

Achieve Your Goals



● Start Your Job Unit

Lesson 3A1: Be prepared to accept the job.




Learn

Note

Activity Steps

1. **Learn** how to decide if a job would be a good fit.
 - a. Review items in the Career Interest Survey about what is important in a job.
 - b. Learn about documents you need to begin a job.
 - c. Learn about obligations.
2. **Identify** obligations you have to meet if you are offered a job. For example:
 - a. Childcare
 - b. Adult Care
 - c. Planned trips/events
 - d. Existing PT/FT job
3. **Identify** the documents you need to begin a job.

 **Learn**


E101 Learn how to decide if a job would be a good fit. < Previous

Be prepared to accept the job

If a company offers you a job, are you prepared to accept it?

The items in this activity will help you decide if that job is the right fit for you.





What items do you need to think about before you decide to accept a job? Click on each flashcard below to get some ideas. The information is on the reverse side.

 **Note**

Identify obligations you have to meet if you are offered a job

Download Checklist

Note *





B I U S   x₂ x²  

1. Childcare:
2. Adult Care:
3. Planned trips/events:
4. Existing PT/FT job:

Identify the documents you need to begin a job

Download Checklist

Note *

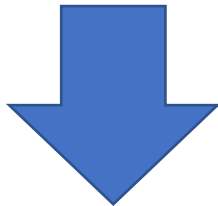
B I U S   x₂ x²  

1. State Identification / Passport:
2. Social Security Card / Green Card:
3. Veteran documents:
4. How many dependents:

Fill in the notes for your plan.

The notes save as you type.

Continue



● Start Your Job Unit

Lesson 3A1: Be prepared to accept the job.



Complete

Activity Steps - continued

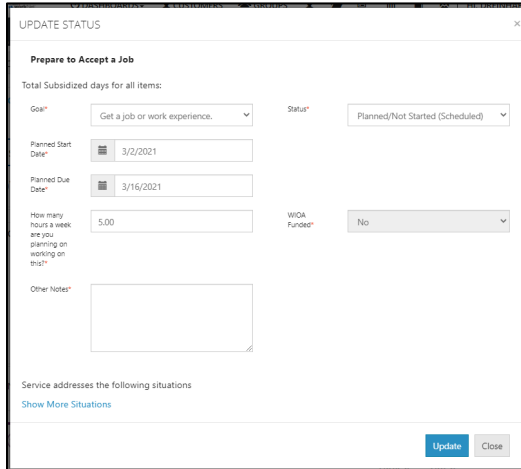
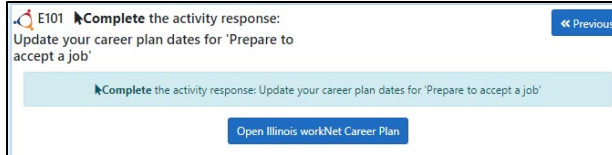
4. **Complete** this activity - customer will update the career plan dates for the step "Prepare to Accept a Job." Note what documents you need and obligations to plan for to be ready to start a new job.

OPTION - Create a goal for your obligations.

Duration - 10 – 30 minutes

More Resources

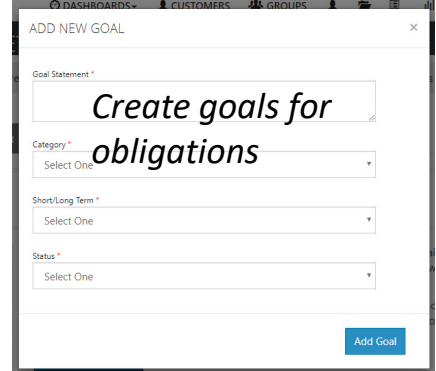
- [Get To Know the Work Culture in Your New Job](#)
- [Job Search Plan \(PDF\)](#)



Update the step for your Career Plan by:

- Adding a date you want to begin.
- Adding a date you plan to finish.
- Enter the number of hours you plan to work on your step.
- Enter any additional notes.
- Update Status to Started/Open when you add a date.
- Click the **update** button to return to the learning module.

