



CHICAGO COOK
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Hospitality Hires Chicago (HHC) Retail Event

Agenda Topics



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- **HHC Overview**
- **Event Focus: Retail Industry**
- **AJCs and Delegates Working Together**
- **Chicago HHC First-Interview Event Week**
- **HHC Tools**
- **Career Connect-Manage Attendees**
- **Registration Protocol/Follow-up**
- **Contact**
- **Q & A**

Hospitality Hires Chicago



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An event for employers and job seekers to meet and interview. Working with Chicago's premiere workforce agencies, Hospitality Hires Chicago provides employers with an opportunity to take a strategic approach to finding your next best hire and for job seekers to find their next best employment opportunity.

Key Contributors:

Walmart Foundation, Chicago Cook Workforce Partnership, Re-Imagine Retail, Choose Chicago, The Magnificent Mile Association, Illinois Restaurant Association, Near South Planning Board, Illinois Hotel & Lodging Association, and Chicago Loop Alliance



Region's Labor Market Overview



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AJCs and Delegates Working Together



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- Prepare your customers for first-interviews
 - Resume writing, Job readiness, career exploration in the retail/hospitality industry and/or workshops
- Pre-screening for Job Readiness prior to 1st interviews at agency level
- Delegate agencies will refer job ready customers to their nearest AJC/Retail Sector for first-interview- Registration to be completed via Career Connect
- AJCs/Retail Sector will interview referred customers. All job ready customers will be referred to main event.

Chicago HHC First Interview Week



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Dates:

September 10-14

(see CC Event Calendar for specific location dates and times)

1st Interview Locations:

Chicagoland Retail Sector and AJCs

Purpose:

AJCs will interview your candidates.

If they customer successfully passes interview, they will be registered to main event and will be scheduled 3 interviews with employers.



- **HHC Website:** [https://hhc2018.weebly.com/
Employer Information and Positions](https://hhc2018.weebly.com/Employer-Information-and-Positions)
Use and provide website to customers to look up employers “about us”, opportunities, and online applications.
- **Career Connect:**
Refer your customer to 1st interviews by attaching your customer’s profile in Career Connect to the selected AJC 1st interview event via Event Calendar.



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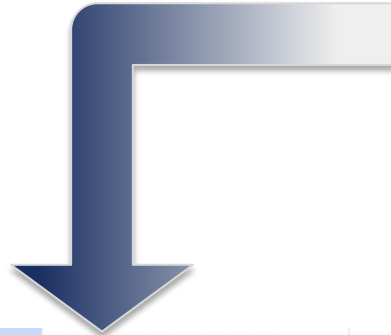
Career Connect Manage Attendees

Manage Attendees



How to attach your customer to event:

1. Go to **My Calendar** on **My Staff Dashboard**



My Calendar

September 2018

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

0 New Appointments
59 Upcoming Events

Click on number

Enter the Appointment Center

3. Click on the number for upcoming dates (see picture above)
4. Click the selected AJC 1st Interview event for customer that customer wishes to attend

My Report Indicators

| 10 | 11 | 12 | 13 |
|--|---|--|---|
| HHC First Interview-Chicagoland Retail Sector (Downtown) 9a-4p | HHC First Interview-Chicagoland Retail Sector (Downtown) 9a-4p | HHC First Interview-West Suburban Cook County AJC (Maywood) 1:30p-4:30p | HHC First Interview-Chicagoland Retail Sector (Downtown) 9a-4p |
| Orientation | Foundations for Career Empowerment | HHC First Interview-Southwest Suburban Cook County AJC (N.Riverside) 2p-4p | HHC First Interview-Northside American Job Center (Truman College) 9a-12p |
| | HHC First Interview-South Suburban Cook County (Oak Forest) 10a-1p | HHC First Interview-Chicagoland Retail Sector (Downtown) 9a-4p | HHC First Interview-Mid-South AJC 9:30a-12:30p |
| | HHC First Interview-South Suburban Cook County (Prairie College) 10a-1p | HHC First Interview-West Suburban Cook County AJC (Maywood) 9:30a-12:30p | HHC First Interview-West Suburban Cook County AJC (Maywood) 9:30a-12:30p |
| | HHC First Interview-Northside American Job Center (Truman College) 12p-3p | Resume 101 | Basic Financial Literacy |
| | Anchor Staffing Records Clerk/Warehouse Clerk Hiring Event | HHC First Interview-North Suburban Cook County AJC (Arlington) 10:30a-1:30p | HHC First Interviews-Westside AJC (KRA) |
| | HHC First Interview-South Suburban Cook County AJC (Oak Forest) 2p-5p | HHC First Interview-South Suburban Cook County (Oak Forest) 10a-1p | HHC First Interview-Southwest AJC (Daley College) 10a-1p |
| | | HHC First Interview-Southwest AJC (Daley College) 10a-1p | Nike inc. : Interview Workshop |
| | | Career Empowerment Group (Job Club) | HHC First Interview-Mid-South AJC 1:30a-4:30p |
| | | HHC First Interview-Southwest Suburban Cook County AJC (N.Riverside) 10a-12p | |
| | | Workforce Wednesday | |
| | | HHC First Interview-Southwest AJC (Daley College) 2p-5p | |
| | | HHC First Interview-South Suburban Cook County AJC (Oak Forest) 2p-5p | |
| | | | HHC First Interview-Near West American Job Center (Pilsen) 10a-1p |
| | | | HHC First Interview-South Suburban Cook County (Oak Forest) 10a-1p |
| | | | Excel 2013 - Level II |
| | | | HHC First Interview-Mid-South AJC 1:30a-4:30p |
| | | | HHC First Interview-Southwest AJC (Daley College) 2p-5p |
| | | | Empower Job Club @ Aunt Martha's Youth Service Cen |

Manage Attendees (cont.)

