

Steps to Find Training

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|-----------------------|-----------|
| Last Name, First Name | Date: |
| Telephone Number: | Case Mgr: |

Step 1: Consider your skills and explore your interests

The following profiler is designed to help you find out about your interests and how they affect your occupation of choice. Many times that dream job turns out to be a nightmare because you haven't researched it fully. This exercise gives you the opportunity to find out information about occupations including wages, job growth, education needed, working conditions and much more. From this, you can make an educated decision whether that type of work is well-suited to you. Our Case Managers will be there to help you with those decisions too!

From your personalized Illinois workNet home page:

1. Select *My Skills and Interests* (located on the left menu).
2. Complete the Following Profilers.

- SKILLS Profiler
- Interest Profiler
- Work Importance Locator

To start a profiler, click on the link to the profiler.

SKILLS PROFILER

SKILLS Profiler helps you identify your present job skills, identify occupations that match those skills, understanding what skills are required for a given occupation, and determining what training and skills you need for a particular job. This is not a timed exercise. There are no right or wrong answers – no pass/fail. This is simply gathering information about you.

Step 1

- Click on *Select Skills* (bottom right hand side).
- Click on one or more skills in the table and then click on one of the three buttons (*Very*, *Moderately*, or *Somewhat*) on the right-hand side to move the skill(s) to that level.
- When you have selected all of your skills, click on *Rate Skills*.

Step 2-

- Click on *Print* in the upper right hand corner.
- On the next screen, fill in your name in the box provided.
- Click on *Select All Topics* and then click on *Print Selected items*.
- Click on X in upper right hand corner to exit out of this screen.



Do you have Internet access at home? Do you have friends or family with Internet access?

To find more locations where Internet access and Illinois workNet professionals are available, visit Illinois workNet's *Home* page and click on *Learn More About Finding a Location Near You*.

Click on *Show/Hide Services* to see what services are available at that location.



You will want to be logged into your *My Illinois workNet Account* so that you can save shortcuts to the information you find in Illinois workNet.

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Save your scores to your CIS portfolio (click on Save on the right side of screen)



Once you have completed a Profiler and saved your information, you may close the Profiler browser window.

To get back into your saved profiler results:

- Go to www.illinoisworknet.com and select *Individuals*.
- Click on log into *My Illinois workNet Account* and enter your username and password.
- Select *My Skills and Interests* (located on the left menu).
- Select the link to *View Your Profiler Results* next to a picture of a tool box.



- Click Select Profiler file name on the left
- Click on *Restore Answers*.
 - o For Interest Profiler or Work Importance Locator, click on *View Scores*.
 - o For SKILLS Profiler, click on Summary, Holland Code, Occupational Clusters, or Top 30 Occupations for results.

Skills Profiler Results (*Six Holland Personality Types / Interest Area: Artistic, Realistic, Conventional, Enterprising, Investigative, Social*). Look at your printout. Using your SKILLS Profiler score page, answer the following questions:

1. What were your three highest areas and scores?

2. What did you learn about your interests and how they match occupational clusters you are interested in?


3. What are the top three occupations listed (highest score next to the occupational title)?

INTEREST PROFILER

Now you are ready to begin your Interest Profiler to see how your interests are rated toward different occupations. There are 180 questions. This is not a timed exercise. There are no right or wrong answers – no pass/fail. This is simply gathering information about you.

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As you go through the questions, remember to read the statement and choose your first reaction – either Like, Unsure, Dislike. Don't think about it. Just choose your first reaction. Your answer should not take into account whether or not you can do the job, but rather if it sounds like something you would like to do.



QUICK TIP You will want to be logged into your *My Illinois workNet Account* so that you can save shortcuts to the information you find in Illinois workNet.

Step 1

- Click on *Rate the Activities* (bottom right hand side).
- After the last question, click on *Get Results*.

Step 2-

- Click on *Print* in the upper right hand corner.
- On the next screen, fill in your name in the box provided.
- Click on *Print Results*.
- Click on X in upper right hand corner to exit out of this screen.



Save your scores to your CIS portfolio (click on Save on the right side of screen)



Interest Profiler Results (*Six Holland Personality Types / Interest Area: Artistic, Realistic, Conventional, Enterprising, Investigative, Social*). Look at your printout. Using your Interest Profiler score page, answer the following questions:

1. What were your three highest Interest Profiler areas and scores?

2. What did you learn about your interests and how they match occupations you are interested in?

3. Describe the information found in your top interest areas.

Now you will preview the occupation lists associated with your top 3 interest groups starting with your highest score.

