

Purpose: Use the interactive tools, articles, videos, and related resources to:

1. Be able to communicate (written and verbal) your technical, transferable, and workplace skills through your experiences.
2. Customize the way you communicate your skills based on job requirements.

| Steps: | Find It Here: www.illinoisworknet.com |
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| <ol style="list-style-type: none"> 1. Do your homework. <ol style="list-style-type: none"> a. Read the articles in Employment & Hiring Planning to learn more about interviewing. b. Research the company. c. Research the interviewer. |  Job Opening & Recruiting |
| <ol style="list-style-type: none"> 2. Create a “skills bank” to identify the skills that you have for the job. <ol style="list-style-type: none"> a. Examine the job posting. Highlight or list the skills that are required for the job. b. Make a list of the skills that qualify you for the job. Add those skills to the Skills Assessment that is available in the Resume Builder. This tool can help you store your information in one place for easy access. |  Job Opening & Recruiting  My Dashboard (Resume Builder) |
| <ol style="list-style-type: none"> 3. Take a look at the Job Skill Guide and the Digital Literacy Guide. <ol style="list-style-type: none"> a. As you go through these guides, see if you have those skills or if you need to work on them. b. Use your volunteer experiences, hobbies, activities, training, or earned credentials to show you have those skills. c. Add those skills to your “skills bank.” |  Qualify for Jobs |
| <ol style="list-style-type: none"> 4. Practice answering open ended questions using the Interview tool that is available in the Resume Builder. <ol style="list-style-type: none"> a. Select a set of open ended questions. b. Listen to the interviewer ask the question. c. Video record your response (NOTE: Use your “skills bank” to prepare your responses. This is evidence to show you are qualified for the job.) d. Listen to the interview coach to learn what employers are looking for. e. Re-record your interview response as many times as you would like. |  My Dashboard (Resume Builder) |
| <ol style="list-style-type: none"> 5. Get feedback on your interview responses. <ol style="list-style-type: none"> a. Save a set of interview responses in Interview tool that is available in the Resume Builder. b. Click the “Share” button. You will be given a link to your interview. Copy this link and send it to your career advisor or someone who can help you prepare for the interview. c. Listen to their feedback and make adjustments as needed. |  My Dashboard (Resume Builder) |

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