

Youth Work Readiness Assessment & Tools

Dashboard



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
Bruce Rauner, Governor



www.illinoisworknet.com

Olivia Griesheim-Miller: Customer Support Specialist
April 20, 2018

Illinois workNet®

Benefits for Youth Students and Providers:

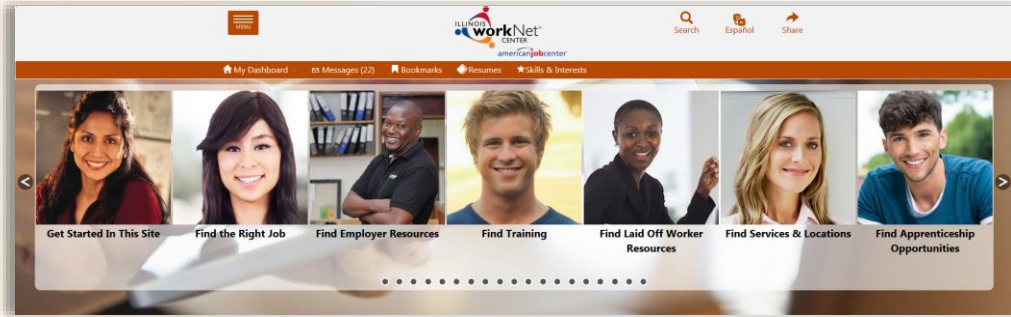
- Students can access resources and tools to help them explore careers, training, and the skills needed to reach their training and employment goals.
- Providers have access to the same resources and tools. Plus, they have access to instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.
- All of these resources are FREE.

Illinois workNet (IwN) is the state's web portal system for workforce development.



Tools you can Use - User Guides

1. Select A Scenario

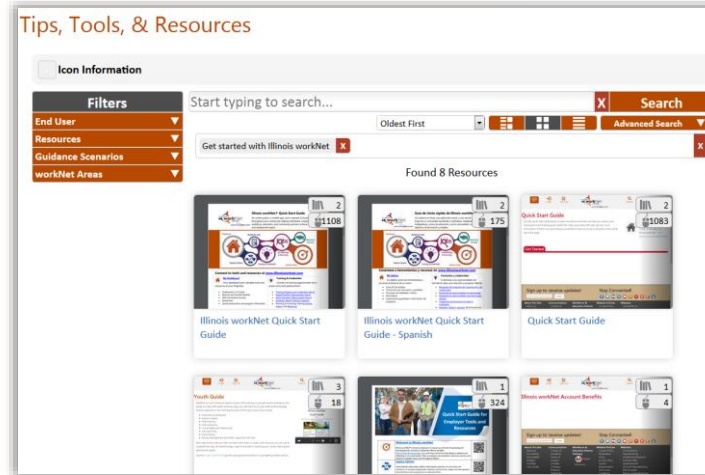


One or two page printable PDF documents that provide steps or instructions for getting started.

In addition, find links to workNet articles and web pages.

From the home page, use the arrows on the left and right to find the scenario that best fits your needs.

