

Name: _____

1. Log into www.illinoisworknet.com. Click on Individuals.

INDIVIDUALS



2. Click on *Setup a free Illinois workNet account*. Enter the information for **red fields** with an asterisk (*)

Resources for registered users include: save skills & interest results; save up to 20 resumes in the resume builder; save up to 25 shortcuts to Illinois workNet pages; more personalization features added over time.

3. Go to your **Career Planner (4 basic steps)**

- a. **Consider your skills. Explore your interests.**

Why? A job that allows you to work in your interest area can be rewarding.

What career areas are you interested in? _____



- b. **Explore Job Information.**

Why? Learn about job duties, similar jobs, working conditions, hiring practices, expected job growth, etc.

Top two job choices	Why did you select this job?
#1	
#2	

- c. **Research wages. Learn about employment trends.**

Why? The amount of money you make per year is not the only thing to consider when looking for a job.

You should research the wages for jobs in your local area. Find out which jobs are in demand locally.

You don't want to spend your time training for a job if those jobs will not be available when you graduate.

Top two job choices listed above	How much money can you make doing this job?
#1	
#2	

d. Connect to Education and Training Opportunity.

Why? Learning about training programs will help you make smart choices. Search tools on Illinois workNet provide information about training program requirements.

Top two job choices listed above	What type of training is required for this job? Hint: Go to the Learn page, Explore by Occupation.
#1	
#2	

4. Other helpful tools for your next steps

- a. High Growth Industries Pathway:** Learn about jobs in *High Growth Industries*.
- b. Resume Builder:** Log into your *My Illinois workNet Account*. Save up to 20 resumes. Need help? Go to *Prepare for a Job* page. Click on *Prepare Your Resume* for information to help you create your resume. Need help with the Resume Builder? Watch videos that will walk you through the process of using resume builder on Illinois workNet.
- c. Going to an Interview?** Get prepared for the interview first! Stand out as the top candidate. Select *Prepare for an Interview on the Prepare for a Job* page for tips on interviewing. It is also important to follow up after your interview.
- d. Need a job?** Go to the *Find a Job* page. Use job search tools to find jobs.
- e. Looking for financial aid or scholarships?** Go to the *Learn* page. Click on *Financial Aid/Scholarships*.
- f. Need to manage your money?** Go to the *Services* page. Click on *Money Management* to find tools to help you determine your living expenses. Outline your financial goals (for example: saving money for college).



- 5. WIA certified training providers in Illinois can help adults and dislocated workers get the education and skills training they need to find jobs they want. Use the [WIA Certified Training Provider search tool](#) to identify WIA training providers for your area on Illinois workNet's Individual pathway.
 - Click on Education. Then click on WIA Certified Training Providers.
 - Enter a program name, ZIP Code, and radius mile criteria. Click on Find Now.
 - Click on the program name for details. Save it as a shortcut to your personalized home page.
 - List the top two WIA training providers you would like to learn more about.

How will you support yourself while you attend school?
