

2015
COLLEGE CHANGES EVERYTHING
CONFERENCE



www.illinoisworknet.com
<http://ilcis.intocareers.org>

Practical Guide to Illinois' Career Information and workNet® Systems and How to Help People Achieve Career, Training, and Employment Goals

Goal: Connect all citizens to resources for achieving career, training, and employment goals.



CIS – Career Info for All Ages

You can find the same, cohesive information any way you access CIS tools, which include:

1. Skill & Interest Surveys
 - Interest Profiler
 - SKILLS Profiler
 - Work Importance Locator
 - Career Cluster Inventory
2. Career Exploration
3. Illinois Training Program Search
4. Illinois Pathways – Careers & LMI Data

1.

Career Cluster Inventory



Rate 80 activities as like very much, like, dislike, or not sure.
Results: Provides a graph indicating how your interests match up to each career cluster area.
Duration: ⌚ 5-25 minutes

Interest Profiler



There are 180 activities. Choose if you like, dislike, or are unsure for each activity.
Results: Organizes interests into 6 categories of work.
Duration: ⌚ 10-20 minutes

SKILLS Profiler



Select 35 skills and group them as very, moderate, or somewhat satisfying.
Results: Lists top 30 occupations that match your skills. Calculates Holland Personality Type.
Duration: ⌚ 10-20 minutes

Work Importance Locator



Group 20 statements based on how important the work aspect is to you.
Results: Provides scores for 6 work values and occupations for each work value.
Duration: ⌚ 5-15 minutes

3.

Search for Programs Below

Show All
 WIOA Providers Only
 Non-WIOA Providers Only

Program Keyword: School/Provider Keyword:

City/ZIP: Radius: 10 Miles

Records 1 to 10 of 9782 Results

2.

Explore Career Pathways

Search: Keyword(s), enter at least 2 letters



4.

Education and Career Pathways

[Show All Pathways](#)

Information Support and Services

Network Systems

Programming and Software Development

Web and Digital Communications

Orientation (Level 1)

Technology Orientation

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

High School (Level 2)

Information Support and Services

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Network Systems

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Programming and Software Development

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Shared Pathways ▶

Web and Digital Communications

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Post-Secondary Education and Training (Level 3)

Information Support and Services

View Careers...

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Network Systems

View Careers...

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Programming and Software Development

View Careers...

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

Web and Digital Communications

View Careers...

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

ILLINOIS Pathways
Science, Technology, Engineering & Math

Illinois Career Information System (CIS)

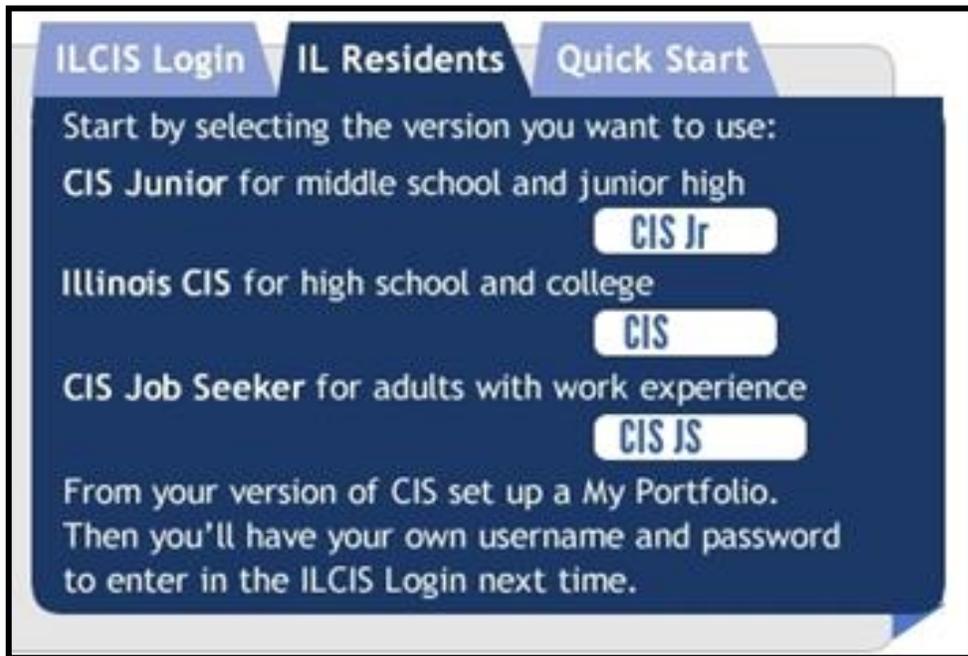
For direct access to the Illinois Career Information System visit <http://ilcis.intocareers.org>.