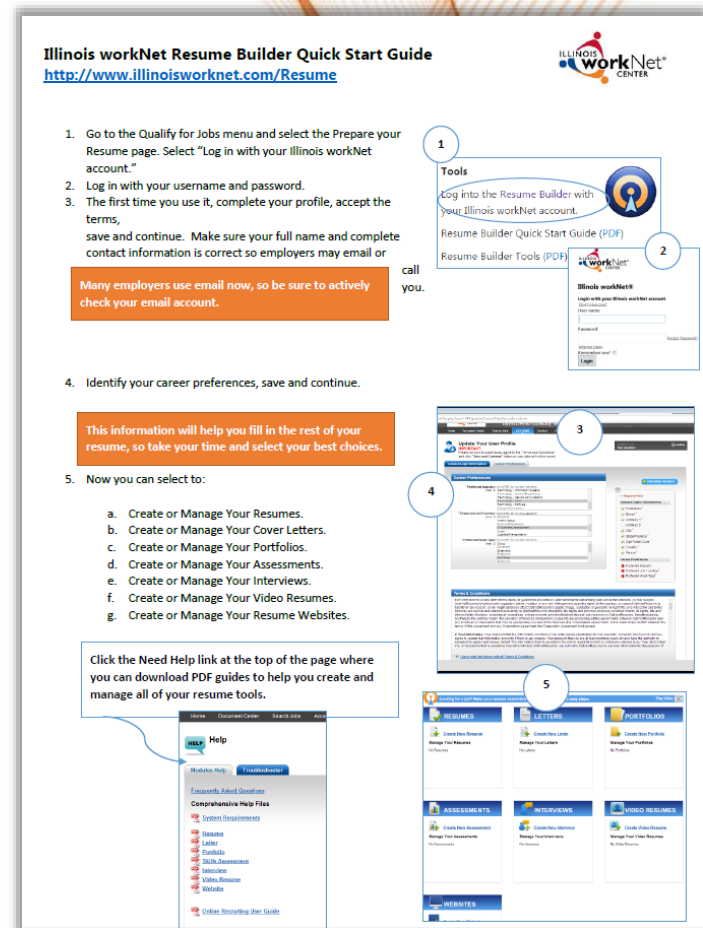
2. Select a Resource



<https://www.illinoisworknet.com/userguides>



3. View/Print Resource



Topics for Today

You will receive information and resources to help your students identify and reach their career, training, and employment goals.

1. Prepare a Career Plan

- Translate Skills & Interests
- Research Careers & Complete Assessments
- Research Training
- Be Prepared for the Job Market



Personalization and Tools

Illinois workNet offers a variety of personalization tools in My Dashboard.

This is an area where student can:

- Access their Employment 101 guide.
- Track their career and job search plans.
- Get messages.
- Access their resume and portfolio.
- View assessment results.

The screenshot displays the 'My Dashboard' interface with the following sections:

- My Tools:** Settings (Update My Profile, Change Password, Update - News Subscription Settings).
- Messages:** 109 Messages.
- Program Applications:** Summer Youth and .., EPIC (Partner), DEI (Pa).
- Employment 101:** Employment 101 Plans (Pre-assessment - None, Post-assessment - None, Certificate - None), Guide (Your Guide To Prepare: A Career Plan, A Job Search Plan, Achieve Your Goals).
- My Bookmarks:** Architects, Taylor Business Institute, Agricultural Extension Agents. Includes an 'Add New' button and a '3 of 27 See All' link.
- Resume Builder:** Resume Builder, Guide. Status: Cover Letter Saved, Interview Practice Saved, Resume Saved, Assessments Saved, Portfolio Saved, Website Saved.
- Job Search:** Part Time Administrative..., Data Recorder (Police De...). Includes a 'My Bookmarked Jobs' button.
- Assessments:** SKILLS AND INTERESTS, Disability Benefits Estimator, Employment 101, NOCTI Results, Observational Evaluation, Worksite Evaluation, Other Assessments.

Youth Dashboard

Youth Dashboard



Get Connected

Related Resources

Bridges - From School to Work

National Collaborative on Workforce Education

Making the Move to Managing Your Own Business Assistance

Got Transition?

Preventing Youth Violence

Learn About Credit Unions

[View More](#)

Resources and Tools

Youth Guide



Whether you are looking to explore careers, find training, or just get resume assistance, this guide can help. With quick and easy steps, you will learn more, gain skills and knowledge, and be prepared for the road ahead.

Careers, Wages & Trends



Use career and labor market information to plan for high school and beyond. Find out about expected number of job openings, how much a job could pay and much more.

JobFinder



Use the Illinois workNet JobFinder to find recent job listings in your area that best fit your skills and interests.

Resources Search



Youth specific resources that can help you find additional guides and assistance to help you meet your career, employment and training goals.

Service Locator



Use this search to find locations near you where staff can assist you in finding resources for your job search, career preparation, and referrals for work support. You will also find WIOA services and can identify them by the use of the WIOA icon.

Success Stories



Write your Success Story about your experience! If you received WIOA youth funding to attend training, your Illinois workNet Center helped you find a job, or you participated in a program such as EPIC, DEI, or ATIM we want to hear about it!

News

[View All News Items](#)

New 2018 Tax Articles and Resources Available
2018/04/06

Upcoming Webinar - Health Coverage Choices
2018/02/16

Don't Miss Out - Upcoming Webinar Series for Employers

Facebook

Twitter

Events

Events Calendar

[Add Event](#)

Show Filter Options



month day **Apr 2018** < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Tips and Tools Packaged in a Youth Guide



<https://www.illinoisworknet.com/youthguide>



Set Your Goals

Get Started

Here's How:

- Explore your skills and interests,
- Explore career pathways, and
- Find training.



Present the Best You

Get Started

Here's How:

- Start a resume,
- Use social media as a marketing tool, and
- Network with people you know.

