

Work Readiness Skills Goals for WIA and ARRA	DCEO Policy ¹	Illinois workNet Activity	Illinois workNet Portal Page(s)
Career Readiness Skills	<ul style="list-style-type: none"> World-of-work awareness 	<ul style="list-style-type: none"> Activity 2: Introduction to Exploring Careers and Training 	www.illinoisworknet.com ²
	<ul style="list-style-type: none"> Labor market knowledge 	<ul style="list-style-type: none"> Activity 2: Introduction to Exploring Careers and Training 	Explore Job Information (includes: occupation description, employment and outlook, wages and trends) General Wages and Trends Regional Economic Snapshot
	<ul style="list-style-type: none"> Occupational information 	<ul style="list-style-type: none"> Activity 2: Introduction to Exploring Careers and Training 	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
	<ul style="list-style-type: none"> Values clarification and personal understanding 	<ul style="list-style-type: none"> Activity 2: Introduction to Exploring Careers and Training 	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.



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

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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"> • Activity 2: Introduction to Exploring Careers and Training <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>
	<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"> • Activity 3: Introduction to Job Search Preparation & Resume Writing • Activity 4: Introduction to Job Searching and Applying for a Job • Activity 5: Introduction to Interviewing for a Job <p>Prepare for a Job Search</p> <p>Organize Yourself</p> <p>Volunteer</p> <p>Prepare Your Resume</p> <p>Prepare for an Interview</p> <p>Apply for a Job</p> <p>How to Complete a Job Application</p> <p>CareerBuilder Key Sector Job Search</p> <p>Illinois Skills Match</p> <p>Illinois Job Search Tool</p> <p>Local Job Postings</p> <p>Potential Employers</p> <p>Professional Networking</p>
Work Ethic and	• Attendance and	• Attendance and	• Activity 6: Introduction to Workplace Skills

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Professionalism	<ul style="list-style-type: none"> 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"> punctuality² Appropriate workplace appearance² Ability to accept direction and constructive criticism from supervisors² Self-motivation and taking initiative² Understanding workplace culture, policy, and safety² 	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"> Activity 6: Introduction to Workplace Skills 	Workplace Skills Communicating on the Job Maintaining Interpersonal Relationships Working as a Member of a Team