You can also call 877-566-6230 or email for assistance: des.cis@illinois.gov.



Illinois Career Information System (CIS)

You have many options to choose from when you go to the CIS website.



ILCIS Login IL Residents Quick Start

Start by selecting the version you want to use:

CIS Junior for middle school and junior high
[CIS Jr](#)

Illinois CIS for high school and college
[CIS](#)

CIS Job Seeker for adults with work experience
[CIS JS](#)

From your version of CIS set up a My Portfolio.
Then you'll have your own username and password
to enter in the ILCIS Login next time.



ILCIS Login IL Residents Quick Start

Log in below with ANY of your ILCIS account
usernames or passwords.

Don't have a username and password? Use the IL
Residents login then create your own.

Username:

Password:

[Sign In](#)

[Forgot your username or password?](#)

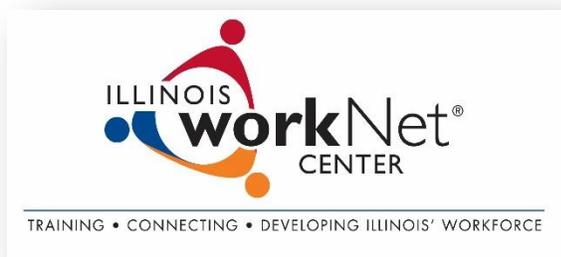
CIS – Reality Check

The Reality Check tool walks you through what it's like being an adult with bills like housing, food, clothing, transportation, and other items.

This tool is great to use to find out your cost of living needs before searching for training or a job.

The screenshot shows the CIS Illinois Career Information System interface. At the top, the logo for CIS Illinois Career Information System is displayed, along with a "Text Only Version" link and a "Log Out" button. Below the logo is a navigation menu with options: Home, Assessments, Occupations, Education, Employment, Site Administration, and My Portfolio. A search bar is located to the right of the navigation menu. The main content area is titled "REALITY CHECK" and includes a "Español" button and a "Start Over" button. Below the title is a row of icons representing various living expenses: a house with a dollar sign, a lightbulb, a smartphone, a fork and knife, a car, a hanger, a medical symbol, a graduation cap, a magnifying glass, a tag, a graduation cap, and a piggy bank. To the right of these icons is a dark box with the text "\$0 a Month For Danville". The main heading is "What Type of Housing Will You Need?". Below this heading is a paragraph: "Once you decide where you want to live, you need to decide what type of housing you want. Sharing a place with family or friends can be a good way to reduce your housing costs." Below the paragraph are six options for housing, each with a corresponding image and a red button with a white label and a white price tag: "Live with Parents" (\$0), "1 Bedroom Apt." (\$600), "2 Bedroom Apt." (\$750), "3 Bedroom Apt." (\$950), "House" (\$950), and "Enter Your Own" (Other). At the bottom of the interface, there are "PREVIOUS" and "NEXT" buttons, and a instruction: "Select one of the options, or enter your own amount."

Illinois workNet® Web Portal System and jobPrep App



Illinois workNet® is a portal to connect individuals, employers, and education, workforce and community partners to career planning, education and training, and employment resources and tools. The portal connects people to local and statewide in-person and online services.

- **Web Portal** – <http://www2.illinoisworknet.com>



jobPrep Mobile App includes capabilities that assist job seekers with their employment needs, all from the convenience of a smartphone. The free app is available for downloading from iTunes, Google Play and Amazon.

- **jobPrep Mobile App** – <http://www.illinoisworknet.com/jobprep>

User Guides

Mostly one or two page printable PDF documents that provide steps or instructions for getting started. There are some web page guides too.

Illinois WorkNet Center Step-By-Step Guide for Finding A Training Program

Minimal Experience + Adult OR Youth

Purpose: Use the interactive tools, articles, videos, and related resources to:

- Identify potential careers and the required training and credentials.
- Identify training programs and compare the pros and cons of each option.
- Select the best options for the circumstance and contact the provider to learn more.
- Research options for paying for training.
- Make a plan that identifies short and long term goals, as well as strategies for staying motivated.

