



Illinois
Department of Commerce
& Economic Opportunity

Integration of Illinois Works Programs: Applicant Tracking System

Norman Ruano





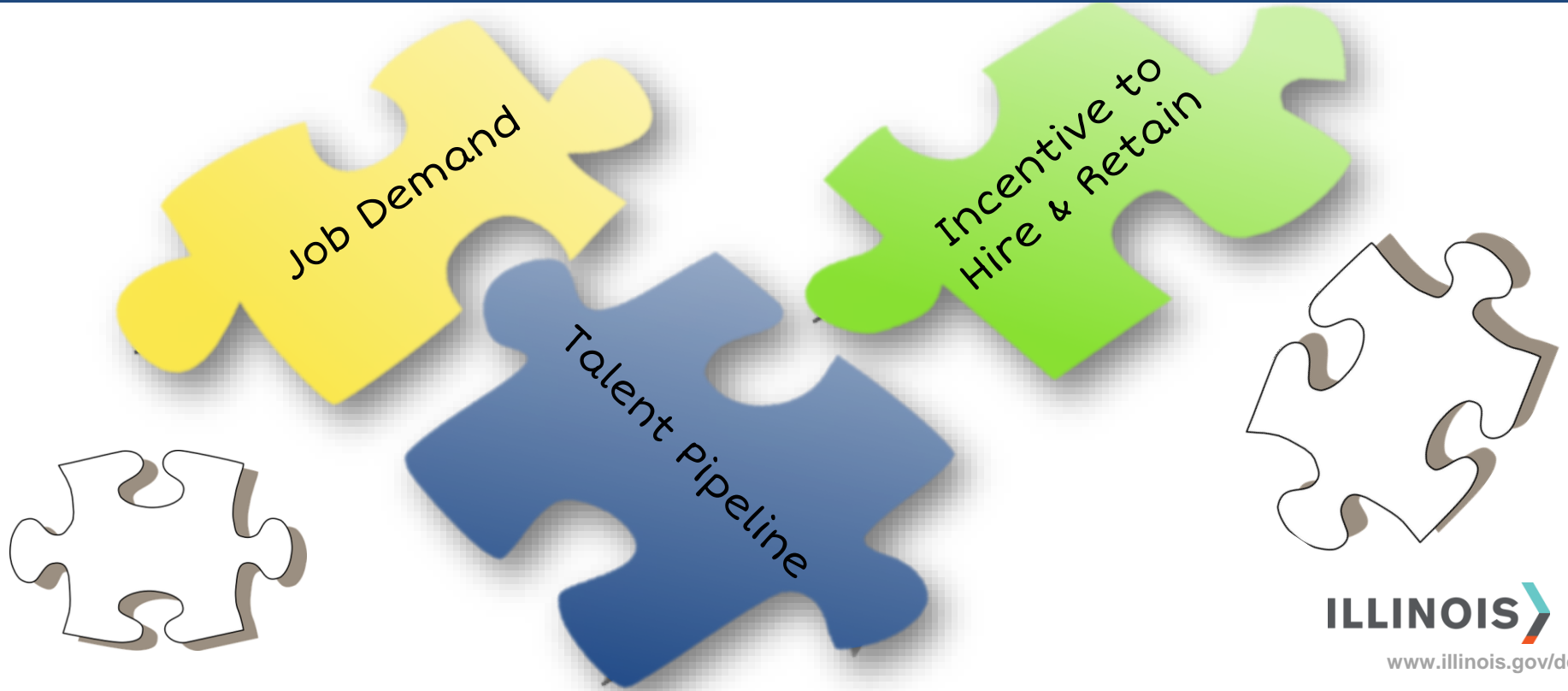
Illinois Works Program Goals:

- Provide a career pathway for residents in disadvantaged communities.
- Provide eligible apprentices with the skills for lifelong job security.
- Promote construction as a viable job industry for women and minority communities.
- Provide the construction industry with a consistent skilled workforce for generations to come.
- Create new partnerships between state agencies and community organizations.





