

# THE SOURCE

## Staffing Solutions for a Challenging Labor Market

A Publication of



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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](mailto:information@ilca.net).

Catch a mistake or want to make an edit, email [information@ilca.net](mailto: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](#)

Elgin

## **Elgin International Festival**

Late August

[Website](#)

Elgin

## **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 [Website](#)

**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](#)

# DAY AND TEMPORARY LABOR ORGANIZATIONS

**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 [HERE](#).

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.



# DAY AND TEMPORARY LABOR ORGANIZATIONS

**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.

# DAY AND TEMPORARY LABOR ORGANIZATIONS

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.

# DAY AND TEMPORARY LABOR ORGANIZATIONS

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

Bloomington

**Express Employment  
Professionals**

255 East Lake Street, Suite 302  
Bloomington, 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

# DAY AND TEMPORARY LABOR ORGANIZATIONS

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



# DAY AND TEMPORARY LABOR ORGANIZATIONS

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

# DAY AND TEMPORARY LABOR ORGANIZATIONS

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

# DAY AND TEMPORARY LABOR ORGANIZATIONS

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,  
Inc.**

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

# DAY AND TEMPORARY LABOR ORGANIZATIONS

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



# JOB PROGRAMS FOR THE PREVIOUSLY INCARCERATED

**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.

# JOB PROGRAMS FOR THE PREVIOUSLY INCARCERATED

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?

# JOB PROGRAMS FOR THE PREVIOUSLY INCARCERATED

## **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.

# JOB PROGRAMS FOR THE PREVIOUSLY INCARCERATED

**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 Flornoy  
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



# JOB PROGRAMS FOR THE PREVIOUSLY INCARCERATED

**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 IL 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	<a href="#">Website</a>
Illinois	Extra News	Chicago	<a href="#">Website</a>
Illinois	La Raza	Chicago Area	<a href="#">Website</a>
Illinois	Nuevo Siglo	Chicago Area	<a href="#">Website</a>
Wisconsin	El Conquistador	Wisconsin	<a href="#">Website</a>
Illinois	La Voz del Paseo Boricua	Chicago	<a href="#">Website</a>

## Radio Stations

Dial	Name	Reach	Website
AM	Univision America	National	<a href="#">Website</a>
AM	WRLL 1450	Chicago Area and Suburbs	<a href="#">Website</a>
AM	La Movida - WNTA 1330	Rockford	<a href="#">Website</a>
AM	Radio Variedades AM 1460	Rantoul	<a href="#">Website</a>
AM	ESPN Deportes (Waukegan)	Waukegan/North Shore	<a href="#">Website</a>
FM	La Ley	Chicago Area and Suburbs	<a href="#">Website</a>
FM	Univision 105.1	Chicago Area and Suburbs	<a href="#">Website</a>
FM	ESPN Deportes (Chicago)	Chicago Area and Suburbs	<a href="#">Website</a>
FM	WMKB 102.9	Earlville (North Central Illinois)	<a href="#">Website</a>
FM	El Amor - Univision 106.7	Des Plaines and Chicago Suburbs	<a href="#">Website</a>
FM	Univision 93.5 and 103.1	Chicago Area and Suburbs	<a href="#">Website</a>

## Website

[www.myhabanero.com/2014/business-networking/national-career-fairs/](http://www.myhabanero.com/2014/business-networking/national-career-fairs/)



# VETERANS ORGANIZATIONS

**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.

# VETERANS ORGANIZATIONS

## **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.”
- “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?”

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

# VETERANS ORGANIZATIONS

## **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 non-profits 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; Pre-separation 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.

## **Dryhooch of America/ Chicago** [Website](#)

Dryhooch 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.

# VETERANS ORGANIZATIONS

## **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 commitment.

## **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 Guard. Including Yellow Ribbon Reintegration Program, Sexual Assault Prevention



# VETERANS ORGANIZATIONS

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 non-profit 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.