Steps:	Find It Here:
1. If you haven't researched the career opportunities, use the Career, Wages and Trends search tool to identify the required training for a career(s). It is important to do your research ahead of time to make sure that you do not waste your time and money by training for an obsolete job, a job that does not match your skills and interests, or not earning the credentials to get into that career.	www2.illinoisworknet.com Explore Careers
2. Use the Training Program Search and the Apprenticeship Search to find and compare the pros and cons of training programs. Identify the skills and credentials you will earn by completing the program. Bookmark your favorites. Bookmarks are saved in your My Dashboard.	Training & Credentials My Dashboard
3. Determine if you meet the minimum requirements to get into the program. <ol style="list-style-type: none"> You may need to update your basic skills. If so, use the Adult Education Search to find a program. You may need to take a college admission test. Learn more about admission tests in the Planning & Financing Training articles. 	Training & Credentials
4. Once you have narrowed down your training program options, set up a time to visit the training provider to learn more about the program, work study and scholarship opportunities, and campus life.	
5. Research financial assistance options. Learn more about applying for financial aid in the Planning & Financing Training articles.	Training & Credentials
6. Use the S.M.A.R.T. goals worksheet or S.M.A.R.T. Goals tool within the Employment 101 Guide to identify: <ol style="list-style-type: none"> Short and long term goals. Potential roadblocks and consider options for a backup plan (i.e., have a backup plan if your car breaks down and you need to get to class). Strategies for staying motivated throughout your training program. 	My Dashboard
7. Apply to for the training program.	Training & Credentials
8. Get involved in a student and/or trade association . Use the event calendar to find local training or networking opportunities.	Network & Connect

Illinois WorkNet Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities at Illinois WorkNet Centers. Sponsored by Illinois Department of Commerce and Economic Opportunity. 2/2015 v2 Final



Present the Best You

Get Started

Here's How:

- Start a resume,
- Use social media as a marketing tool, and
- Network with people you know.



Apply for Jobs

Get Started

Here's How:

- Beware of fraud and learn experiences from your first job, good and bad,
- Fill out applications, and
- Ace the interview.



Work and Play

Get Started

Here's How:

- Spend your earnings wisely,
- Keep your job, and
- Start planning ahead.



Set Your Goals

Get Started

Here's How:

- Explore career pathways,
- Stay focused on your success, and
- Go back to school.

Where to Find User Guides

From the home page, use the arrows on the left and right and click on the scenario that best fits your needs.

The screenshot shows the Illinois workNet website home page. At the top left is the logo for Beta Illinois workNet CENTER. To the right is a search bar and a language selector set to Spanish. Below the logo is a navigation bar with links for Explore Careers, Training & Credentials, Qualify for Jobs, Job Openings & Recruiting, Network & Connect, Layoff Assistance, and Updates & Help. The main heading reads "Reach Your Career, Training & Employment Goals". Below this is a section titled "Get started with user guides:" featuring a carousel of five user guide thumbnails: "Get Started In This Site", "Find the Right Job", "Find Training", "Find Laid Off Worker Resources", and "Fill Job Openings". Below the carousel are sections for "Announcements" and "Workforce & Education Partners". The "Announcements" section includes a link to "Watch the archived Illinois workNet Webinar Series!". The "Workforce & Education Partners" section provides information on accessing the Partner Pathway. On the right side, there is a "NEWS" sidebar with tabs for NEWS, JOB CLUB, FACEBOOK, and TWITTER, and a "View All News Items" link. The sidebar contains several news items with dates. At the bottom right, there is a "Share" button and a page number "9".

Where to Find User Guides

Click the tab on the right side of each page and it will show you guides related to the area of the site you're in. Click it again to close it.

The screenshot shows the Illinois WorkNet website interface. At the top, there is a search bar, a language selector set to 'Spanish', and navigation links for 'Log In' and 'Sign Up'. Below the header is a main navigation menu with categories: Explore Careers, Training & Credentials, Qualify for Jobs, Job Openings & Recruiting, Network & Connect, Layoff Assistance, and Updates & Help. The main content area is titled 'Careers, Wages & Trends' and features a sub-section 'Explore Careers to Find the Right Match for You'. This section includes a list of tips for using career and labor market information, a video player for 'Understand Labor Market Information October 15, 2...', and links to 'Look at Illinois Pathways' and 'Look at Demand Occupations'. Below this is another section 'Find Demand Occupations' with a search bar and a 'Search' button. A vertical blue tab labeled 'Click for User Guides' is positioned on the right edge of the page.