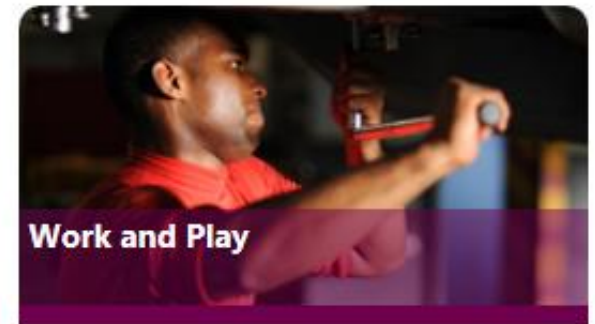


Apply for Jobs

Get Started

Here's How:

- Beware of fraud and learn experiences from your job, good and bad,
- Fill out applications, and
- Ace the interview.



Work and Play

Get Started

Here's How:

- Spend your earnings wisely,
- Find supportive services, and
- Focus on success.



Career Readiness: Employment 101 Guide

Employment 101 is a self-guided, step-by-step approach your students can go through online.

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 92% correct.

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- This assessment is graded but the grade is not counted against you

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

2. Complete Guide

Employment 101 Guide

Overview:

- Follow the steps to develop a Career Plan and Job Search Plan
- Use the resources to create a resume and portfolio

Planning Tools:

- Skill and Interest Results
- Career and Training Research
- Resume & Portfolio Builder
- Job Search Organizer
- Achieve Your Goals Notes
- S.M.A.R.T. Plan

3. Take Post-Assessment

Post-Assessment

You have taken the Post-Assessment and received a score of 96% correct. You can take the Post-Assessment again and the higher score will be kept.

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Unlimited number of attempts
- Highest score is saved
- Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

4. Download Certificate

Certificate of Completion

Employment 101: The Guide

Instructor Guides Available:

- Prepare a Career Plan
- Prepare a Job Search Plan

Plan To Reach Your Goals Completed 3 of 8 items.

[View My Plans](#)

Prepare a Career Plan Completed 3 of 3 items.

Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

- [Explore Careers](#) ✓
- [Explore Training](#) ✓
- [Get Qualified](#) ✓

Prepare a Job Search Plan Completed 0 of 2 items.

Organization and preparation are key factors to finding a job. Start preparing today.

- [Get Prepared](#)
- [Find Jobs](#)

Achieve Your Goals Completed 0 of 3 items.

Ease your nerves by being prepared for the first day on the job. Learn about skills to help

- [Start a Job](#)
- [Set Financial Goals](#)
- [Practice Skills For Success](#)

Prepare a Career Plan

Explore Careers

[← Back to Guide](#) [Next →](#)

[View My Plans ↑](#) [Print](#)

Recommended Steps

Completed 1 of 4 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

- 1. Discover careers that match your interests** Done
- 2. Explore jobs, required skills/credentials, and wage information** Done
- 3. Identify your soft skills that are required for all careers** Done

1. Learn about workplace skills that employers require.
 - Read this article: [Attention: Soft Skills Required](#)
 - Go to this webpage: [Job Skills Guide](#)

Career Plan

Build your Career Plan here.

My Saved Careers (Select one)

- CNC
- Industrial Machinery Mechanics (current)**
- Air-Conditioning System Mechanics
- Agricultural Engineers
- Disposal Workers
- Academic Deans

[Add a New Career](#)

Steps with Integrated Illinois workNet Resources:

- Articles
- Searches
- Tools
- Videos

Sidebar for:

- Career Planning
- Job Search Records
- Goals and Notes

Link to View My Plans:

- Career and Training Research
- Job Search
- Goals

Employment 101: Pre & Post-Assessments

Student can access their account.

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 28% correct.

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- This assessment is graded but the grade is not counted against you

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

3. Take Post-Assessment

Post-Assessment

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Unlimited number of attempts
- Highest score is saved
- Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

Instructor can view results in the Customer Support Center.

TELGER (PA), NATASHA

Quick Info	Private Profile	Groups	Details	Assessments	Optimal Resume
workNet ID: 957	Assessments				
Is Active: Yes	View saved results or complete an assessment for the customer. Illinois workNet offers assessments that are self-access as well as partner initiated assessments. Learn more				
Joined: 12/14/2005	SKILLS AND INTERESTS				
Role: Workforce Professional	DISABILITY BENEFITS ESTIMATOR				
Reset Password Send Message	EMPLOYMENT 101				
	Pre-Assessment Taken: 92% on 7/17/2015				
	Post-Assessment Taken: 96% on 7/17/2015				
	Download Certificate of Completion Employment 101 Guide Plans				
	NOCTI RESULTS				
	OBSERVATIONAL EVALUATION				
	WORKSITE EVALUATION				
	Assessments Not Available Through Illinois workNet				
	ENTER MORE ASSESSMENTS				

Translate Your Skills and Interests to Careers

Things to Consider:

- What do you like to do and why?
- What comes naturally to you?
 - Are you a people person?
 - Do you like to work with your hands?
- What classes do you enjoy?