Option



Create a Goal by:

- Typing in something that you want to achieve
- Select whether it applies to Employment, Education, Living Independently or Support Services
- Select Short-term or Long-term

● Start Your Job Unit

Lesson 3A2: Get ready for your first day.



Activity Steps

- 1. Learn:**
 - The type of paperwork you will complete on your first day.
 - The best way to meet coworkers and supervisors,
 - The rules of your new job - employee handbook
 - About your job expectations.
- 2. Identify** your expectations of the job (Some examples include paid a fair wage, opportunity for promotion, steady hours, work well with boss or co-workers.)
- 3. Complete** this activity - you will update the career plan dates for the step "Learn about filing taxes." Note on the step the paperwork you need to get to start your new job.

Duration - 7 – 20 minutes



E101 Learn about things to get ready for your first day on the job. << Previous

Get Ready for your First Day

Your First Day!

This activity will go over all the things you need to do on the first day of your new job.

Documents You Need to Complete

Every job will ask you to complete some paperwork. The following items are things you will need to be prepared to fill out.

START >



E101 Identify your expectations of the job << Previous

Download Checklist

Note *

Some examples include paid a fair wage, opportunity for promotion, steady hours, work well with boss or co-workers.

Fill in the notes for your plan.

The notes save as you type.



E101 Complete the activity response: Update your career plan dates for 'Learn about filing taxes' << Previous Mark Complete

Complete the activity response: Update your career plan dates for

Open Illinois workNet Career Plan

More Resources

- [Ready to Fill Out forms for Your New Job](#)
- [Get To Know the Work Culture in Your New Job](#)
- [Job Search Plan \(PDF\)](#)

- Update the step for your Career Plan by:
- Adding a date you want to begin.
 - Adding a date you plan to finish.
 - Enter the number of hours you plan to work on your step.
 - Enter any additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **update** button to return to the learning module.

● Start Your Job Unit

Lesson 3A3: Keep your new job.



Learn

Activity Steps

1. **Review** workplace skills and actions to keep your new job and learn about job performance criteria for your new job.
2. **Identify** possible career ladder moves based upon your chosen career path.
3. **Complete** this activity you will update the career plan dates for the step "Career Advancement".

Duration - 5-15 minutes

More Resources

- [New Job Tip #1: Understand Expectations](#)
- [Be Safe in Your New Job](#)
- [Job Search Plan \(PDF\)](#)

Note

E101 Review workplace skills and actions to keep your new job and learn about job performance criteria for your new job.

Keep your new job

Tips to Keep Your NEW Job

This activity will help you understand the things you can do to make yourself stand out as a great employee and keep your new job.

Let's do a quick review of the skills that will help you keep your job:

Click on each card to see the definition on the opposite side.

Computer Literacy

Industry wide tech skills

Attendance

Communications

E101 Identify possible career ladder moves based upon your chosen career path.

Note

Fill in the notes for your plan.

The notes save as you type.

Complete

E101 Complete this activity you will update the career plan dates for the step 'Career Advancement'

Complete this activity you will update the career plan dates for the step 'Career Advancement'

Open Illinois workNet Career Plan

UPDATE STATUS

Learn about career advancement opportunities

Total Subsidized days for all items:

Goal*	Advance in your career	Status*	Planned/Not Started (Scheduled)
Planned Start Date*	2/2/2021		
Planned Due Date*	2/2/2021		
How many hours a week are you planning on working on this?	1.00	WOLA Number*	No
Other Notes*			

Service addresses the following situations

Show More Situations

Update Close

Add notes about future achievements you could gain.

- i Update the step for your Career Plan by:
- Adding a date you want to begin.
 - Adding a date you plan to finish.
 - Enter the number of hours you plan to work on your step.
 - Enter any additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **update** button to return to the learning module.