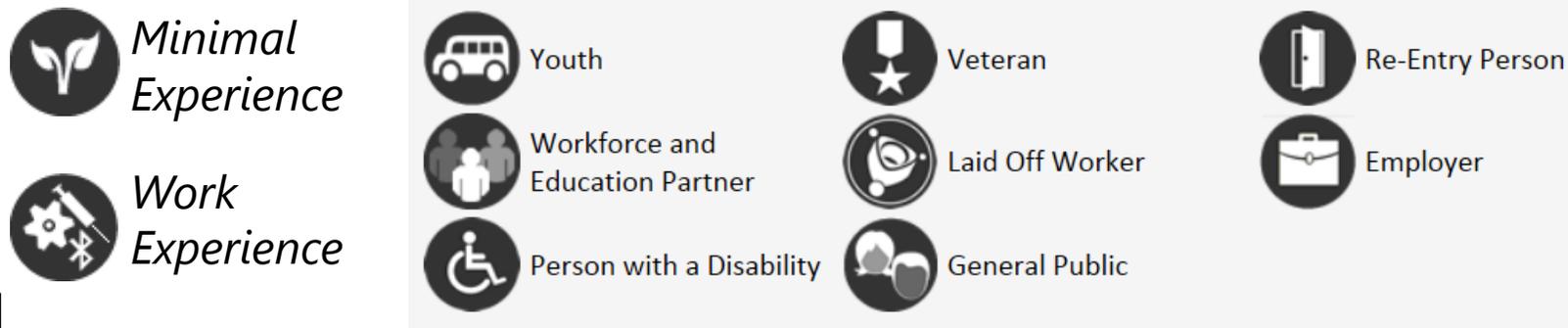
This screenshot shows the 'User Guides' section of the Illinois WorkNet website. The top navigation and header are identical to the previous screenshot. The main content area is titled 'User Guides' and features a search bar with the placeholder text 'Start typing here to search...'. Below the search bar are filter options, including 'Relevance' and 'Show 20 Items'. A vertical blue tab labeled 'Click for User Guides' is positioned on the left edge of the page. The main content area displays a grid of eight resource cards, each with a title, a thumbnail image, and a count of items. The cards are: 'Using Skills and Interest Surveys - Customers - Spanish' (19 items), 'Exploring Career Pathways - Work Experience - Spanish' (3 items), 'Exploring Career Pathways - Minimal Work Experience - Spanish' (4 items), 'Using Skills and Interest Surveys - Customers' (42 items), 'Guía de inicio rápido de Illinois work' (32 items), 'Illinois workNet® Quick Start Guide' (162 items), 'Start by Skill - Exploring Career' (35 items), and 'Start by Skill - Exploring Career' (36 items).

How to Use the Guides

1. Go to <https://www2.illinoisworknet.com/> and select User Guide Scenarios right from the home page.



2. Use the icons to determine the most helpful guides.



How to Use the Guides

1. Click on any guide.
2. Download and/or save and/or print PDFs.
3. Click the Icon Information to find out what the icons mean.
4. Optionally, use the filters and search to find guides.
5. Show between 20 or more guides at a time.
6. View the guides as shown to the right, or select the grid view, or text only view.

The screenshot displays the 'User Guides' interface. At the top, there is a search bar with the text 'Start typing here to search...'. Below the search bar, there are filters for 'Newest First', 'Search Tips', 'workNet Areas', 'Guidance Scenarios', 'Finding a Job Position', and 'End User Resources'. The search results show 'Found 42 Resources' and 'Page: 1 2 3'. The list of guides includes:

- Icon Information**: This user guide is for employers who would like more information about what resources and information is available on Illinois workNet for finding a job position. (PDF Employer, Created 5/7/2015)
- Training My Employees**: This user guide is for employers that would like more information about what resources and information is available on Illinois workNet about training employees. (Employer PDF, Created 5/6/2015)
- disabilityworks Employment Step Guide**: Use disabilityworks to connect to benefits and services, training, and employment information specific for individuals with disabilities. Whether you are a youth in transition or an adult job seeker the guides can help you reach your goals. (Person with a Disability Youth Webpage, Created 4/30/2015)
- Starting a Business**: Use this guide to help guide you through the process of making the decision to start your own business. If it is the right move for you, learn about resources to help you get up and running. (Professional PDF, Created 4/27/2015)
- Quick Start Guide**: Use the Quick Start Guide to learn how Illinois workNet can help you achieve your employment and training goals! Watch the video associated with each area for more information. If there is an area that you would like to start on access it using the menu at the top of the page. (General Public Webpage Career Information, Created 4/27/2015)

Example Scenarios

I want to explore career options.