Illinois Works: Unique and Innovative Model





The DCEO Office of Illinois Works, with the support and partnerships of communities, building trades, and the construction industry, delivers three key programs:



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program



The DCEO Office of Illinois Works, three key programs:



Illinois Works Apprenticeship
Initiative



Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program





Illinois Works Apprenticeship Initiative





Illinois Works Apprenticeship Initiative Summary



The Illinois Works Apprenticeship Initiative opens doors of opportunity into the construction industry and the trades. It applies to public works projects with an estimated cost of \$500,000 or more, including both capital grants and direct capital contracts and awards.

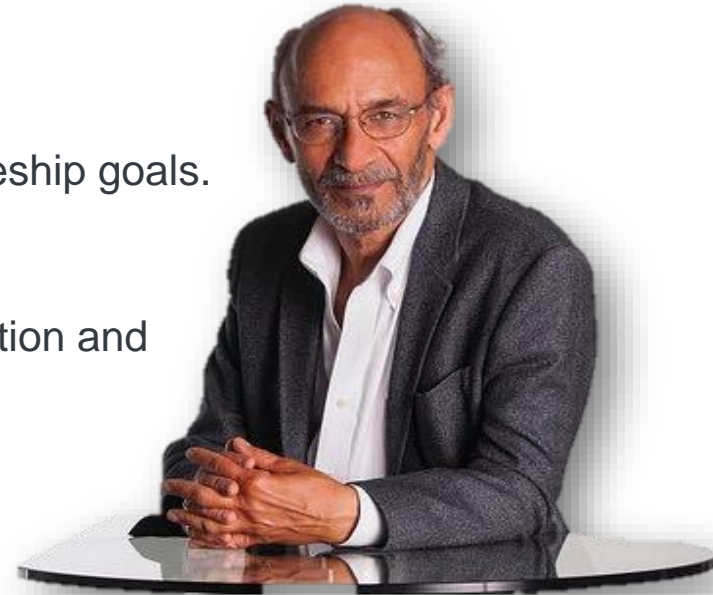
The goal is for U.S. Department of Labor certified apprentices to perform:

- 10% of total labor hours actually worked in each prevailing wage category
- or
- 10% of the estimated labor hours in each prevailing wage category, whichever is less.



Agency Responsibilities

- Determine if the Apprenticeship Goal might apply to the project.
- Ensure the grantee/contractor completes the Budget Supplement.
- Monitor grantee/contractor compliance with apprenticeship goals.
- Review Waiver/Reduction Requests.
- Upon completion of the grant/contract, collect certification and submit it to DCEO Illinois Works Office.





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Illinois Works Apprenticeship
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Illinois Works Pre-Apprenticeship
Program

