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Youth Apprenticeship & Career Pathways Program Tools

Assessments & Resume Builder
September 27, 2017

Agenda

- Available Assessments
- Adding Additional Assessments
- Using the Resume Builder Tools
- Accessing Customer Resumes
- Next Steps

Assessments Available through Illinois workNet

Application | Suitability | Progress | Services/Outcomes | Case Notes | **Assessments** | Optimal Resume | Worksite Placement

ASSESSMENTS

Profile | Disability Benefits Estimator | Employment 101 | NOCTI | Observational Evaluation | Worksite Evaluation | No Skills and Interest Results

First Name Walter	DISABILITY BENEFITS ESTIMATOR
Last Name Apprenticeship	EMPLOYMENT 101
Email me1@you.com	NOCTI RESULTS
User Name WalterA	OBSERVATIONAL EVALUATION
Last 4 SSN 0201	WORKSITE EVALUATION
workNet ID 20237	

Adding Additional Assessments

Assessments Not Available Through Illinois workNet

ENTER MORE ASSESSMENTS

[Add Assessment Results](#)

Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Up
No data available in table					

Showing 0 to 0 of 0 entries Previous

ENTER ASSESSMENT

Assessment Type *

Assessment Category

Assessment Name *

Assessment Description *

Assessment Date *

Educational Functional Level *

Grade Level Equivalent *

Test Score *

Results *

How was this assessment delivered?

Computer-Based Self-Guided

Interview Proctored

Scenario Written

[Save](#) [Close](#)

Resume Builder Tools – Customer View

The dashboard displays the following tool categories and their contents:

- RESUMES:** Create New Resume; Manage Your Resumes (Chelsea Test Resume for Print, C.Jones Resume 2016, Sample Resume, Test, Test 9.7.16)
- LETTERS:** Create New Letter; Manage Your Letters (Integration and Training Coordinantor, Test, Test Cover Letter - 3.23.16, Test Letter)
- PORTFOLIOS:** Create New Portfolio; Manage Your Portfolios (Test)
- WEBSITES:** Create New Website; Manage Your Websites (ChelseaJones)
- ASSESSMENTS:** Create New Assessment; Manage Your Assessments (Test, Test Skills Inventory)
- INTERVIEWS:** Create New Interview; Manage Your Interviews (Test 5.25.17, Test Interview, Test Interview 2)
- VIDEO RESUMES:** Create Video Resume; Manage Your Video Resumes (Test)

Viewing Customer Resumes

YOUTH APPRENTICESHIP OPTIMAL RESUME

Application | Suitability | Progress | Services/Outcomes | Case Notes | Assessments | **Optimal Resume** | Worksite Placement

Show 10 entries Search:

Name	Type	Date Created	Date Last Updated	View Options
Chelsea Test Resume for Print	Resume	5/31/2014	5/31/2014	Web - RTF - PDF
ChelseaJones	Website	5/8/2017	5/8/2017	Web
Clones Resume 2016	Resume	2/13/2016	2/13/2016	Web - RTF - PDF
Integration and Training Coordinantor	Letter	7/24/2017	7/24/2017	Web - RTF - PDF
Sample Resume	Resume	1/9/2015	1/9/2015	Web - RTF - PDF
Test	Resume	8/3/2016	8/3/2016	Web - RTF - PDF
Test	Letter	7/24/2017	7/24/2017	Web - RTF - PDF
Test	Portfolio	3/23/2016	3/23/2016	Web
Test	Video Resume	5/8/2017	5/8/2017	Web
Test	Assessment	5/18/2017	5/18/2017	Web

Showing 1 to 10 of 17 entries Previous 1 2 Next

Next Steps

- Have youth complete the Online Suitability Application. *For those who are already in IWDS, have the customers complete the online application before October 1. We will sync the customers to those who are already in IWDS.*
- Make the recommendation on the customer's Suitability page.
- Release to production the sync with IWDS.
- Schedule Additional TA Webinars for Wednesdays @ 11:00.
- Schedule TA webinar(s) with grantees, who are not entering customers into IWDS, and LWIA staff who will be entering those customers.

Setting Up Your Account

1. Go to www.illinoisworknet.com and create or log into your Illinois workNet account.
2. Make sure your organization's location is set up as a partner in the [Illinois workNet Service Finder](#).
3. Request to become a partner by sending an email to info@illinoisworknet.com. Include the following information:
 - **Reason for the email: I would like to request an Illinois workNet partner account.**
 - **Your name as it appears in your Illinois workNet account.**
 - **Name of your organization as it appears in the Illinois workNet Service Finder.**
 - **Organization address and work phone number.**
4. We will review your request, confirm your information is accurate, and provide you with a partner account.