Related Tools



Tools to Translate Skills and Interests to Careers

Customers can take the Skill and Interest Surveys. Available from My Dashboard

Career Clusters	Score
Arts, Audio/Visual Technology, and Communications	10
Transportation, Distribution, and Logistics	10
Finance	9
Government and Public Administration	9
Law, Public Safety, Corrections, and Security	9
Business Management and Administration	8
Hospitality and Tourism	8
Information Technology	8
Manufacturing	8
Science, Technology, Engineering, and Mathematics	8
Education and Training	7
Marketing	6
Architecture and Construction	5
Health Science	5
Human Services	5
Agriculture, Food, and Natural Resources	4

Career Cluster Inventory



Rate 80 activities as like very much, like, dislike, or not sure.
Results: Provides a graph indicating how your interests match up to each career cluster area.

Duration :  5-25 minutes

Interest Profiler



There are 180 activities. Choose if you like, dislike, or are unsure for each activity.

Results: Organizes interests into 6 categories of work.

Duration :  10-20 minutes

SKILLS Profiler



Select 35 skills and group them as very, moderate, or somewhat satisfying.

Results: Lists top 30 occupations that match your skills. Calculates Holland Personality Type.

Duration :  10-20 minutes

Work Importance Locator



Group 20 statements based on how important the work aspect is to you.
Results: Provides scores for 6 work values and occupations for each work value.

Duration :  5-15 minutes

Skill and Interest Surveys

- **Interest Profiler** (10-20 minutes) - The Interest Profiler can help you identify your interests and match them with a wide variety of careers.
- **SKILLS Profiler** (10-20 minutes) - The SKILLS Profiler helps you identify occupations that use the skills you like. It also helps you recognize skills that transfer between occupations.
- **Work Importance Locator** (5-15 minutes) - The Work Importance Locator can help you learn more about your work values and help you decide what kinds of jobs and careers you might want to explore.
- **Career Cluster Inventory** (5-25 minutes) - This inventory will identify which career cluster(s) may be a good fit for you.

Research Careers

Things to Consider:


- What is the projected outlook for careers in the field?
- What are the wages?
- What skills are required for the job?
- What environment or setting do you want to work in?
- Are you willing to work the typical hours for those careers?
- How will this work for you if you decide to have a family?
- Have you started keeping track of this information?



Tools to Research Careers


Careers, Wages & Trends

Search




AGRICULTURE
FOOD, NATURAL
RESOURCES

Agriculture, Food, and Natural Resources




ARCHITECTURE
AND CONSTRUCTION

Architecture and Construction




ARTS, AUDIO/VISUAL
TECHNOLOGY, AND
COMMUNICATIONS

Arts, Audio/Visual Technology, and Communications




BUSINESS
MANAGEMENT &
ADMINISTRATION

Business Management and Administration



EDUCATION

Education




HEALTHCARE

Healthcare

Business Management and Administration

[Return to Career Clusters](#)

- 📈 **Accounting Clerks**
 Bookkeeping and accounting clerks manage the financial records of companies or clients.
- 📈 **Adjustment Clerks**
 Customer service representatives work to solve customer complaints.
- 📈 **Administrative Assistants**
 Executive secretaries assist managers and direct office activities.
- 📈 **Administrative Assistants**
 Secretaries perform a variety of clerical and administrative duties needed to run an office.



Administrative Assistants

Career Clusters > Business Management and Administration > Administrative Assistants >

💰 Job Facts & Wages
🔄 Skills & Training
🔍 Jobs Find Jobs & Information

📈 Occupation is in demand for the following regions: **Northern Stataline**

Administrative Assistants - At a Glance

Secretaries perform a variety of clerical and administrative duties needed to run an office.