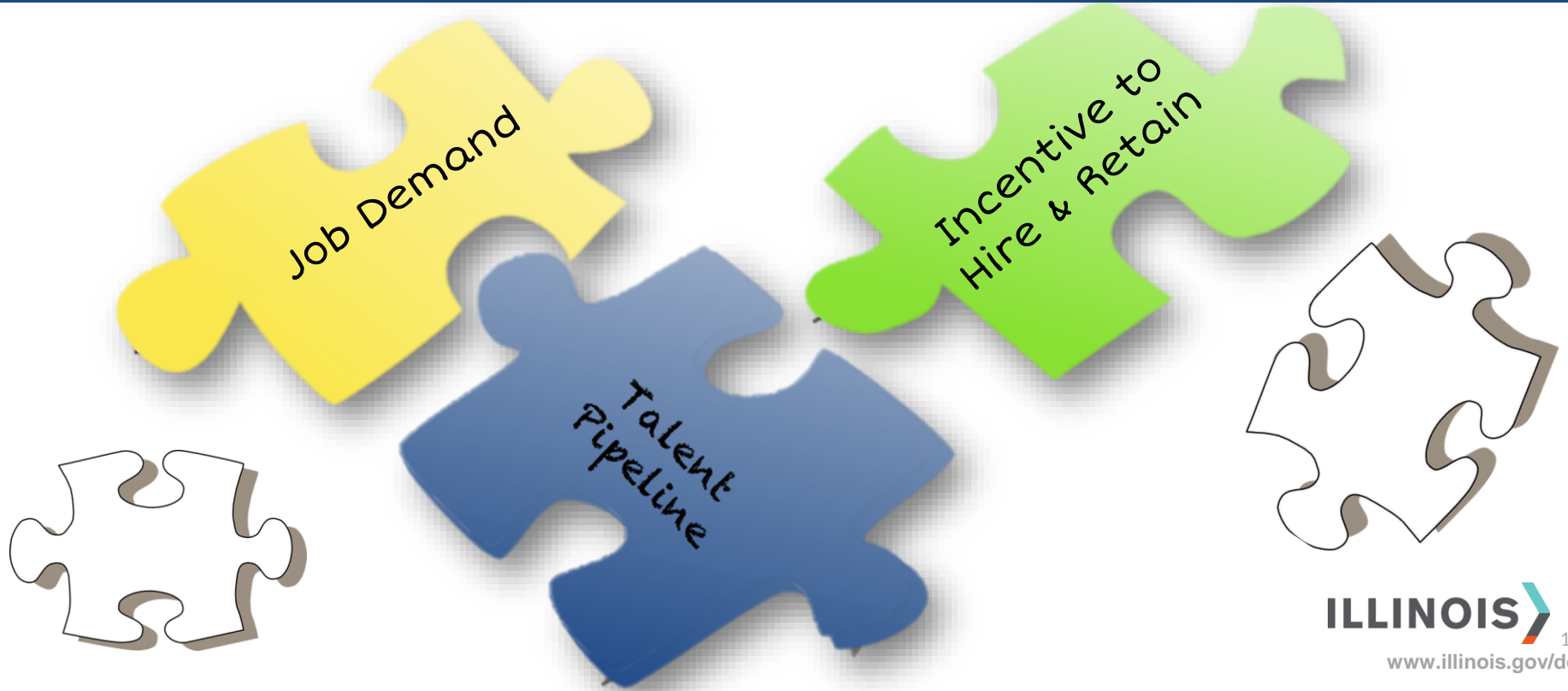


Illinois Works Bid Credit Program






Illinois Works Pre-Apprenticeship Program





Illinois Works Pre-Apprenticeship Program Summary

In summary, the program provides:

- 
- **Pre-apprenticeship skills training** through a network of community-based organizations.
 - **Preference to underrepresented populations** that have historically encountered barriers to entry or advancement in the trades.
 - **Free Tuition and a stipend** to participants who attend the program.
 - **\$25M appropriated** Illinois Works Funds for the grant program.



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- Announcement of grantees in January of 2022
- 22 Grantees
- 23 grants
- Average award of \$417,000
- \$9.6 million investment
- Serving 1,030 Illinois Residents



ILLINOIS WORKS
Pre-Apprenticeship Program





Metrics

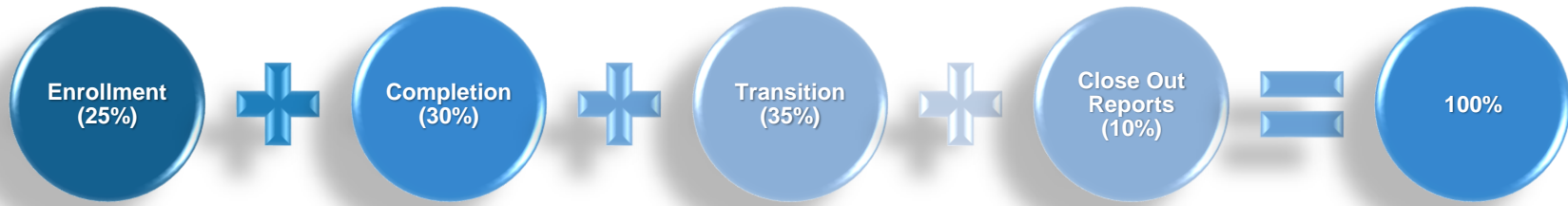


- Enrollment
- Completion
- Transition
- Close out reports





Funding Benchmarks





Illinois Works Reporting System (IWRS)





IWRS Program Completion

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview | Intake | Training/Services | **Program Completion/Follow-Up**

FOLLOW-UP

Profile: Jane Dooerr
Email: testingjane23@test.com
DOB: 2/15/1998
Last 4 SSN:
[See All](#)