Explore Career Options

I need to find training options near me.



Find Training

I am a young adult looking for a summer job.



<p>Present the Best You</p> <p>Here's How:</p> <ul style="list-style-type: none">• Start a resume,• Use social media as a marketing tool, and• Network with people you know.	<p>Apply for Jobs</p> <p>Here's How:</p> <ul style="list-style-type: none">• Beware of fraud and learn experiences from your first job, good and bad,• Fill out applications, and• Ace the interview.
<p>Work and Play</p> <p>Here's How:</p> <ul style="list-style-type: none">• Spend your earnings wisely,• Keep your job, and• Start planning ahead.	<p>Set Your Goals</p> <p>Here's How:</p> <ul style="list-style-type: none">• Explore career pathways,• Stay focused on your success, and• Go back to school.

3-Step Strategy Example:

I don't know what kind of careers are out there.

1. Select the guide that best fits your scenario.



Minimal Experience



Work Experience

2. Print the guide and use it as a checklist to keep track of what you've done along the way. Illinois workNet and the CIS tools identified in the guide will help you explore your skills and careers that may be a good match for you.

- Complete Skills & Interest Surveys
- Explore Careers, Wages, and Trends
- Search for Training Programs

3. If you don't have a home computer, you can [visit your local Illinois workNet Center](#) for access.



ILLINOIS workNet CENTER
TRAINING • COMMERCIAL • EDUCATIONAL SERVICES

Step-By-Step Guide for
Exploring Career Pathways

 Minimal Experience +  Adult OR  Youth

Purpose: Use the interactive tools, articles, videos, and related resources to:

1. Learn about career options that match your skills and interests.
2. Determine the training and credentials that are needed to get into those careers.

Steps:	Find It Here: www2.illinoisworknet.com
1. Use skill and interest surveys as a starting point to identify career pathways that may be good matches. Save your results. Then use your Dashboard to see them in the future.	 Explore Careers  My Dashboard
2. Use the Careers, Wages and Trends search tool to learn more about: <ol style="list-style-type: none"> 1. Careers. 2. Projected job openings. 3. Training that is required for each career. Bookmark your favorites. Your bookmarks are saved in your Dashboard.	 Explore Careers  My Dashboard
3. Once you have narrowed down your career options, use the resources, training programs, and/or Illinois workNet Job Finder tools (menu items within the Careers, Wages and Trends search results) to find a person in that field. Set up a phone or in-person interview to learn more about the career, as well as tips for getting into that career.	 Explore Careers
4. Use your career research information to prepare questions for your informational interview.	 Job Openings & Recruiting (See Employment & Hiring Planning for interview tips.)
5. Be professional, friendly, and confident during the interview.	 Job Openings & Recruiting (See Employment & Hiring Planning for interview tips.)
6. Send a thank-you card.	 Job Openings & Recruiting (See Employment & Hiring Planning for interview tips.)
7. If you are interested in that career or career area, send a request to connect with the employer via social media. Make sure to thank them for taking the time to help you learn more about the career and industry. You have just made a new networking contact! Learn more about Networking For Success .	 Network & Connect

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Skills & Interests Survey

1. Explore survey options and why you should use them.
2. From your My Dashboard, select CIS. 
3. Complete any/all the surveys you would like to take.
4. Use your results to learn about jobs you may be interested in, a new career field, and more.

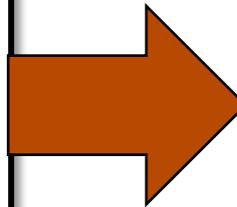
Career Interest Surveys



Find careers that match your skills and interests. Take surveys and save the results.

