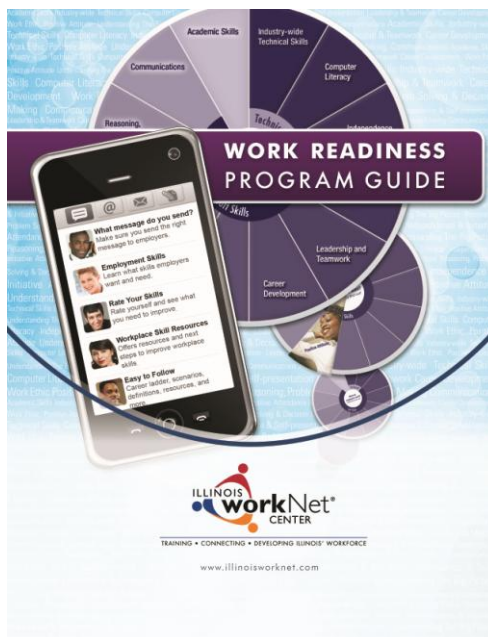


## How Illinois Programs Develop College and Career Ready Individuals



## Agenda

**November 18, 2011**

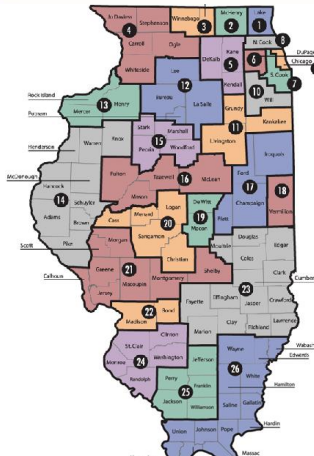
- Background
- Local Employer Endorsement
- Overview of **Free** Tools & Resources for Customers
- Overview of **Free** Instructor/Counselor Tools & Resources
- Demonstration

Academic Skills Industry-wide Technical Skills Computer Literacy Independence & Initiative Attendance & Self-presentation Leadership & Teamwork Career Development  
Ethics Positive Attitude Understanding The Big Picture Reasoning Problem Solving & Decision Making Communications Academic Skills Industry  
Skill Competency

## The Illinois workNet® System

### The Illinois workNet® system consists of:

- A portal [www.illinoisworknet.com](http://www.illinoisworknet.com)
- Physical locations across the state
- Statewide partners
  - Illinois Department of Employment Security (IDES)
  - Illinois Community College Board
  - Illinois State Board of Education
  - Department of Human Services, and more.
- Local partners
  - Local IDES offices
  - Community based organizations
  - Faith-based organizations
  - Education Institutions
  - Service providers
  - Libraries, and more.



1,175 Illinois workNet Partner Sites as of November 3, 2011

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Ethics Positive Attitude Understanding The Big Picture Reasoning Problem Solving & Decision Making Communications Academic Skills Industry  
Skill Competency

## The Illinois workNet® Portal

Illinois workNet® is a free resource that provides local and statewide information and tools for:

### Businesses to

- Recruit talent
- Train employees
- Develop their business



### Workforce Professionals to

- Assist Individuals
- Assist Businesses
- Incorporate Illinois workNet into current processes

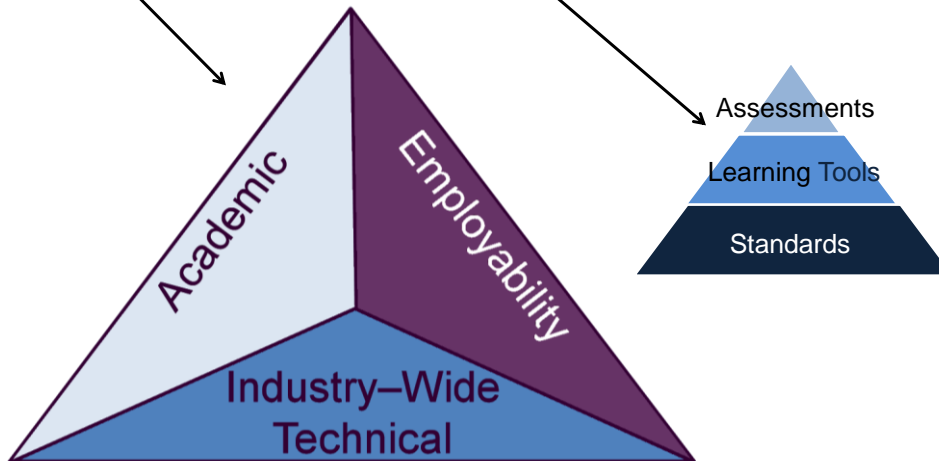
### Individuals to

- Prepare to find a job
- Find training
- Find a job
- Connect to work support services