Event Information

Event ID: 959
*Event Category: Employer Recruitment Event
*Event Title: **HHC First Interview-Northside American Job Center**
Description:

Registration

*Registration Method: Register online
Close Registration: Never
Instructions:
[Insert Sample Instructions | Spell Check | Clear]
 No Yes
 No Yes
 No Yes
Number of Days before Event to send Reminder: None Selected


Download Event

Click the link below to download a vCalendar file. When prompted, open the file to automatically add this event to programs such as Microsoft Outlook.
[Download Event as vCalendar (.VCS) file]

5. Make sure you selected correct event (Location, Date and Time)

6. Scroll to the bottom of the page

7. Click on Manage Attendees

Click  [[Manage Attendees](#) | [Copy Event](#) | [Cancel Event](#)]

Save Cancel

Manage Attendees (cont.)

Event ID: 973
Event Title: HHC First Interview-
Chicagoland Retail Sector
(Downtown) 9a-4p
Schedule Type: Recurring - Daily
Event Date: 9/10/2018
Start Time: 9:00 AM
End Time: 4:00 PM
Recurs: Every D
Event Staff/Moderator: kelly brown
Presenter(s):

LWIA/Region: Chicago Cook Workforce
Partnership
Office: Pyramid Partnership - Retail
Sectoral Center(0850)
218 South Wabash Avenue
Suite 540
Chicago, IL 60604
Event Location: Pyramid Partnership-
Chicagoland Retail Sector
218 South Wabash Avenue
Suite 540
Chicago, IL 60604

Event Date: 9/10/2018

There are no attendees registered for this event.

[[Register Individuals](#)] [[Register Employers](#)]

Note: In the Search page, **DO NOT USE THE QUICK ASSIST SECTION TO LOOK UP CUSTOMER**

9. Search by entering First Name, Last Name and/or SSN as highlighted in picture

10. Click **Search**

8. Click on Register Individual



Quick Assist

You have 1 saved Individual item(s) in [My Search Lists](#).

Here are the 5 most recent individuals you assisted: [Redacted] [Assist](#)

[[Top](#)] [Search](#) [[Bottom](#)]

General Criteria

Individual Username:

Individual User ID:

Starts with these #s
 Matches exactly

State ID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number): Example: 99999999

State Source ID:

State Activity ID:

Manage Attendees (cont.)

Name of your customer will appear on next page as seen in picture below.

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

| User Name | First Name | Last Name | SSN | Vet | State ID | Last Login Date | Last Exited | Created | Select |
|--------------|--------------|--------------|------------|-----|------------|-----------------|-------------|------------|-------------------------------------|
| M [REDACTED] | M [REDACTED] | K [REDACTED] | [REDACTED] | | [REDACTED] | 06/27/2018 | | 06/27/2018 | <input checked="" type="checkbox"/> |

[Save New List](#)
[Update Existing List](#)

10. Click **Select Box**

11. Click on **Register Selected User(s)**

1 Records found

Register Selected User(s)

[[New search criteria](#)] [[Modify current criteria](#)]

Event ID: 973
Event Title: HHC First Interview- Chicagoland Retail Sector (Downtown) 9a-4p
Schedule Type: Recurring - Daily
Event Date: 9/10/2018
Start Time: 9:00 AM
End Time: 4:00 PM
Recurs: Every D
Event Staff/Moderator: kelly brown
Presenter(s):

LWIA/Region: Chicago Cook Workforce Partnership
Office: Pyramid Partnership - Retail Sectoral Center(0850) 218 South Wabash Avenue Suite 540 Chicago, IL 60604
Event Location: Pyramid Partnership- Chicagoland Retail Sector 218 South Wabash Avenue Suite 540 Chicago, IL 60604

For help click the question mark icon.

Event Date: 9/10/2018

| Attendee | User Type | SSN | Phone | Date Registered | Status | Action |
|------------------------------|------------|------------|------------------|---------------------|-------------------|---|
| K [REDACTED] ([REDACTED] | Individual | [REDACTED] | (312) [REDACTED] | 9/4/2018 8:52:32 PM | Registered | Reschedule Delete Services Add Case Note |

Total Users: 1
 Registered: 1
 Seats Remaining: Unlimited

Registration confirmed

Registration Protocol/Follow-Up

- No WIOA customers from Delegate agencies should be directed to AJCs 1st interviews without being registered in Career Connect through Events portal as directed in this training.
- You can see the status of your customer the day after event. The AJCs will change the status from **Registered** to **Attended** or **No Show**.
- If special accommodations need to be provided to customer due to a disability, please contact Mrs. Gladys Hall at gHall@workforceboard.org for arrangements prior to 1st interview date.

Contact

- If any technical issues occur, please send a ticket through ZenDesk. Attach a screen shot of error and brief description of problem.
- Any other questions or concerns, contact
Patti Prado at pprado@workforceboard.org
Claudia Cattouse at ccattouse@workforceboard.org