Enter Program Completion Status

Add Completion Status

Add Case Note


Current Completion Status: Complete & In Transition

ADD STATUS

Completion Status *

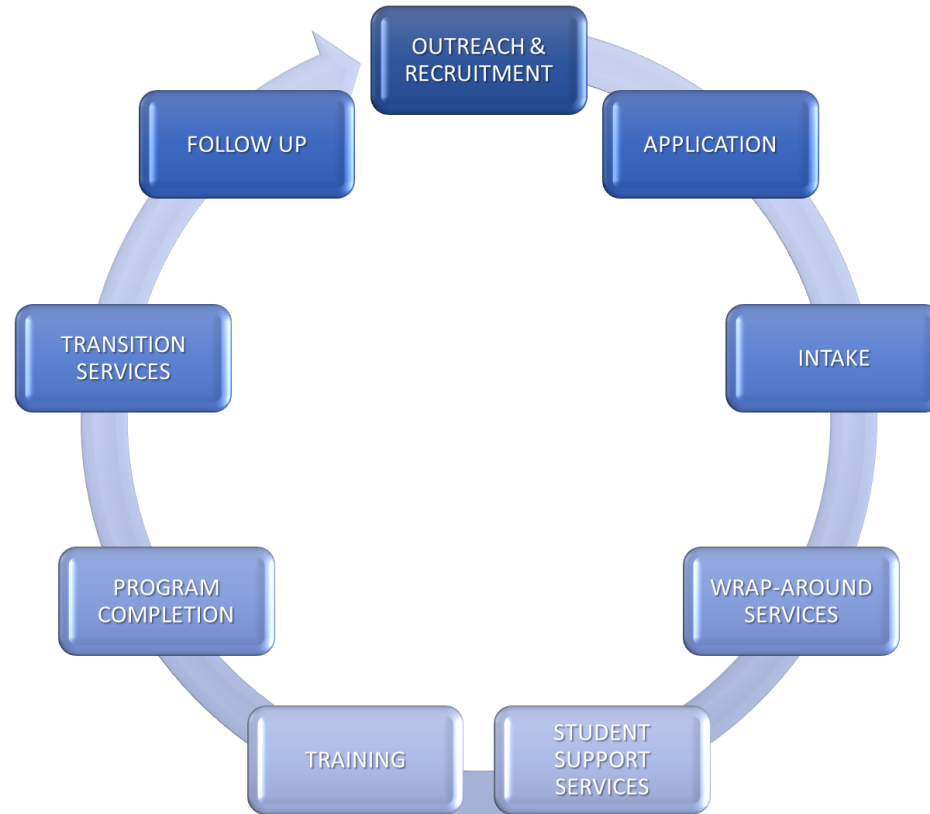
- Select Status
- Select Status
- Complete**
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking

1216 Engagements Tracked





Program Elements





The DCEO Office of Illinois Works, three key programs:



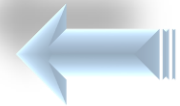
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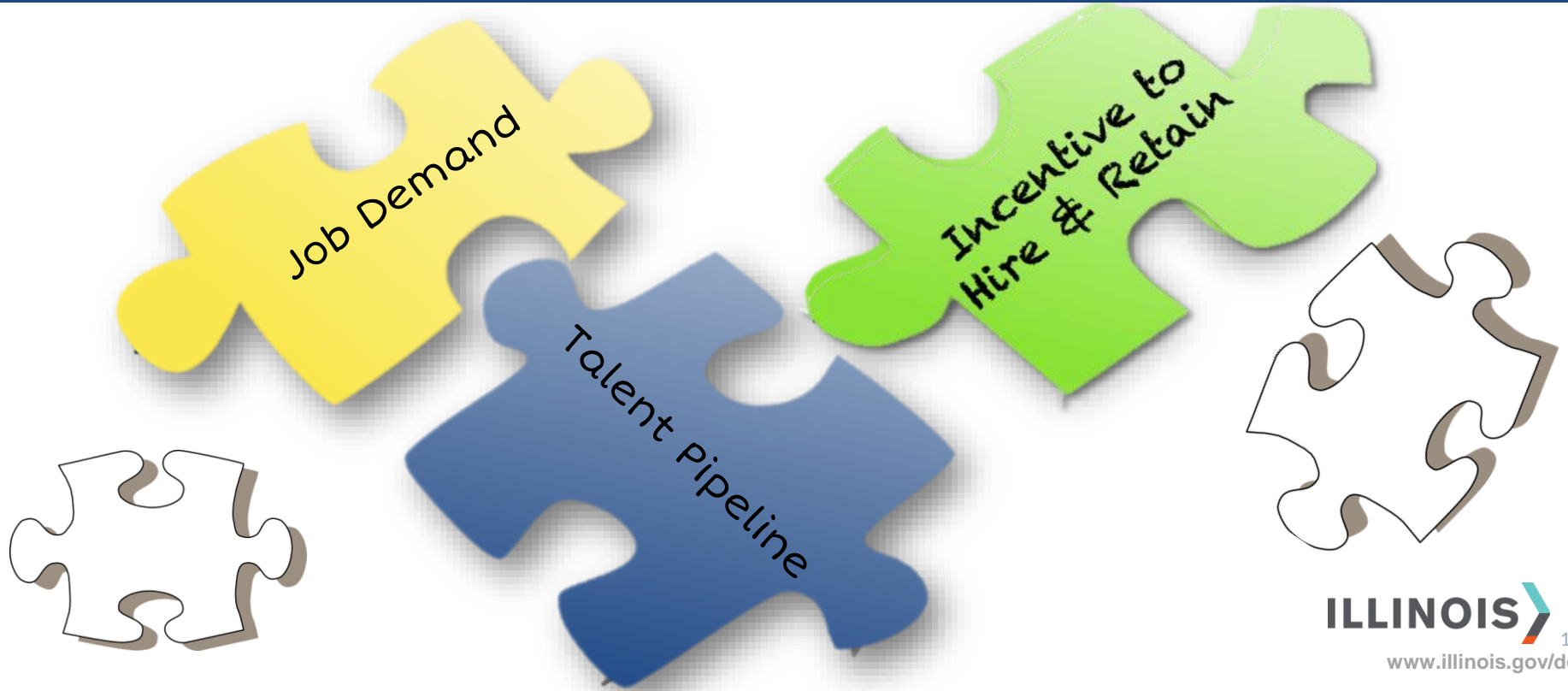


Illinois Works Bid Credit Program





Unique and Innovative Model





Illinois Works Bid Credit Program




The **Illinois Works Bid Credit Program** incentivizes contractors to hire and retain a diverse pool of candidates. It allows contractors and subcontractors to earn bid credits by employing apprentices who have completed the Illinois Works Pre-apprenticeship Program. Bid credits can be used toward future bids for public works projects contracted by the State of Illinois or an agency of the state.



Illinois Works Bid Credit Program Summary

In summary, the program provides:

- 
- The **Illinois Works Bid Credit Program** allows contractors and subcontractors to earn bid credits for use toward future bids.
 - **Bid credits can only be earned** for employing apprentices who have completed the Illinois Works Pre-apprenticeship Program on public works projects contracted by state agencies.
 - **DCEO will determine the bid credit** earning rate by rule. The rate will be published and may include maximum bid credits allowed per contractor, per subcontractor, per apprentice, per bid, or per year.
 - The **Illinois Works Bid Credit Bank** will be established and administered by DCEO. DCEO is developing a mechanism for tracking the bid credits.



Integration of Three Illinois Works Programs: Applicant Tracking System



- Contractors needing to comply with 10% Apprenticeship Goal will come to the Applicant Tracking System to look for qualified candidates to hire and sponsor into DOL-registered apprenticeship programs
- Illinois Works Pre-Apprenticeship Program grantees will enter the profile of their graduates and upload an updated resume (they are responsible for keeping the information current)
- Contractors that join the Bid Credit Program will come to the Applicant Tracking System to look for qualified candidates to hire and sponsor into DOL-registered apprenticeship programs so they can earn bid credits



Applicant Tracking System: Training and Technical Assistance



- We will deliver one or two webinars to train grantee staff on using the platform.
- We will provide job aids for the different functions of the system.
- We will provide technical assistance for programs as they use the system and need more training or experience technological challenges.