Academic Skills, Industry-wide Technical Skills, Computer Literacy, Independence & Initiative, Attendance & Self-presentation, Leadership & Teamwork, Career Development, Ethics, Positive Attitude, Understanding The Big Picture, Reasoning, Problem Solving & Decision Making, Communications, Academic Skills, Industry

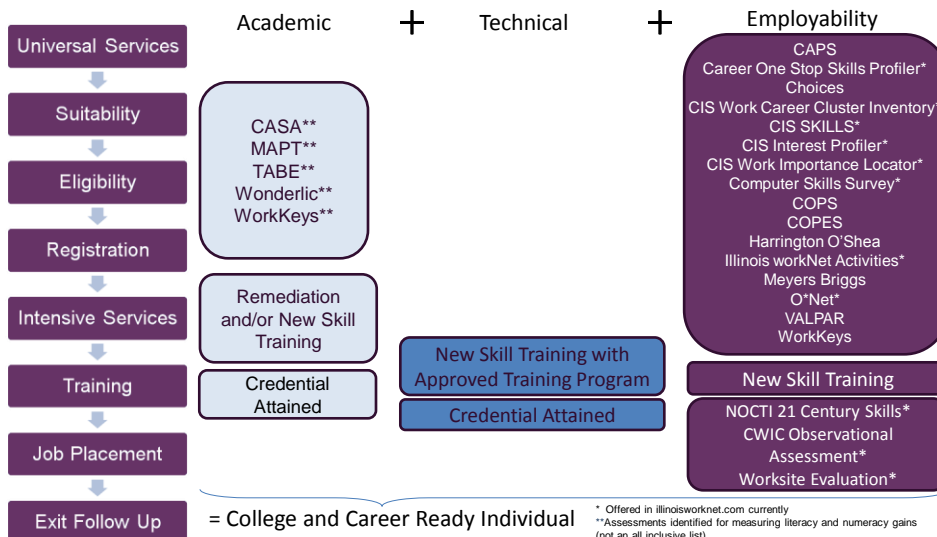
## Preparing College & Career Ready Individuals

Each component consists of a family of resources.



Academic Skills, Industry-wide Technical Skills, Computer Literacy, Independence & Initiative, Attendance & Self-presentation, Leadership & Teamwork, Career Development, Ethics, Positive Attitude, Understanding The Big Picture, Reasoning, Problem Solving & Decision Making, Communications, Academic Skills, Industry

## WIA Continuum of Services



## Implementation Workgroup Steps

- 1 • Develop implementation plan integrating assessments to develop work ready individuals. ✓
- 2 • Early adopters begin planning for the implementation. ✓
- 3 • Technical implementation to offer assessments through Illinois workNet and syncing to IWDS. ✓
- 4 • Compile national standards and career cluster foundation skills and framework to develop skill definitions for employability skills that are not occupation specific. ✓
- 5 • Update workplace skills section of Illinois workNet. Enhance how the information is presented. Enhance content to support the assessments offered through Illinois workNet . Connect assessment results to Illinois workNet content. ✓
- 6 • Train early adopters on using the assessments and collecting employer feedback. ✓
- 7 • Collect employer feedback. Adjust process as needed. Collect local employer endorsements. ✓

## Process to Gain Local Endorsement

**Goal:** Locally Endorsed Program (not endorsement of a specific assessment).

### Preparation:

- Define your product offerings for your customers.
- Evaluate your current status.
- Determine what process updates and additional training is needed to meet your goal.

### Endorsement:

- Use feedback to evaluate your current status and identify necessary changes.
- Use endorsements to reach out and market to your customers.

### Production/Quality Assurance:

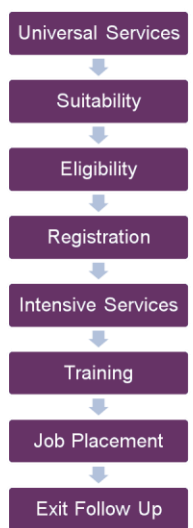
- Clearly define the process steps.
- Identify the tools and resources that should be used for each step.
- Identify quality assurance tools such as assessment tools and/or activities.

### Outreach/Marketing:

- Clearly define your message for each target audience.
- Identify and customize marketing materials.
- Reach out to customers.