# VETERANS ORGANIZATIONS

## **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**

Eureka



# 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

Aurora

**Supermercado La Chiquita**

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

Chicago

**Carniceria Guanajuato**

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

Addison

**La Huerta**

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

Aurora

**Supermercado El Borrego**

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

Chicago

**Los Potrillos**

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

Addison

**Supermercado El Borrego**

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

Aurora

**Supermercado Aurora**

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

Chicago

**Lindo Michoacan**

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

Aurora

**Supermercados El Guero  
Village Mart Shopping  
Center**

Aurora, IL 60505  
(630) 898-5100

Chicago

**El Superior**

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

**Chicago**

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

Aurora

**Supermercado Casa  
Blanca**

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

Chicago

**El Guero**

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

Chicago

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

Aurora

**El Guero Super Mercados**

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

Chicago

**El Guero Supermercado**

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

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

Elgin

**La Roca**

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

West Chicago

**Chiquita Food Market**

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

Chicago

**Morelia Supermarket**

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

Joliet

**Supermercado Casa  
Blanca**

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

West Chicago

**Carnicerias Jimenez**

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

Chicago

**Carniceria Jimenez**

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

Shorewood

**El Mercado 5 Hermanos**

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

Wheeling

**La Casa De Alegria  
Grocery**

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

Chicago

**El Ranchito Food**

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

Streamwood

**Fiesta Market Streamwood  
Market Sq,**

939 Irving Park Rd Streamwood,  
IL 60107  
(630) 289-8100

Chicago

**La Unica Food Mart**

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

Villa Park

**La Rosita Food Market**

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

# 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](#)

## **Illinois Central College**

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

[Website](#)

## **Kankakee Community College**

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

[Website](#)

## **College of DuPage**

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

[Website](#)

## **Illinois State University**

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

[Website](#)

## **Kaskaskia College**

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

[Website](#)

## **College of Lake County**

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

[Website](#)

## **Illinois Valley Community College**

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

[Website](#)

## **Kishwaukee College**

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

[Website](#)

## **Danville Area Community College**

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

[Website](#)

## **John Wood Community College**

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

[Website](#)

## **Lake Land College**

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

[Website](#)

## **Harold Washington College**

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

[Website](#)

## **Joliet Junior College**

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

[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

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## **McHenry County College**

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## **Parkland College**

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## **Rend Lake College**

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## **Richland Community College**

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## **Southern Illinois University**

Dr. Kenneth Diesburg  
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## **Southwestern Illinois College**

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## **Triton College**

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200 5th Ave  
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## **University of Illinois - Urbana**

Dr. Gary Kling  
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## **Western Illinois University**

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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

**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.



# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

**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 HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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.

# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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.

# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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.



# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Adams  
Unity-Mendon  
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Amy Lucie

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Egyptian  
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1000 E State Route 140  
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County: Boone  
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1500 East Avenue  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Champaign

Fisher

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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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Horticulture program contact:  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: LaSalle  
Serena  
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County: LaSalle  
Streator  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Lee  
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County: Livingston  
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County: Livingston  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Monroe  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Perry  
Pinckneyville  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Putnam  
Putnam County  
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Granville, IL 61326  
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John Heisner  
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County: Rock Island Rockridge  
14110 134th Avenue West  
Taylor Ridge, IL 61284  
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County: Rock Island Sherrard  
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Winchester

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County: Shelby

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County: Shelby

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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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County: Tazewell  
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Horticulture program contact:  
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County: Union  
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County: White  
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County: White  
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Horticulture program contact:  
Carrol Rodgers  
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County: Will  
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County: Williamson  
Crab Orchard  
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Horticulture program contact:  
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# ILLINOIS HIGH SCHOOLS WITH HORTICULTURE PROGRAMS

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# 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  
[Website](#)

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  
[Website](#)



# STATE OF ILLINOIS UNEMPLOYMENT OFFICES, ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY, AND JOBLINK.COM

**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.

[IllinoisJobLink.com](https://www.illinoisjoblink.com) is the state's help wanted internet job board managed by the Illinois Department of Employment Security.

Job seekers use [IllinoisJobLink.com](https://www.illinoisjoblink.com) 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.

# STATE OF ILLINOIS UNEMPLOYMENT OFFICES, ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY, AND JOBLINK.COM

**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](#)

State of Illinois:

[JobLink Website](#)

# STATE OF ILLINOIS UNEMPLOYMENT OFFICES, ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY, AND JOBLINK.COM

## 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

# STATE OF ILLINOIS UNEMPLOYMENT OFFICES, ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY, AND JOBLINK.COM

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