Quick Facts: Secretaries	
Wages	Earn \$34,190 per year
Employment	Very large occupation
10 Year Growth	More slowly than average
Annual Openings	Very High

Preparation

A secretary typically needs to:

- have a high school diploma or equivalent
- complete short-term, on-the-job training

Working Conditions

In a typical work setting, secretaries:

Related Tools



- [Explore Careers](#) ▼
- [Skill & Interest Surveys](#)
- [Careers, Wages & Trends](#)
- [Demand Occupations](#)
- [Employment 101](#)
- [Labor Market Information](#)
- [Planning for the Future](#)
- [Career Exploration Videos](#)
- [Career Exploration Resources](#)

Research Training

Things to Consider:

- Are you interested in a military career or careers that offer training programs?
- How are you going to pay for training?
- How long will it take to complete the training program? *Remember there are good jobs that do not require a 4 year degree.*
- Where are the training programs?



Tools to Research Training

- Training & Credentials
- WIOA Approved Training Programs
- Public & Private Training Programs
- Apprenticeship Opportunities
- Adult Education Opportunities
- Employer-Based Training Programs
- Planning & Financing Training
- Training & Financial Aid Videos
- Training & Financial Aid Resources

WIOA Approved Training Programs

Start Your Search

Search Type and Mode: **Training Programs** Search

Local Workforce Innovation Area: Select an LWIA... Keywords:

Job Family and Related Occupations: Select a Job Family... Select a Job Family to view Occupations

City or Zip Code: Within 10 Miles Page Size: 25 Results per page

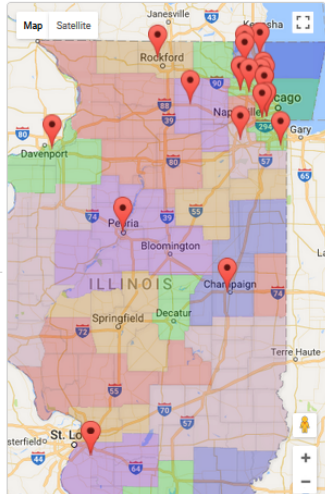
Training Program Type: Select a Program Type... Sort Order: Alphabetical

Search Reset Export Select up to 3 results to compare Glossary

Found 4650 results

.NET Programming Cert 22CQ
College of Lake County
19351 W. Washington Street, Grayslake, IL 60030
Map it
Cost: **\$3,560.00** No performance data available.
Time: **32 weeks / 300 hours**
Goal: **Industry Recognized Certification**
Training Program Type: **Vocational**

04 Certification with Preschool Special Education Approval
Northern Illinois University
DeKalb Main Campus, Normal Rd., DeKalb, IL 60115
Map it
Cost: **\$6,848.00** No performance data available.
Time: **32 weeks / 192 hours**
Goal: **Other**
Training Program Type: **Vocational**



Public & Private Training Programs

Search for Programs Below

Search Type: **Public & Private Programs** Mode: Search

City/ZIP: Radius: 10 Miles Local Workforce Innovation Area: Select LWIA

County: Select County Economic Development Region: Select Region

Keyword: Page Size: 25 Results per page

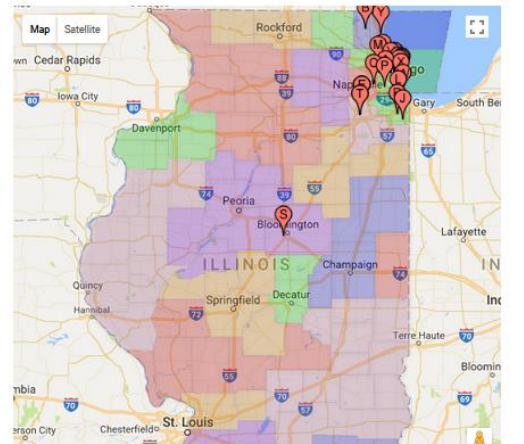
Job Family: Select a Job Family... Select a Job Family to view Occupations

Search Clear Export

Records 1 to 25 of 11237 Results

.Net & Gaming Development Fundamentals Course
Joseph Business School, The
7600 West Roosevelt Road Forest Park, IL 60130
Map it
Type of School: **Business**
Provider Type: **Private**
Degrees Offered: **Certificate of completion**

.NET Programming
College of Lake County
Institutional Effectiveness, Planning, and Research, 19351 West Washington Street B200 Grayslake, IL 60030
Map it
Type of School: **2-year college**
Provider Type: **Public**
Degrees Offered: **Certificate, Associate**






Be Prepared for the Job Market

Things to Consider:

- Get connected to your future industry by interviewing people in the career field.
- Get involved with student/trade organizations to learn more about the industry and build your network.
- Start building your resume and keep it updated.
- Practice interviewing!

Guides to Help Prepare for the Job Market

Job Skills Guides

Skills Employers Want

Make sure you have the skills employers want!