Academic Skills, Industry-wide, Technical Skills, Computer Literacy, Independence & Initiative, Attendance & Self-presentation, Leadership & Teamwork, Career Development, Ethics, Positive Attitude, Understanding The Big Picture, Reasoning, Problem Solving & Decision Making, Communications, Academic Skills, Industry Skills

# Where The Assessments & Tools Fit



## Assessments Offered Through Illinois workNet®

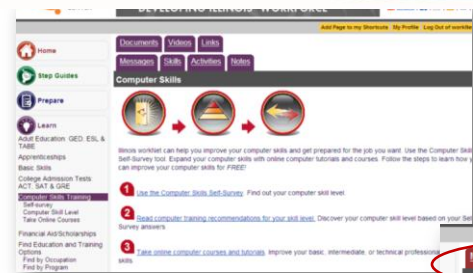
- ✓ Computer Skills Survey
- ✓ Pre-assessment/Study Guide
- ✓ Career and Interest Profiles
- ✓ Activities/Skills Wheel
- ✓ Career Development Assessment
  
- ✓ Observational Assessment
- ✓ NOCTI 21<sup>st</sup> Century Skills Assessment
- ✓ Worksite Evaluation

## Illinois workNet® Tools

- ### Customer Groups
- ✓ Group Messages
  - ✓ Create Sub-Groups
  - ✓ Automatic Group Creation
  - ✓ Invitation Groups
  - ✓ View Assessment Results
  - ✓ Pass Information to IWDS

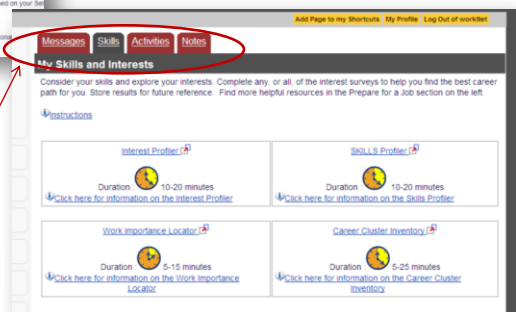
Academic Skills, Industry-wide, Technical Skills, Computer Literacy, Independence & Initiative, Attendance & Self-presentation, Leadership & Teamwork, Career Development, Ethics, Positive Attitude, Understanding The Big Picture, Reasoning, Problem Solving & Decision Making, Communications, Academic Skills, Industry Skills

# Self Surveys



**Computer Skills:**  
Illinois workNet® account not required.

**Skills & Interests Profilers:**  
Illinois workNet® account required to save results.



More Tools!

# Career and Interest Profiles

**Organizes your interests in six broad categories of work.**

[Click here for information on the Interest Profiler](#)

Duration: 10-20 minutes

**Rates the skills you select and matches skills to clusters of occupations.**

[Click here for information on the Skills Profiler](#)

Duration: 10-20 minutes

**Provides a list of occupations that are linked with your work values.**

[Click here for information on the Work Importance Locator](#)

Duration: 5-15 minutes

**Rates your interests and matches skills to Career Clusters.**

[Click here for information on the Career Cluster Inventory](#)

Duration: 5-25 minutes

# Activities

## Activities Tab (Customer View):

- An optional pre-assessment/study guide.
- Eleven activities that allow individuals to save their responses within their account.
- Career development assessment with unlimited attempts.
- Certificate of completion saved with the customer's account once the individual scores 70% or higher on the career development assessment.
- Instructors/Counselors (Illinois workNet® partners) can view the results through the customer groups (Customer Summary link).

**Employment Activities**

My Activities instructions and information

**Pre-Assessment** (Completed)

Start: [Completed] Pre-Assessment Date: Oct 12/2011 Score: 29% [Click here to view the results of your preassessment/study guide.](#)

**Prepare**

- Activity: [Get Up Your Email and Update Your Illinois Worknet Account](#) (Completed)
- Activity: [Identify Your Skills](#) (Completed)
- Activity: [Introduction to Job Search Preparation & Resume Writing Activity](#) (Not Complete)
- Activity: [Introduction to Exploring Careers and Training Activity](#) (Not Complete)
- Activity: [Introduction to Workplace \(Job\) Skills](#) (Not Complete)
- Activity: [Introduction to Interviewing for a Job Activity](#) (Not Complete)

**Learn**

- Activity: [Find Training Programs](#) (Completed)

**Find a Job**

- Activity: [Introduction to Job Searching and Applying for a Job Activity](#) (Not Complete)

# Employability Skills Wheel

Identify workplace skills that employers expect and provide a format that:

- Is easy to follow and to understand what employers expect.
- Offers resources to improve workplace skills.
- Is cross walked to national and state standards.
- Is linked to assessment results to provide access to resources to enhance workplace skills.