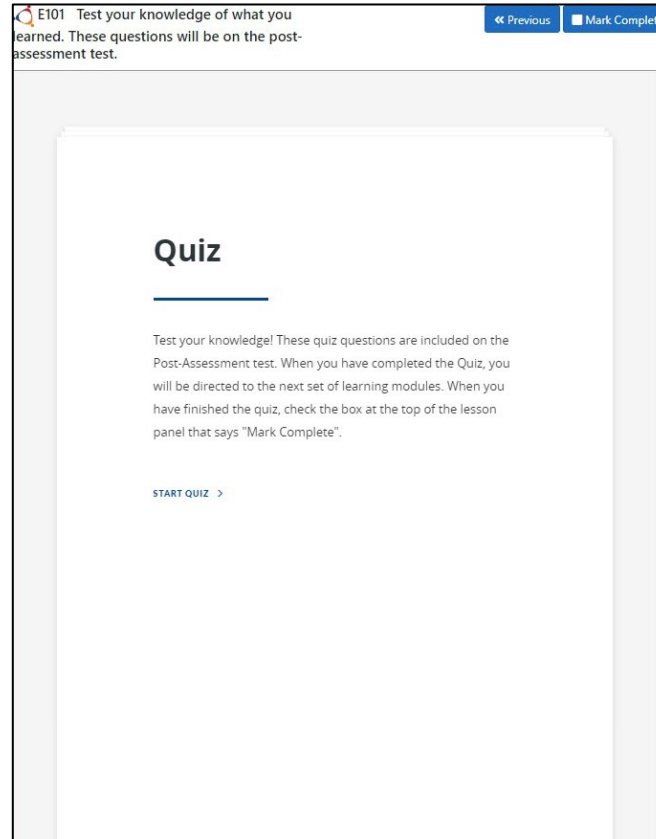
● Start Your Job Unit

Lesson 3A4: Quiz



Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.



When you answer the question, you will be given the correct answer.

Mark the box at the top of the lesson panel that says “Mark Complete” when you have finished the quiz.

Duration – 5 Minutes

Financial Literacy Unit

Lesson 3B1: Start a Savings or Checking Account



Activity Steps:

1. Learn

- About banking opportunities.
- How to protect against identify theft.
- Why and how to use a checking account
- The proper way to establish credit

2. Complete this activity by the customer updating the Career Plan dates for the "Use the Money Management Guide to help you reach your financial goals."

Duration – 5-15 Minutes

More Resources:

- [The Nine Steps of your Job Search \(PDF\)](#)
- [Job Search Plan \(PDF\)](#)

Start a savings or checking account

Why do you need a checking or savings account for the money you earn on your job?
This activity will help you learn about:

- banking options,
- protecting yourself against identity theft,
- using a checking account, and
- establishing credit.

E101 Complete the activity response:
Update your career plan dates for "Use the Money Management Guide to help you reach your financial goals."

Complete the activity response: Update your career plan dates for "Use the Money Management Guide to help you reach your financial goals."

[Open Illinois workNet Career Plan](#)

UPDATE STATUS

Use the Money Management Guide to help you reach your financial goals.

Goal*

Status*

Planned Start Date*

Planned Due Date*

How many hours a week are you planning on working on this?

WIOA Funded*

Other Notes*

Service addresses the following situations
[Show More Situations](#)

[Update](#) [Close](#)

- Update step for your Career Plan by:**
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **Update** button to return to the learning module.

Financial Literacy Unit

Lesson 3B2: Determine Current Financial Status and Budget



Activity Steps:

1. Learn

- About wage ranges by reviewing wage ranges for careers selected.
- How to monitor expenses to stay within budget.
- How to adjust budget to remain in balance.