Academic skills, technical skills, and workplace "soft" skills provide a solid base for getting into a career. When you are searching for a job, it is important to recognize the skills that you have and include them in your resume and interview. Use those skills to show you are qualified for the job.

To succeed in the workplace, it is important to continue to enhance your skills. You can gain those skills through experience and training. Often, employers provide you with additional technical training. However, it is up to you to demonstrate that you have soft skills, such as a good work ethic and a great attitude.

You will notice some of the skills below have the Illinois Essential Employability Skills icon. These skills have been identified as required to be successful in all industries in Illinois.

Learn more about the skills and hear what employers have to say about those skills.



Academic Skills



Mathematics, Reading, Science and Technology, Writing

Technical Skills



Computer Literacy



Industry-wide Technical Skills

Essential Employability Skills/Workplace "Soft Skills"



Attendance and Self-Presentation



Career Advancement



Communications

Digital Literacy Guides

Why Digital Literacy Matters

Computer skills are a just to use digital technology information.¹ These skills specific jobs can vary. Y each category has skills

- Basic – You are just performing basic v
- Intermediate – You well as contribute
- Technical Professi systems.

If you are interested in

Social Media Guides

Why Social Media Matters

Social media is her

Whether you are a media to market yo to a 1000 social pl

Illinois workNet so

- benefits of u
- process to de
- steps involv
- reasons why
- ways to netw

Resume Writing Guide

Prepare Your Resume

A resume is required for most jobs. Employers will look at your resume to get a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a first impression of your skills and abilities. That means it needs to be as perfect as possible.

Writing your resume can be intimidating. That's why breaking it down into chunks can help make it easier to tackle.

Below, you will find four articles on each step in the resume writing process. After this, you can also read about our Resume Builder tools.



You will notice some of the skills below have the Illinois Essential Employability Skills icon. These skills have been identified as required to be successful in all industries in Illinois.

Tools to Help Prepare for the Job Market

Event Calendar

Show Filter Options

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 8:15 pm Microsoft Word 2010 in Spanish	29 9:00 am Forest Park- General Education/Adult Literacy 2:00 pm Forest Park- SED/Adult Literacy- Afternoon	30 9:30 am Chicago Orientation to Information Technology Jobs 1:00 pm FREE! Resume Review Workshop - Bradley	31 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am Free Job Training in Manufacturing - Chicago	1 9:30 am Start a Career in Advanced Manufacturing - Skokie 10:00 am Hiring Event and Expo - Belleville	2 9:00 am Weekly Job Fair 10:15 am Engaging Generational Differences - Lake Forest	3 11:15 am Learn and Discover the Internet (English) 8:15 pm Learn and Discover Microsoft Word 2010 - English
4 8:15 pm Microsoft Word 2010 in Spanish	5 9:00 am FREE! Computer Literacy Workshop - Bradley	6 9:00 am FREE! Computer Literacy Workshop - Bradley	7 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am Free Job Training in Manufacturing - Chicago	8 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am FREE! Computer Literacy Workshop - Bradley	9 10:15 am The Likability Factor (Lake Forest)	
11 8:15 pm Microsoft Word 2010 in Spanish	12 9:00 am Forest Park- General Education/Adult Literacy 2:00 pm Forest Park- SED/Adult Literacy- Afternoon	13 9:30 am Chicago Orientation to Information Technology Jobs 1:00 pm FREE! Resume Review Workshop - Bradley	14 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am Free Job Training in Manufacturing - Chicago	15 9:30 am Start a Career in Advanced Manufacturing - Skokie 10:15 am Managing Your Money While Unemployed (Lake Forest)	16	
18 8:15 pm File Management in Spanish	19 9:00 am Forest Park- General Education/Adult Literacy 2:00 pm Forest Park- SED/Adult Literacy- Afternoon	20 9:30 am Chicago Orientation to Information Technology Jobs 1:00 pm FREE! Resume Review Workshop - Bradley	21 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am Free Job Training in Manufacturing - Chicago	22 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am Career Exploration Day - Students w/Disabilities	23 9:30 am Job Corps Info Sessions (Free Training)- Belleville	
25 8:15 pm Microsoft Word 2010 in Spanish	26 9:00 am Forest Park- General Education/Adult Literacy 2:00 pm Forest Park- SED/Adult Literacy- Afternoon	27 9:30 am Chicago Orientation to Information Technology Jobs 1:00 pm FREE! Resume Review Workshop - Bradley	28 9:30 am Start a Career in Advanced Manufacturing - Skokie 9:00 am Free Job Training in Manufacturing - Chicago	1 9:30 am Start a Career in Advanced Manufacturing - Skokie 10:30 am Job Corps Information Session - East Alton	2 10:30 am Job Corps Info Sessions (Free Training)- Decatur	

Student & Trade Connections: Connect to your future industry

Student & Trade Connections

Student and Trade Associations are organizations that operate within specific fields or industries that connect and bring members of these fields together. Join Student and Trade Associations to learn about and get more involved in a specific career field. You can network, connect, and gain knowledge that can help you gain experience or grow your career.