# Observational Assessment

Developed by Chicago Workforce Investment Council

- Provides a **free** and easy assessment of a youth's employability skills.
- Developmentally increase a student's employability skills over time.
- Help students seamlessly move between programs and work opportunities.
- Provide a celebratory professional development milestone.
- Bridge academic curriculum to work-based learning; bridge high school skills to college skills.
- Assessment is completed by the instructor.
- Save up to 12 observational assessments per student.

FUNDAMENTAL	Yes	No	
<input type="checkbox"/> Appearance/Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Oral/Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Work Ethic/Character</b>	<b>1 - Below Standard/Expectation</b>	<b>2 - Meets Standard/Expectation</b>	<b>3 - Exceeds Standard/Expectation</b>
<input type="checkbox"/> Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accountability/Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Self Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ambition/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has difficulty setting and achieving short term goals. Rarely takes initiative and waits for others to give work. Is only motivated under excessive influence or threats. Has a low expectation for self.	Can set and achieve short and moderate term goals. Takes initiative and does not wait for others to give work. Is self motivated but needs encouragement at times. Sets moderate expectations for self.	Can set and achieve short and long term goals. Takes initiative and does not wait for others to give work. Is self motivated and can strive independently. Sets high expectations and strives to surpass them.
<b>Problem Solving</b>	<b>1 - Below Standard/Expectation</b>	<b>2 - Meets Standard/Expectation</b>	<b>3 - Exceeds Standard/Expectation</b>
<input type="checkbox"/> Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Procedure/Rule Following	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Problem Solving Approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Information Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal</b>	<b>1 - Below Standard/Expectation</b>	<b>2 - Meets Standard/Expectation</b>	<b>3 - Exceeds Standard/Expectation</b>
<input type="checkbox"/> Verbal Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Academic Skills Industry-wide Technical Skills Computer Literacy Independence & Initiative Attendance & Self-presentation Leadership & Teamwork Career Development  
 Ethics Positive Attitude Understanding The Big Picture Reasoning Problem Solving & Decision Making Communications Academic Skills Industry  
 Skill

## 21<sup>st</sup> Century Skills Assessment

### NOCTI Background:

- Leading provider of high-quality occupational competency assessment products and services to secondary and post-secondary educational institutions in the United States and around the world.
- Have over 30 years of experience in designing and developing occupational competency assessments.
- Provide over 170 standardized technical assessments in a variety of occupational fields.

### 21<sup>st</sup> Century Skills Assessment:

- This is a non-occupation specific, multiple choice, 100-question, online assessment.
- Customers have two hours to complete the assessment or it can be provided in two 60-minute sessions.
- There is also a text-to-speech option.
- Free to Illinois workNet partners.
- Offered through Illinois workNet and assessment scores are saved in the customer's Illinois workNet account.

ILLINOIS workNet CENTER TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

### Instructions for taking this assessment

1. Review the following participant information. If you need to make corrections, you may do so by clicking on the [Make Corrections](#) link.

Participant Information	
First Name	John
Middle Initial	
Last Name	Doe
Participant ID	12345

[Make Corrections](#)

2. Each assessment has a time limit. A timer will always display the time remaining for the assessment.
3. If you experience technical difficulties, please notify the test coordinator.
4. There is only one correct answer for each question, and all unanswered questions will be scored as 0.
5. The Summary Button within your assessment will take you to a page showing which questions you have answered, and which questions have been marked for further review.

**Please note,** more detailed instructions will be displayed at the bottom of each page as you take your assessment online assessments and would like to participate in a brief online practice session, click the **Go Practice** button.

**\*\*\* Be sure you have thoroughly read the instructions above before beginning the test. \*\*\***

**Test to be given**  
 21st Century Skills for Workplace Success  
 Session 1 of 1

[Previous](#) [Begin Test](#) [Go Practice](#) [Logout](#)

### NOCTI 21<sup>st</sup> Century Skills Assessment Sample Views

ILLINOIS workNet CENTER TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

1. In what year was NOCTI founded?
  - A. 1964
  - B. 1966
  - C. 1979
  - D. 1983

Mark (This is item 1 of 9) [Next](#) [End Practice](#)

Test Title: Online Practice Test  
 Session: 1 of 1, 9 items in session 1  
 Duty: All About NOCTI

Time Remaining: 00:29:56 (Hours:Minutes:Seconds)

**\*\*\*Important Note: The timer continues to run even on the Summary page**

[Need help using this page?](#)

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## Worksite Evaluation

- Developed as part of the Summer Youth Employment Program in 2010.
- Completed by the worksite supervisor.
- Ten items are scored based on the participant learning how to use workplace skills.
- Review the evaluation with the customer prior to the work experience.
- Preliminary evaluation is completed midway through the work experience and reviewed with the customer.
- Final evaluation is completed at the end of the work experience.
- Each customer can have 2 evaluations per employer and an unlimited number of employers.