2. Identify Financial Goals

- Emergency Savings
- Paying Off Debt
- Saving for Future Purchases

3. Identify: Use the Notes tool or download the basic budget worksheet, or make a copy of the basic budget worksheet in Google Drive to identify:

- Current Assets
- Current Expenses
- Credit Card/Other debt
- Income



Determine your current financial status and set goals to create, monitor and adjust your budget.

What can you buy with a dollar? Not much these days. That is why you need to set financial goals and create a budget. This activity will help you learn about:

- Wage ranges for careers,
- Identifying the items to help you plan a budget,
- Monitoring expenses, and
- Adjusting to keep your budget in balance.

Click on each card to see a definition of financial terms on the back of the card.



Identify financial goals

Note *

Fill in the notes for your plan.

The notes save as you type.



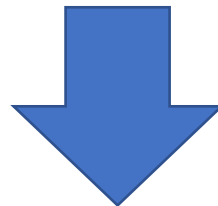
Identify

Download the **Basic Budget Worksheet** and identify your emergency savings, debt, and saving for future purchases.

[Download Basic Budget Worksheet \(XLS\)](#)

[Make a Copy of Basic Budget Worksheet \(Google Drive\)](#)

Continue



Basic Budget Worksheet

File Edit View Insert Format Data Tools Address Map Last Edit: 10/10/2016 10:24 AM

Enter the information next to the line in the budget to see what your flexible spending allowance is:

	Monthly Income	Monthly Expenses	Flex Allowance	Actual	Actual	Actual	Actual
				January	February	March	April
Income							
Monthly paycheck							
Child Support or Maintenance							
Paid in job							
Other income							
Subtotal	0.00	0.00	0.00	Actual Month Total	0.00	0.00	0.00
				Over Under Budget	0.00	0.00	0.00
Expenses							
Home							
Mortgage or rent							
Homeowner's/renter's insurance							
Property taxes							
Home repairs / maintenance							
Home owner association fees							
Home improvements							
Subtotal	0.00	0.00	0.00	Actual Month Total	0.00	0.00	0.00
				Over Under Budget	0.00	0.00	0.00
Utilities							
Electricity							
Water / Sewer							
Natural Gas / Oil							
Telephone							
Internet							
Subtotal	0.00	0.00	0.00	Actual Month Total	0.00	0.00	0.00
				Over Under Budget	0.00	0.00	0.00
Food							
Groceries							
Eating Out, Lunches, Snacks							
Subtotal	0.00	0.00	0.00	Actual Month Total	0.00	0.00	0.00
				Over Under Budget	0.00	0.00	0.00

Financial Literacy Unit

Lesson 3B2: Determine Current Financial Status and Budget (*Continued*)



Complete

Activity Steps: *continued*

4. **Complete** this activity by updating the Career Plan dates for the step "Getting and staying out of debt."

Duration – 15-45 Minutes

More Resources:

- [What you need to Know Before Applying for Credit Card](#)
- [Budgeting Basics](#)
- [Getting Started with Money Management - Young Adults](#)

E101 **Complete** the activity response:
Update your career plan dates for "Getting and staying out of debt."

Complete the activity response: Update your career plan dates for "Getting and staying out of debt."

Open Illinois workNet Career Plan

UPDATE STATUS

Getting and staying out of debt.

Goal* Living independently.

Status* Planned/Not Started (Scheduled)

Planned Start Date* 03/25/2021

Planned Due Date* 04/09/2021

How many hours a week are you planning on working on this? WIOA Funded* No

Other Notes* Add notes about current financial features and goals.

Service addresses the following situations
[Show More Situations](#)

Update Close

- i** Update the step for your Career Plan by:
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the Update button.