Start Your Search

- Filters
- End User
- Network & Connect

Start typing to search...

Search

Found 109 Resources

Educators Rising

Educators Rising is transforming how America develops aspiring teachers. Starting with high school students, we provide passionate young people with hands on teaching experience, sustain their interest in the profession, and help them cultivate the skills they need to be successful educators. The result is a pipeline of...

More

Educators Rising

Teacher/Education Specialist Student



Created 12/12/2017

NDGAA

For over 45+ years the association has worked with groomers throughout the world promoting and encouraging professionalism and education in order to upgrade the image of the pet grooming profession. Our goal is to unite groomers through membership, to...

More

National Dog Groomers Association, Inc.

Job Seeker Workforce and Education Partner Employer Adult Learner Youth



Created 5/14/2016

AALAS

Mission Statement: AALAS is an association of professionals that advances responsible laboratory animal care and use to benefit people and animals. The American Association for Laboratory Animal Science (AALAS) is a membership association of professionals...

Job Seeker Workforce and Education Partner Employer



Network & Connect

- Event Calendar
- Illinois workNet Service Finder
- Student & Trade Connections
- Social Media Guide
- Networking For Success



Tools to Help Prepare for the Job Market

Resume Builder

The screenshot shows the Illinois WorkNet Resume Builder interface. At the top, there is a header with the Illinois WorkNet logo and the text "ILLINOIS WORKNET" and "Website: http://www.illinoisworknet.com". Below the header, there is a navigation bar with "Home" and "Document Center" links. A blue banner below the navigation bar says "NEW JOB SEARCH TUTORIALS AVAILABLE!" with a "VIEW" button. The main content area is divided into six sections: RESUMES, LETTERS, PORTFOLIOS, ASSESSMENTS, INTERVIEWS, and VIDEO RESUMES. Each section has a "Create New" button and a "Manage Your" section. The RESUMES section shows a list of resumes: "August 2nd 2016", "Lacey Resume", and "LP Resume", each with a "Delete" button. The LETTERS section shows "Bookkeeper" and "March 14" with "Delete" buttons. The PORTFOLIOS section shows "No Portfolios". The ASSESSMENTS section shows "No Assessments". The INTERVIEWS section shows "No Interviews". The VIDEO RESUMES section shows "No Video Resumes".

JobFinder

The screenshot shows the Illinois WorkNet JobFinder interface. At the top, there is a purple banner that says "Start Your Search". Below the banner, there is a paragraph of text: "A successful job search begins with an overall good job search strategy. Your goal is not to find every job posted on the Internet! Use the Illinois workNet JobFinder to find recent job listings that best fit your skills and interests." Below the text, there are three search filters: "Keywords:" with a text input field containing "Find using job title, keywords, or company name"; "Search Radius:" with a dropdown menu set to "Only within miles of"; and "Location:" with a text input field containing "City or State or Zip". There are "Search" and "Clear" buttons, and a "+ Advanced Search Options" link. Below the search filters, there are "Previous" and "Next" buttons. The main content area shows "Job 1 - 10 of 1010 Viewing page 1 of 101". The first job listing is for "Office Manager" in "Village of Hoffman Estates - Hoffman Estates, IL", posted "6 days ago - 10/12/2017 2:22:11 PM". The description says: "Answers inquiries from employees, the general public, and other agencies received in person, by telephone, online, or in writing and refers to appropriate...". To the right of the job listing is a map of the Chicago area with several red location pins. Below the job listing, there is a link for "Driver, Excellent Job Opportunity, Local, Class A" with a location pin icon.

Illinois JobLink

The screenshot shows the Illinois JobLink website. On the left, there is a photograph of a person's feet standing on a floor with several white arrows pointing in different directions. On the right, there is a white box with the text "How Can Illinois JobLink Help You? Job Search". Below the text, there is a page number "22".

