

Name: _____

1. Log into www.illinoisworknet.com and click on 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; access basic career and job planners; 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 and explore your interests.

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

What career area are you interested in? _____

- b. Explore Job Information.

Why? Learn about typical job responsibilities, similar jobs, working conditions, hiring practices, expected job demand and growth, etc.

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

- c. Connect to Education and Training Opportunity.

Why? Researching education and training programs will help you make smart choices when selecting courses to prepare you for the career area(s) of your interest. Search tools provide information on program overviews, admission requirements, recommended preparatory classes, and more.

Top two job choices listed above	What type of training is required for this job? What can I do in high school to prepare for this job? Hint: Go to the Education page, Explore by Occupation, select Program Admission.
#1	
#2	

d. Research wages and trends in employment.

Why? Although the amount of money you make per year (wages) is not the only thing to consider when looking for a job, you should research the wages for occupations in your local area. You should also find out which jobs are in demand in your local area. You don't want to spend your time and energy training for an occupation when 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	

4. Other helpful tools for your next steps

- a. Key Sectors Pathway:** Learn about, find training, and search for jobs in *Illinois' Key Sectors*
- b. Resume Builder:** Log into your *My Illinois workNet Account* and save up to 20 resumes. Need help? Go to *Jobs* page and select *Prepare Your Resume* for information to help you create your resume content. Need help with the Resume Builder? A video series will walk you through the process of using resume builder.
- c. Going to an Interview?** Get prepared for the interview and stand out as the top candidate. Go to the *Jobs* page and select *Prepare for an Interview* for information and tips on interviewing and following up after your interview.
- d. Need a job?** Go to the *Jobs* page and use the available job boards and job search tools.
- e. Looking for financial aid or scholarships?** Go to the *Education* page and click on *Financial Aid/Scholarships*.
- f. Need to manage your money?** Go to the *Services* page and click on *Money Management* to find various calculators and tools to help you determine your living expenses and setting your financial goals (for example: saving money for college).