On the CIS page:

- Click on *My CIS Profiler*.
- Click on *My CIS Favorites*.
- Click on *Restore Answers*.
- Click on *View Scores*.
- Click on the first **blue** interest on your page (*artistic, realistic, etc.*).
- Print your Occupation list by:
 - o Click on *File* in the upper left hand corner of the Menu bar, click on *Print*, then OK, **OR**
 - o Click on the Printer icon in the right hand corner.

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After completing your Skills and Interest Profilers, choose four occupations from your results.

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

Step 4: Explore Job Information and Training Programs

Using the results from your skills and interest profiles, you can begin job exploration.

- From your career planner, click on the link for *Explore Job Information*.
- Enter an occupation in the keyword search and click *Find Now*.
- For each of the four occupations, review the information to see if you would be interested in the job and save it as a shortcut for future reference (click on *Add Page to my Shortcuts*).
- Using this form, record the following information about your top two occupations.



Are you interested in an occupation that is in a Key Sector Industry?

Go to the Illinois workNet Home Page and click on the *Key Sectors* icon for information specific to those industries.

Occupation 1

Interest Area: _____ Occupation 1: _____

1. Why are you interested in this occupation? (✓ all that apply)

- I've always wanted to do this type of work.
- I have some credit hours towards this occupation.
- I've wanted to go back to school for a long time.
- The job will provide an excellent salary to support my family.
- Other: _____

2. Can you identify the entry level hourly salary range (25%) of this occupation? (*Wages & Trends* link)

For Illinois _____

For your local area _____

3. According to the *Employment and Outlook* (link) information, how many openings for this occupation are available annually?

For Illinois _____

For your local area _____



Try to identify occupations with a **HIGH** number of annual openings when you look up *Employment and Outlook*.

4. According to your interest profiler definition and the working conditions/physical demands of this position, why do you feel you will be successful in this occupation? (✓all that apply)

- I've worked at similar jobs all my life.
- I've worked at similar jobs briefly.
- I have no experience but feel very capable of doing it.
- I've not done the work before but would like to try it.

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5. Do you have experience or skills/abilities in this occupation? (✓all that apply)

- I've done this work for _____ years.
- I've done this work for _____ years. I want the degree, too.
- I've done this work briefly before.
- I've never done this work but it looks interesting.
- I've never done this work.
- Other: _____

6. Is a license or certification needed for this occupation?

7. What other types of related occupations are you interested in?

8. What training or Program of Study do you need to prepare for this occupation? (Click on *Training Programs* link) _____


9. Have you ever sought employment in this field? If so, what were your findings?

10. What did you find out about the occupation you didn't know before your research?

11. Use the WIA Certified Training Provider search to identify WIA training providers for your area.

- Go to www.illinoisworknet.com and select *Individuals*.
- Click on *Education* and then click on *WIA Certified Training Providers*.
- Enter a program name, ZIP Code, radius mile criteria, and then click on Find Now.
- Click on the program name for details and save it as a shortcut to your personalized home page.
- List the top two WIA training providers you would like to further investigate.

12. How will you support yourself while you attend school?



QUICK TIP Look for local training programs and financial aid/scholarship information on the left side of your computer screen by clicking on *Education*. Click on the links for more information.

Steps to Find Training

Interest Area: _____ Occupation 2: _____

1. Why are you interested in this occupation? (✓ all that apply)
- I've always wanted to do this type of work.
 - I have some credit hours towards this occupation.
 - I've wanted to go back to school for a long time.
 - The job will provide an excellent salary to support my family.
 - Other: _____

QUICK TIP Do you know what the **top 10 fastest growing occupations** for your area are?

1. Go to the *Home Page* and click on the *Key Sectors* icon.
2. Click on your region in the *Regional Economic Snapshot* map.
3. Select the report for the **Top 10 Fastest Growing Occupations by Region**.

2. Can you identify the entry level hourly salary range (25%) of this occupation? (*Wages & Trends* link)
- For Illinois _____
- For your local area _____

3. According to the *Employment and Outlook* (link) information, how many openings for this occupation are available annually?
- For Illinois _____
- For your local area _____

4. According to your interest profiler definition and the working conditions/physical demands of this position, why do you feel you will be successful in this occupation? (✓all that apply)
- I've worked at similar jobs all my life.
 - I've worked at similar jobs briefly.
 - I have no experience but feel very capable of doing it.
 - I've not done the work before but would like to try it.

5. Do you have experience or skills/abilities in this occupation? (✓all that apply)
- I've done this work for _____ years.
 - I've done this work for _____ years. I want the degree, too.
 - I've done this work briefly before.
 - I've never done this work but it looks interesting.
 - I've never done this work.
 - Other: _____

6. Is a license or certification needed for this occupation?

7. What other types of related occupations are you interested in?

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9. Have you ever sought employment in this field? If so, what were your findings?

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