Employment 101: Certificate of Completion

Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha r Telger (PA)

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

7/17/2015

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication

Maintaining Professionalism

Solving Problems and Critical Thinking

Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior

Maintaining Interpersonal Relationships

Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration

Finding Training Programs to Qualify for Careers

Setting Goals

Preparing a Resume and Portfolio

Finding Job Openings

Applying for Jobs

Interviewing

Networking

Starting a Job

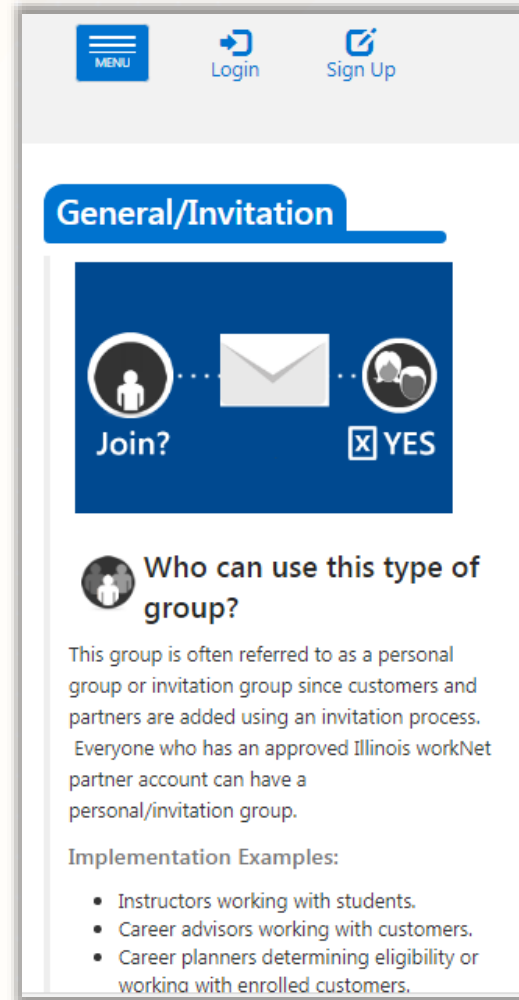
Managing Money

Gaining Skills for Success

Customer Support Center

The Illinois workNet Customer Support Center:

- Set of Tools
- Used by Teams who are Customer-focused
- Guides/engages Customers in Exploring, Planning, and Training to Help Them Meet Their Employment Goals



Archived Illinois workNet Webinars:

Topic: Customer Support Center Overview

Link to Archived Webinar:

https://www.youtube.com/watch?time_continue=1271&v=H5ayFyD7uHw

Customer Support Center

The purpose of Illinois workNet Customer Groups/Customer Support Center is to allow you to easily access and track student progress within the site.

Benefits:

1. Access Assessment Results
2. Access Employment 101 Plans
3. Access Certificates Earned
4. Assist with Password Recovery
5. Re-set Password
6. Send Messages
7. View and update customer information

Quick Info	
workNet ID	491914
Is Active	Yes
Joined	1/6/2016
Role	Workforce Professional

Reset Password Send Message

SKILLS AND INTERESTS

DISABILITY BENEFITS ESTIMATOR

EMPLOYMENT 101

NOCTI RESULTS

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

Assessments Not Available Through Illinois workNet

ENTER MORE ASSESSMENTS

Add Assessment Results

Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Updated
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Assessments: Self-Accessed and Proctored

As an Illinois workNet Partner you will have access to FREE Assessments.

An assessment is a process to assist customers in identifying:

- Strengths
- Employability and transferable skills
- Interests
- Work values
- Personal priorities for employment

Upcoming Illinois workNet Webinars:

Topic: How Partners Use workNet Assessments

Link to Archived Webinar:

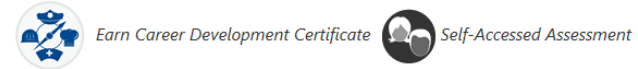
https://www.youtube.com/watch?time_continue=864&v=F7ZbuFMLBRQ



Skill and Interests Surveys



Employment 101 Pre / Post-Assessments



NOCTI 21st Century Skills



Observational Evaluation



Worksite Evaluation



More Tools for Partners

- Partner Resources - <http://www.illinoisworknet.com/partners>
- Customer Support Center - <http://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>
- Assessments - <http://www.illinoisworknet.com/partners/Pages/Assessments.aspx>
- Outreach Tools - <https://www.illinoisworknet.com/partners/Pages/outreachttools.aspx>



Questions?



Visit: www.illinoisworknet.com

Email: info@illinoisworknet.com

Monday – Friday

8:00 A.M. – 4:30 P.M.

Emails are checked and responded to each business day.

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The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.