● ● Financial Literacy Unit

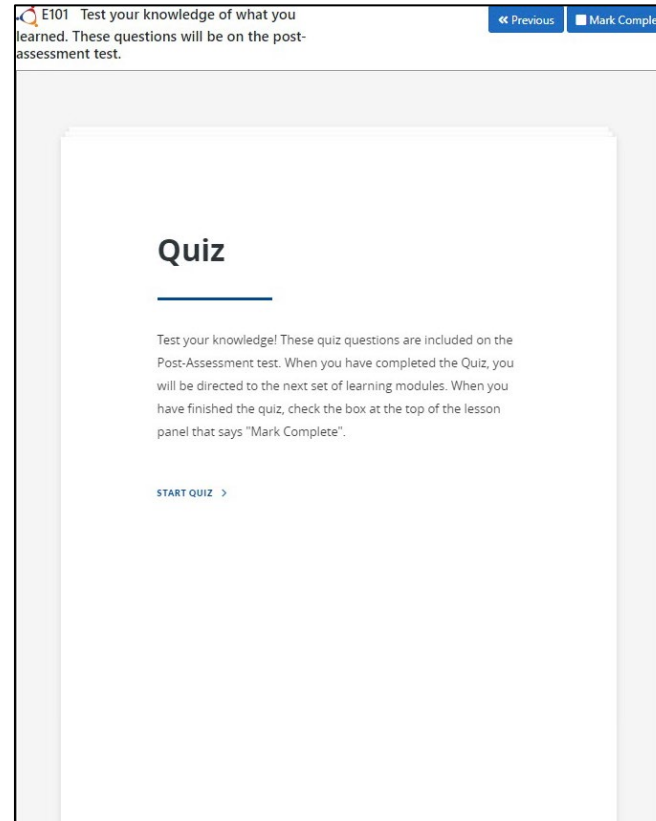
Lesson 3B3: Quiz



 **Complete**

Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.



After the question is answered, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” when the quiz is finished.

Duration – 5 Minutes

● ● ● Skills for Success Unit

Lesson 3C1: Violence Prevention and Awareness



Learn

Activity Steps:

1. **Learn:**
 - a. About preventing violence in school and the workplace.
 - b. How to recognize bullies and your role.
 - c. How to recognize sexual harassment.
 - d. How to respond appropriately.
2. **Complete** this activity by customers updating will update the Career Plan step called "Stay safe at work."

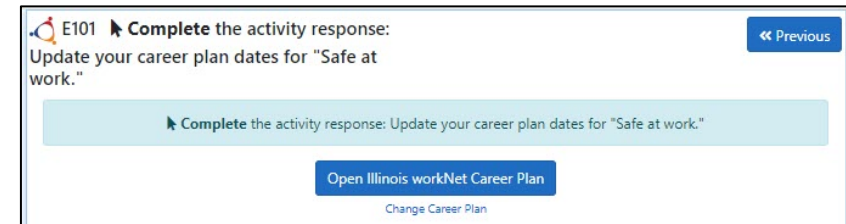
Duration – 15-30 Minutes



More Resources:

- [Bully Recognition 101](#)
- [Prevent Violence at School and Work](#)
- [You can Prevent the Violence](#)
- [Trauma Informed Care](#)

Complete



UPDATE STATUS

Stay safe at work.

Goal* Living independently.

Status* Planned/Not Started (Scheduled)

Planned Start Date* 02/26/2021

Planned Due Date*

How many hours a week are you planning on working on this? WIOA Funded*

No

Other Notes*

Add notes about things you need to do to stay safe at work.

Service addresses the following situations

Show More Situations

Update Close

- i** Update the step for your Career Plan by:
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **Update** button to return to the learning module.

● ● ● Skills for Success Unit

Lesson 3C2: Continue to Build Skills



Activity Steps:

1. **Learn**
 - a. How to continue building soft skills in the workplace.
 - b. How to plan for professional development.
2. **Complete** activity. Customers will update the dates on the step titled "Be ready for your next move."

Duration – 5-20 Minutes

More Resources:

- [Soft Skills Required](#)
- [Career Advancement](#)

Continue to build your skills

How will you build your career ladder?