Applicant Tracking System: Key Roles



- **Illinois Works Staff:** 1. Keep platform operational and update based on feedback and recommendations from grantees and employers. 2. Respond to contractor requests for graduates and match employers with grantees.
- **Employers/Contractors:** 1. Request graduates based on their job openings and geographic needs. 2. Update profile of grantee with interview and hiring information.
- **Grantees:** 1. Enter graduate's profile and updated resume. 2. Continuously update graduate's information and status (this requires constant communication with graduates)



Applicant Tracking System: Grantee Dashboard



- **Choose Users and Super User:** assign who will be the person in control of the system for your organization. The Super User will give access to everybody else and will have reporting rights.
- **Create Smartsheet account:** you do not need to have a license to use it, just a account.
- **Enter graduates:** Only successful program graduates or participants that transitioned and received a waiver (through an appeal) can be entered in the system. Form is filled out (individual or mass) and a resume is uploaded for each graduate
- **Update graduates:** Update graduate's contact and employment information and status, and their resume.



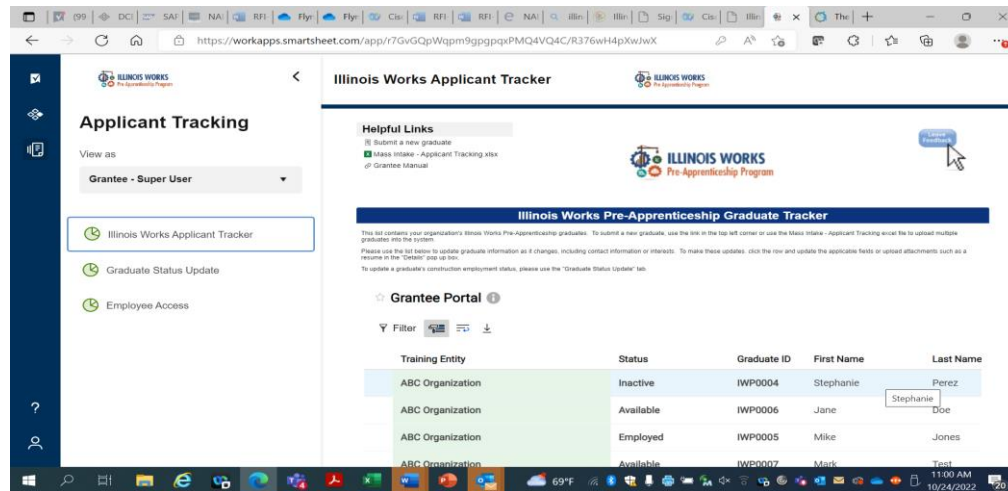
Applicant Tracking System: Grantee Dashboard



- **Choose Users and Super User:** assign who will be the person in control of the system for your organization. The Super User will give access to everybody else and will have reporting rights.
- **Create Smartsheet account:** you do not need to have a license to use it, just a account.
- **Enter graduates:** Only successful program graduates or participants that transitioned and received a waiver (through an appeal) can be entered in the system. Form is filled out (individual or mass) and a resume is uploaded for each graduate
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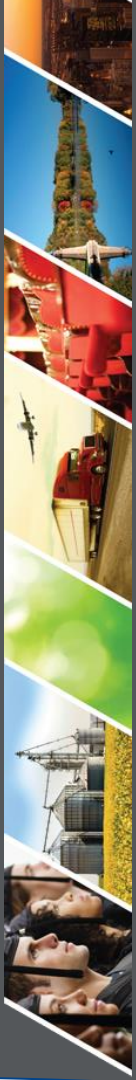
Applicant Tracking System: Live Demonstration



The screenshot shows a web browser window displaying the Illinois Works Applicant Tracker. The interface includes a sidebar with navigation options like 'Applicant Tracking', 'Graduate Status Update', and 'Employee Access'. The main content area features a 'Helpful Links' section, a 'Grantee Portal' with a filter, and a table of graduates.

Training Entity	Status	Graduate ID	First Name	Last Name
ABC Organization	Inactive	IWP0004	Stephanie	Perez
ABC Organization	Available	IWP0006	Jane	Doe
ABC Organization	Employed	IWP0005	Mike	Jones
ABC Organization	Available	IWP0007	Mark	Test





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Thank You!



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JB Pritzker, Governor