- Interest Profiler
- SKILLS Profiler
- Work Importance Locator
- Career Cluster Inventory

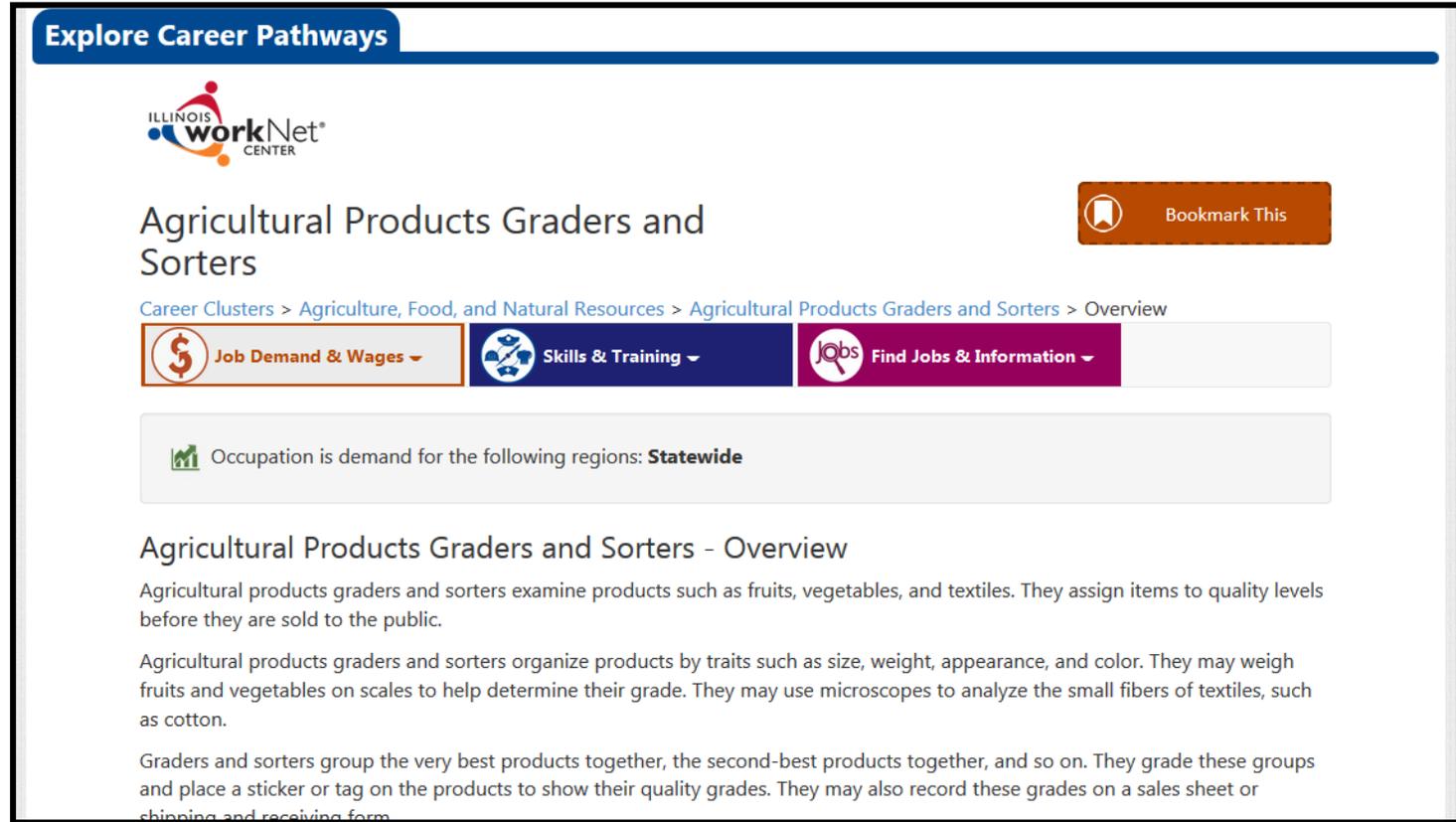
Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.



<h3>Career Cluster Inventory</h3>  <p>Rate 80 activities as like very much, like, dislike, or not sure. Results: Provides a graph indicating how your interests match up to each career cluster area.</p> <p>Duration:  5-25 minutes</p>	<h3>Interest Profiler</h3>  <p>There are 180 activities. Choose if you like, dislike, or are unsure for each activity. Results: Organizes interests into 6 categories of work.</p> <p>Duration:  10-20 minutes</p>
<h3>SKILLS Profiler</h3> 	<h3>Work Importance Locator</h3> 

Careers, Wages, & Trends

1. Select a Career Pathway
 - Icons indicate Illinois Pathways
2. Select a Career Cluster
 - Icons indicate Demand Occupations
3. Review:
 - Overview
 - Employment & Outlook
 - Wages & Trends
 - Resources
 - Interests, Knowledge, Licensing/Certification, Skills & Abilities
 - Training Programs
 - Advancement Opportunities
 - Hiring Practices
 - Search for Jobs
 - Physical Demands
 - Similar Jobs
 - Working Conditions