1. Get hired.
2. Get promoted.

People want to be recognized for their good work. Promotions may be one way to recognize your good work.

This activity will cover how to continue to build your workplace skills and how to plan for professional development.

Complete the activity response: Update your career plan dates for "Be ready for your next move."

Open Illinois workNet Career Plan

UPDATE STATUS

Be ready for your next move

Total Subsidized days for all items:

Goal* Get training to enhance your skills. Status* Planned/Not Started (Scheduled)

Planned Start Date* 3/15/2021

Planned Due Date* 3/29/2021

How many hours a week are you planning on working on this? 2.00 WICA Funded* No

Other Notes* Add notes about advancement opportunities.

Service addresses the following situations

[Show More Situations](#)

Update **Close**



- Update the step for your Career Plan by:
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the Update button.

● ● ● Skills for Success Unit

Lesson 3C3: Volunteer



Learn

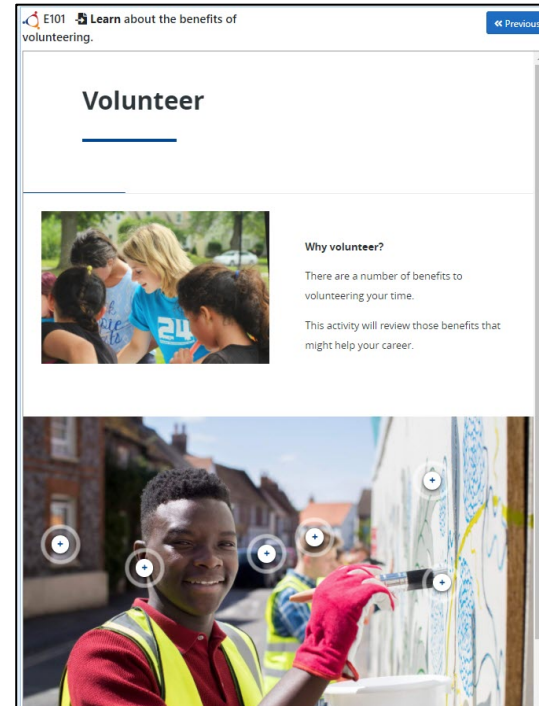
Activity Steps:

1. **Learn** the benefits of volunteering.
2. **Identify** opportunities to volunteer in your community (Examples: church, YMCA, food pantry, homeless shelter, or other social service agencies).
3. **Complete** activity by the customer updating Career Plan dates on the step "Get skills, experience, and network by being a volunteer." Make Notes in Steps 1-3 of volunteer agencies/activities in your community that interest you.

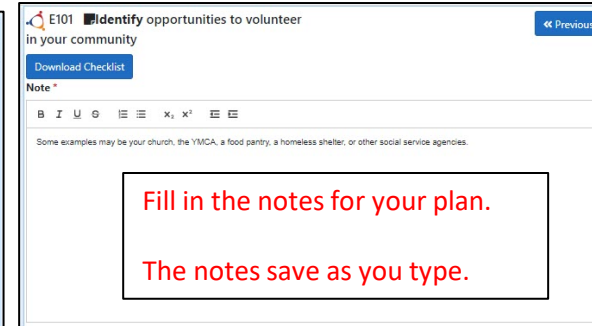
Duration – 5-15 Minutes

More Resources:

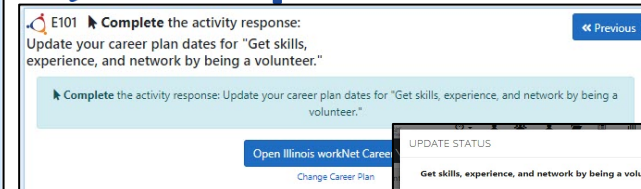
- [Benefits of Volunteering](#)
- [Volunteer Opportunities in Your Community](#)
- [Job Search Plan \(PDF\)](#)