Foundation Skill / Performance Expectations	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
<b>Attendance</b> Understands scheduled work day expectations for attendance and follows them. Notifies supervisor in advance in case of absence.	C	C	C	C
<b>Punctuality</b> Understands work expectations for arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	C	C	C	C

## Customer Groups: Background

### What is the purpose of an Illinois workNet® customer group?

- To provide an interface that allows Illinois workNet partners to provide assistance and guidance to customers through the use of technology. Customer groups allow you to:
  - View customer career interest survey results;
  - View customer work readiness activity responses;
  - View customer assessment results; and
  - Communicate with the customer.



### Who is in a customer group?

- Customers who have an Illinois workNet® individuals account can be added to a group.

### Who can currently set up a customer group?

- All Illinois workNet partners have access.

# Customer Groups: Features

Tools to add customers to your group.

The screenshot shows the 'My Customer Groups' interface. At the top, there's a 'Select a Group' dropdown menu. Below it, the current group title is 'Personal Group for Natasha Telger (PA)'. There are buttons for 'Change Groups' and 'Delete Group'. A navigation bar includes 'My Groups', 'Customers', 'Customer Emails', and 'Instructions'. Under 'My Invitation Groups', there's a 'Select' dropdown with options: 'Select a Group', 'Personal Group for Natasha Telger (PA) (6)', and 'Previous Group members (archived) for Natasha Telger'. To the right, the 'My IWD5 Customers' section has a 'Send email, and/or User Message' button with radio options for 'Email Only', 'User Message Only', and 'Both'. Below this is an 'E-mail Text' input field and a 'Send Messages' button.

This screenshot shows the 'Personal Group for Natasha Telger (PA)' interface. It features a navigation bar with 'My Groups', 'Customers', 'Customer Emails', and 'Instructions'. Below the navigation bar, there are buttons for 'Invite Customer', 'Group Invitation', and 'Customer Search'. A 'Filter By Last Name' field with a 'Go' button is present. A table lists customer information with columns for 'Select', 'Remove', 'Name/User Name/Birth Date/Secret Answer', 'Contact Information /Date Added To Group', and 'Page Size'. The table contains one entry with 'Account Information' and 'Contact information'.

# Customer Group: View Results

Select	Remove	Name/User Name/Birth Date/Secret Answer	Contact Information /Date Added To Group	Page Size	Customer Assessments
Select	Remove	Account Information	Contact information	25	<a href="#">Customer Summary</a> <a href="#">Employer Evaluations</a> <a href="#">Observational Evaluations</a>

Activities, Pre-assessment, and Career Development Assessment  
 Employer (Worksite) Evaluation  
 Observational Assessment  
 NOCTI 21<sup>st</sup> Century Skills  
 Skills & Interests Profiles

The 'Customer Summary' page for 'Illinois workNet Group - Personal Group for hataasha Telger (PA)'. It includes a sidebar with navigation links like 'Home', 'Request More Tools', 'Structure Taskforce', 'Assessment Workgroup', 'Stratena Taskforce', 'Business Layouts and Settings', 'Customer Groups - New', 'Customer Groups - General', 'Customer Groups - SYEP', 'SYEP 2009 Archive', 'Lumbar Workers', 'Accountant Worker Reports Reporting', 'e! Connected', 'Print Newsletters', 'Illinois workNet', 'My Home', 'My Messages', 'My Shortcuts', 'Mobile Updates', and 'Tools'. The main content area shows:
 

- Customer:** Pal workNet, Email: itelger@illinoisworknet.com, Address: 2450 Foundation Drive, Dolton, IL 63099, Illinois workNet Registration Date: Feb 28, 2007, Birth Date: May 24, 1974, VOS Userid: 1542.
- Programs:** SYEP 2010 Youth Program - New student. Pre-Assessment Date: May 18/2009 Score: 45%. Post-Assessment Date: May 19, 2010 Best Score: 81%. Met Requirements: Has met the program requirements. Click here to view complete Customer details for the SYEP activities.
- My Activities:** Pre-Assessment Date: Dec 14, 2010 Best Score: 100%. Met Requirements: Has met the program requirements. Click here to view complete Customer details for My Youth Activities.

## Get Started Today!

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).



2. Click on Workforce and Education Partners pathway to set up your Illinois workNet® partner account.

3. Complete the Certified Illinois workNet Advisor Online Course to learn more about the resources in Illinois workNet and earn one CEU through SIUC.



Questions? Email [info@illinoisworknet.com](mailto:info@illinoisworknet.com).