



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Youth Summer Employment Program
 Illinois workNet™ Summer Youth Employment Assessment and Activities
 Alignment to the Work Readiness Skills Goals for WIA and ARRA

Work Readiness Skills Goals for WIA and ARRA		DCEO Policy ¹	Illinois workNet Activity New Youth Participants	Illinois workNet Activity Returning Youth Participants	Illinois workNet Portal Page(s)
Career Readiness Skills	• World-of-work awareness	• Job and Career Search ¹	• Introduction to Exploring Careers and Training	• Identify Your Skills	www.illinoisworknet.com ²
	• Labor market knowledge	• Job and Career Search ¹	• Introduction to Exploring Careers and Training	• Manage Your Money	Explore Job Information (includes: occupation description, employment and outlook, wages and trends) General Wages and Trends Regional Economic Snapshot Money Management
	• Occupational information	• Job and Career Search ¹	• Introduction to Exploring Careers and Training	• Identify Your Skills	Explore Job Information (includes: occupation description, employment and outlook, wages and trends, licensing/certification, physical demands, working conditions, skills and abilities, knowledge, hiring practices, advancement opportunities, resources, similar jobs, video, and training programs) Key Sector Industry/Career Pathways Health Care Career Pathways Information Technology Career Pathways Manufacturing Career Pathways Transportation, Distribution, and Logistics Career Pathways
	• Values clarification and personal understanding	• Job and Career Search ¹	• Introduction to Exploring Careers and Training	• Identify Your Skills	My Skills and Interests (includes: Interest Profiler, Workplace Importance Locator, and SKILLS Profiler)

¹ Policy Letter 08-ARRA-01 (4-14-09) WIA Youth Programs Funded Under the Recovery and Reinvestment Act of 2009.

² Content throughout the Illinois workNet Portal provides information about the World-of-work awareness.



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	<ul style="list-style-type: none"> Career planning and decision making 	<ul style="list-style-type: none"> Job and Career Search¹ 	<ul style="list-style-type: none"> Introduction to Exploring Careers and Training 	<ul style="list-style-type: none"> Find Training Programs Set Your Goals and Make a Plan 	<p>Explore Job Information (includes: occupation description, employment and outlook, wages and trends, licensing/certification, physical demands, working conditions, skills and abilities, knowledge, hiring practices, advancement opportunities, resources, similar jobs, video, and training programs)</p> <p>Key Sector Industry/Career Pathways</p> <p>Health Care Career Pathways</p> <p>Information Technology Career Pathways</p> <p>Manufacturing Career Pathways</p> <p>Transportation, Distribution, and Logistics Career Pathways</p> <p>Education and Training Programs</p> <p>WIA Certified Providers</p> <p>My Skills and Interests (includes: Interest Profiler, Workplace Importance Locator, and SKILLS Profiler)</p>

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	<ul style="list-style-type: none"> Job search techniques (resumes, interviews, applications, and follow-up letters) 	<ul style="list-style-type: none"> Job and Career Search¹ Resume Writing¹ Interview Skills¹ 	<ul style="list-style-type: none"> Introduction to Job Search Preparation & Resume Writing Introduction to Job Searching and Applying for a Job Introduction to Interviewing for a Job 	<ul style="list-style-type: none"> Use Networking 	Prepare for a Job Search Organize Yourself Volunteer Prepare Your Resume Prepare for an Interview Apply for a Job How to Complete a Job Application CareerBuilder Key Sector Job Search Illinois Skills Match Illinois Job Search Tool Local Job Postings Potential Employers Professional Networking
Work Ethic and Professionalism	<ul style="list-style-type: none"> Attendance and punctuality Workplace appearance Accepting direction and constructive criticism Self -motivation and taking initiative Understanding workplace culture, policy and safety 	<ul style="list-style-type: none"> Attendance and punctuality² Appropriate workplace appearance² Ability to accept direction and constructive criticism from supervisors² Self-motivation and taking initiative² Understanding workplace culture, policy, and safety² 	<ul style="list-style-type: none"> Introduction to Workplace Skills 	<ul style="list-style-type: none"> Identify Your Skills 	Workplace Skills Communicating on the Job 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
Communication and Interpersonal Skills	<ul style="list-style-type: none"> Speaking Listening Interacting with co-workers 	<ul style="list-style-type: none"> Ability to communicate (speaking and listening) with supervisors and co-workers² Ability to interact with co-workers² 	<ul style="list-style-type: none"> Introduction to Workplace Skills 	<ul style="list-style-type: none"> Identify Your Skills 	Workplace Skills Communicating on the Job Maintaining Interpersonal Relationships Working as a Member of a Team