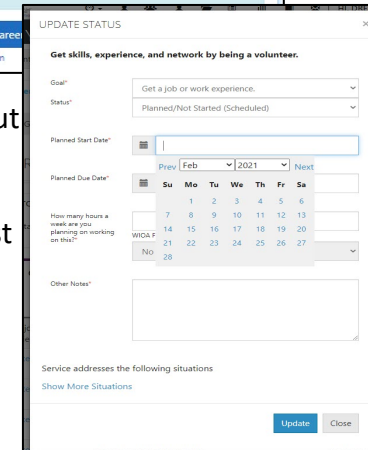
Note



Complete



Add notes in steps about 1-3 volunteer agencies or activities in your community that interest you.



- i** Update the step for your Career Plan by:
- Add a date you want to begin.
 - Add a date you plan to finish.
 - Enter number of hours you plan to work on your step.
 - Enter additional notes.
 - Update Status to Started/Open when you add a date.
 - Click the **Update** button to return to the learning module.

● ● ● Skills for Success Unit

Lesson 3C4: Quiz

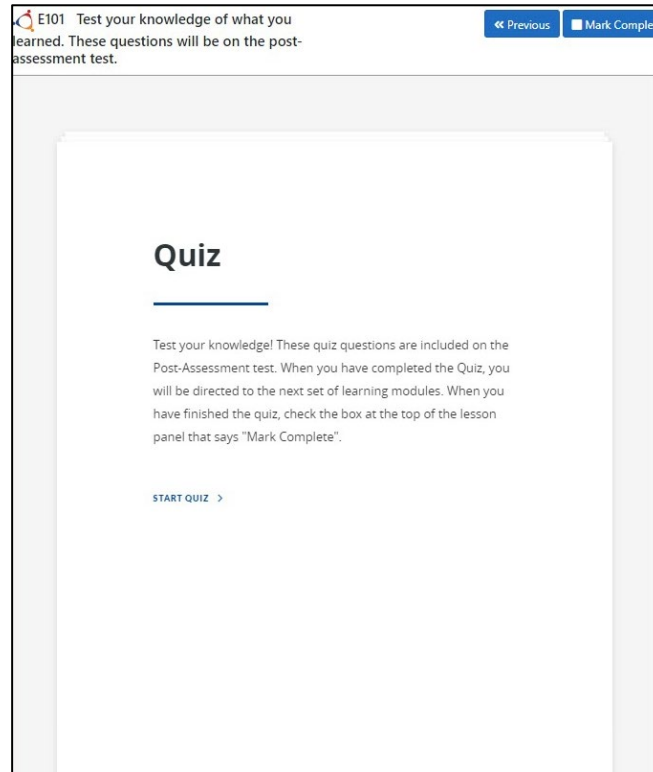


Complete

Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.

Duration – 5 Minutes



After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” when the quiz is finished.

● ● ● Skills for Success Unit

Lesson 3C4: Quiz



IwnProfiles Home

E101: PREPARE A JOB SEARCH PLAN

<< Previous Menu Next >>

Skills for Success

1. ☒ Violence prevention and awareness
2. ☒ Continue to build your skills
3. ☒ Volunteer
4. ☒ [Test your Knowledge](#)

Activity Steps

1. [Test your knowledge of what you learned. These questions will be on the post-assessment test.](#) ✓

Congratulations! You have completed all of the learning modules in E101. You have equipped yourself with some great knowledge to help you plan your career, job search, and how to achieve success when you land your next job! It is time now to take the Post Assessment to show how much you have learned in E101!

Take the Post Assessment

Congratulations! You completed all the learning modules in E101. You equipped yourself with great knowledge to help you plan your career, job search, and how to achieve success when you land your next job! It is time to take the Post Assessment to show how much you have learned in E101!

Once you earn a score of 70% or better, you will be able to download your Certificate of Completion and your digital badge.