradley, 60915 (800) 244-5631

Burbank 5608 W. 75th Place Burbank, 60459 (800) 244-5631

Carlinville Job Center 116 Plum St Carlinville, 62626 (800) 244-5631

Champaign 1307 North Mattis Ave Champaign, 61826 (800) 244-5631 Chicago: Blue Island/Pilsen 1700 West 18th St. Chicago, 60608 (800) 244-5631

Chicago: Lawrence 2444 West Lawrence Chicago, 60625 (800) 244-5631

Chicago: Mid-South 715 E 47th Chicago, 60653 (800) 244-5631

Chicago: Woodlawn 1515 East 71st Chicago, 60619 (800) 244-5631

Chicago Region 2444 West Lawrence Chicago, 60625 (800) 244-5631

Chicago Job Center 5060 N. Broadway St. FL6, Ste 690 Chicago, 60640 (800) 244-5631

Chicago Job Center 4314 South Cottage Grove, Room 209 Chicago, 60653 (800) 244-5631

Chicago Heights 1010 Dixie Highway Chicago Heights, 60411 (800) 244-5631 Danville Job Center 407 North Franklin Danville, 61832 (800) 244-5631

Decatur Job Center 757 West Pershing Rd Decatur, 62525 (800) 244-5631

East Alton 612 West St. Louis Ave East Alton, 62024 (800) 244-5631

Effingham 2311 Hoffman Drive Effingham, 62401 (800) 244-5631

Elgin 30 DuPage Court Elgin, 60120 (800) 244-5631

Harrisburg Job Center 701 N. Commercial, Ste 6A Harrisburg, 62946 (800) 244-5631

Harvey 16845 South Halsted St. Harvey, 60426 (800) 244-5631

Metro South (Chicago) Region 16845 South Halsted St. Harvey, 60426 (800) 244-5631

Joliet

250 North Chicago Joliet, 60432 (800) 244-5631

Lisle Job Center 2525 Cabot Dr Lisle, 60532 (800) 244-5631

Marion Job Center Illinois State Center, 3000 W DeYoung, Ste 800B Marion, 62959 (800) 244-5631

Maywood Job Center 1701 S First Street, Ste 10 Maywood, 60153 (800) 244-5631

Mount Vernon 333 Potomac Blvd Ste E Mount Vernon, 62864 (800) 244-5631

Southern Region 333 Potomac Blvd Ste E Mount Vernon, 62864 (800) 244-5631

North Aurora 2 Smoke Tree Plaza North Aurora, 60542 (800) 244-5631 Ottawa 1550 First Ave South Towne Mall Ottawa, 61350 (800) 244-5631

Peoria 406 Elm Street Peoria, 61605 (800) 244-5631

Northwest Region 410 Elm Street Peoria, 61605 (800) 244-5631

Peoria Job Center 115 SW Adams Peoria, 61602 (800) 244-5631

Quincy 107 North Third Quincy, 62306 (800) 244-5631

Rock Island Job Center 500 42nd St, Ste 4 Rock Island, 61201 (800) 244-5631

Rockford 303 North Main St. Rockford, 61101 (800) 244-5631 Springfield 1300 South Ninth Springfield, 62794 (800) 244-5631

Central Region 1300 South 9th St. Springfield, 62704 (800) 244-5631

Sterling 2323 East Lincolnway Sterling, 61081 (800) 244-5631

Waukegan Job Center One North Genessee St Waukegan, 60085 (800) 244-5631

Woodstock Job Center 500 Russell Court Woodstock, 60098 (800) 244-5631