



Kane County, Illinois

719 Batavia Avenue, Geneva, Illinois 60134 / Phone: 630-232-3400

www.countyofkane.org

EMPLOYERS: Take Advantage of Our No-Cost Job Posting Service



The Workforce Development Division's Job Posting Service allows employers to reach a large pool of local talent at no cost to your company. The Business Services Team will work quickly to post and distribute your employment opportunities to talented job seekers in the Kane, Kendall, and DeKalb County area. We handle all of the posting work, both on our [Job Board](#) page and through various online resources and community-based partnerships.

General Requirements for Posting to our Job Board

- The employer must be located within our three-county service-area (Kane, Kendall, and DeKalb Counties).
- The job must be a full-time, permanent, direct-hire position with the employer.
- The job must pay at least \$15.00 per hour.

Post a Job in 3 Easy Steps:

1. REGISTER

Download, complete, and submit the [Employer Registration Form](#)*.

2. PREPARE

Prepare your posting by completing our easy-to-use [Job Board Posting Form](#)*.

*If using Internet Explorer, when prompted for a password click cancel twice to access the fillable form.

3. SUBMIT

Submit a Job Board Posting Form for each job you would like to post with us, and we'll take care of the rest!

Have an upcoming Job Fair or Hiring Event you'd like to post? Submit your flyer/advertisement to:
RobinsonCharrissa@KaneCountyIL.org

Have a job opportunity that may not meet the general requirements outlined above? The Illinois Department of Employment Security (IDES) has an online resource that can also assist with your company's recruitment needs. Please visit www.IllinoisJobLink.com to find out more.

For questions or additional assistance, please contact Charrissa Robinson at RobinsonCharrissa@KaneCountyIL.org or 630.966.1435, Ext. 40086.

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