Explore Career Pathways

ILLINOIS workNet[®] CENTER

Agricultural Products Graders and Sorters [Bookmark This](#)

[Career Clusters](#) > [Agriculture, Food, and Natural Resources](#) > [Agricultural Products Graders and Sorters](#) > Overview

[Job Demand & Wages](#) [Skills & Training](#) [Find Jobs & Information](#)

 Occupation is demand for the following regions: **Statewide**

Agricultural Products Graders and Sorters - Overview

Agricultural products graders and sorters examine products such as fruits, vegetables, and textiles. They assign items to quality levels before they are sold to the public.

Agricultural products graders and sorters organize products by traits such as size, weight, appearance, and color. They may weigh fruits and vegetables on scales to help determine their grade. They may use microscopes to analyze the small fibers of textiles, such as cotton.

Graders and sorters group the very best products together, the second-best products together, and so on. They grade these groups and place a sticker or tag on the products to show their quality grades. They may also record these grades on a sales sheet or shipping and receiving form.

Training Program Search

1. Search by Program Keyword, School/Provider and/or City/ZIP. OR
2. Blind search to pull all programs.
3. Select a Program to review:
 - Contact Information
 - General Program Information
 - Student Body
 - Costs
 - Financial Aid
 - Admissions
 - Academics
 - Sports
 - Student Life
 - Student Services
 - Career Services

The screenshot displays the 'Search for Programs Below' interface. At the top, there are radio buttons for 'WIOA Only/All Providers', with 'Non-WIOA Providers Only' selected. Below this are input fields for 'Program Keyword' and 'School/Provider Keyword'. There are also fields for 'City/ZIP' and a 'Radius' dropdown set to '10 Miles', along with a 'Look-Up a ZIP Code' button. Search and Clear buttons are present. A 'Next' and 'Last' button are at the bottom of the search area. Below the search area, a map shows the location of the College of Lake County. A large orange arrow points from the search area towards the program details.

Search for Programs Below

WIOA Only/All Providers
 Show All WIOA Providers Only Non-WIOA Providers Only

Program Keyword:

School/Provider Keyword:

City/ZIP:

Radius: 10 Miles

Look-Up a ZIP Code

Search Clear

Next Last

College of Lake County

19351 West Washington Street
Room B101
Grayslake, IL 60030

View map for College of Lake County
<http://www.clcillinois.edu>

- Contact Information
- General Information
- Student Body
- Costs
- Financial Aid
- Admissions
- Academics
- Sports
- Student Life
- Student Services
- Career Services

Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

Illinois Pathways

- Select one of the 9 Illinois STEM Career Clusters.
 - Agriculture, Food, & Natural Resources
 - Architecture & Construction
 - Energy
 - Finance
 - Health Science
 - Information Technology
 - Manufacturing
 - Research & Development
 - Transportation and Logistics
- Select a Pathway.
- Select "View Careers" for LMI Data and Career Information.

Standard Occupational Classification (SOC) Code	Title	Employment (2012)	Employment Change (2012-2022)			Average Annual Job Openings		2013 Median Annual Wage	Training/Education Level
			Number	Percent	Growth	Due to Replacements	Total		
Totals (All Occupations, All Clusters)		6,166,236	512,336	8.31%	55,296	143,981	199,277	\$35,721	
Information and Support Services									
11-3021	Computer & Information Systems Managers	13,725	2,080	15.15%	208	191	399	\$111,942	Bach degree plus work exp.
15-1152	Computer Network Support Specialists	166	15	9.04%	2	3	5	\$57,679	Bachelor's degree
43-901	Computer Operators	3,660	-527	-14.40%	0	36	36	\$38,911	Moderate-term OJT
						20	\$47,061	Associate degree	



Questions?



Thank You - Contact Us

Illinois workNet

Visit: www.illinoisworknet.com

Email: info@illinoisworknet.com

Monday – Fridays

8:00 am – 4:30 PM

Emails are checked and responded to each business day.

Illinois Career Information System

Visit: <http://ilcis.intocareers.org>

Email: des.cis@illinois.gov

Call: 877-566-6230

Monday – Fridays

8:00 am – 5:30 PM

Emails are checked and responded to each business day, calls are returned within 24 hours.