



Chicago Public Library
Adult Literacy Meeting

May 20, 2015

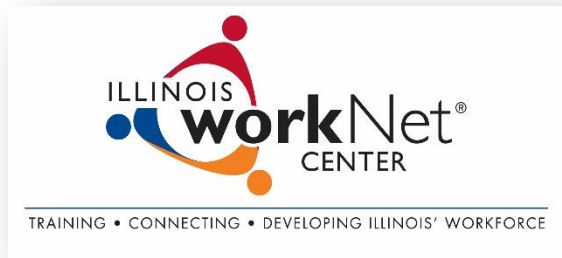
www.illinoisworknet.com

Tools for Helping Patrons
Reach Their Career, Training & Employment Goals

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



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.

- **Librarians Guide Page** – <http://www.illinoisworknet.com/librarians>
- **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>

Illinois workNet® Portal System



- “No wrong door” to access state programs.
- Provides 24-7 no-cost access to career and workforce development resources.
- Services and tools to all citizens of our state.

- Create resumes
- Complete Employment 101
- Take and save Career Interest Surveys

- Prepare your resume
- Market your skills and credentials

- Find and apply for jobs
- Prepare for interviews

- Attend events
- Connect to service locations and referrals
- Network with social media

Dashboard

Qualify for Jobs



Network & Connect

Explore Careers

- Career Pathways, wages and trends



Training & Credentials








- Explore, plan for, and select a training program

Job Openings & Recruiting

Achieve Goals

- Get the job, keep it, and grow in a career



Area	Icon	Resource and tools ...
Explore Careers		To explore careers, their skills and interests, and to plan for their future or job/career transition.
Training & Credentials		Plan and participate in training opportunities and connect to financial support to become qualified in your career field.
Job Openings & Recruiting		Help job seekers get a job and to help employers recruit and hire.
Qualify for Jobs		Get real life experiences and understand employer expectations to become prepared to demonstrate how your experience, skills, and credentials qualify you for a job.
Network & Connect		Reinforce connections to help you get into, and stay, in your chosen career field.
Layoff Assistance		Help individuals impacted by a layoff through job or career transition, as well as provide employers the legal requirements for reporting layoffs and resources to voluntarily help employees impacted.
Updates & Help		Additional guides and work support resources to help people meet their employment and training goals.

Explore Careers**	Training & Credentials**	Qualify for Jobs**	Job Openings & Recruitment**	Network & Connect**	Layoff Assistance**	Updates & Help**
Skill & Interest Surveys	Training Programs	Job Skills Guides	Illinois workNet JobFinder	Event Calendar	Company Layoff Search	News & Updates Quick Start Guide
Careers, Wages & Trends	Apprenticeship Opportunities	Digital Literacy Guides	Illinois JobLink	Illinois workNet Service Finder	Recovery Step Guide	Download & Print Materials
Employment 101	Adult Education Opportunities	Prepare Your Resume	Featured Employers	Student & Trade Connections	Rapid Response Layoff Reporting & Services	disabilityworks
Planning Your Career	Employer-Based Training Programs	Marketing Your Skills	Start a Business	Social Media Guide	WARN Reporting & Services	Veteran's Guide
Career Exploration Videos	Credentials	Job Qualifications Videos	Recruiting & Hiring	Networking for Success	Trade Layoff Reporting & Services	jobPrep Mobile App
Career Exploration Resources	Planning & Financing Training	Job Qualifications Resources	Employer Hiring Credits	Networking Videos	Layoff Assistance Videos	Success Stories
	Training & Financial Aid Videos		Employment & Hiring Planning	Networking Resources	Layoff Assistance Resources	FAQ
	Training & Financial Aid Resources		Job Searching & Hiring Videos			Glossary
**User Guide are available from the home page and all main navigation pages. Additional topics will be added as content is developed.			Employment & Hiring Planning Resources			Managing Your Work Success Work Success Support Videos Work Success Support Resources

My Dashboard

Global tools available to everyone:

- Employment 101 – Career, Training, and Job Search Plan, Assessment, and Certificate of Completion
- Resume Builder
- Career Interest Surveys
- My Bookmarks
- My Notes
- Messages

The screenshot shows the 'My Dashboard' interface for a user named Jeanne. At the top, the WorkNet Center logo is on the left, and the navigation bar includes 'Training • Connecting • Developing Illinois' Workforce' and a 'My Dashboard' link. Below the navigation bar, there are several menu items: 'Explore Careers', 'Training & Credentials', 'Qualify for Jobs', 'Job Openings & Recruiting', 'Network & Connect', 'Layoff Assistance', and 'Updates & Help'. The main content area is titled 'Welcome, Jeanne' and features a 'Jeanne's Dashboard' section with a home icon and a list of settings: 'Update My Profile', 'Change Password', 'Update - News', and 'Subscription Settings'. Below settings are 'Tools' sections for 'Your Tools' and 'Partner Tools'. The dashboard is divided into four main panels: 1. 'My Bookmarks' containing a list of bookmarked items like 'Illinois Migrant Council', 'Survey Anchor Coupling...', 'Industrial Mechanic', 'Packaging Mechanic', 'Industrial Machinery Me...', and 'Air Traffic Controllers', with a pagination of 1-5 and '6 of 26 See All'. 2. 'Employment 101 Guide' with a key icon and a list of resources including 'Pre-assessment', 'Guided approach and complete planning tools' (with sub-items 'Career and Training Research', 'Job Search Organizer', 'Achieve Your Goals Notes', 'S.M.A.R.T. Plan'), 'Post-assessment', and 'Certificate of Completion'. 3. 'Resume Builder' with a person icon and a list of tools: 'Resume Templates', 'Cover Letter Templates', 'Portfolio Builder', and 'Interview Tools'. 4. 'Career Interest Surveys' with the CIS logo and a list of surveys: 'Interest Profiler', 'SKILLS Profiler', 'Work Importance Locator', and 'Career Cluster Inventory'. A source note at the bottom of this panel reads: 'Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.'

Patrons Account Benefits

Patrons can setup a free account, access helpful career and job planning tools, apply for and participate with programs, and access tools and resources that are open access without an account:

- My Dashboard
 - Employment 101 Guide and Certificate of Completion
 - Resume Builder
 - Career Interest Assessments
 - Bookmarks
 - Notes



Illinois workNet for Partners

Be part of a network of workforce and education professionals. Library staff and volunteers can setup a partner account and access guides and tools for free.

Access and contribute to information that is beneficial to your community:

- Company-Specific Layoff Assistance Pages
- Events
- Featured Employers
- News and Updates
- Partner Page
- Resources
- Service Locations
- Special Programs
- Success Stories



Guide for Partners/Librarians

Guide for Librarians - to help you with assisting patrons <http://www.illinoisworknet.com/librarians>.

1. Go directly to the above URL or from www.illinoisworknet.com go all the way down to the bottom of the site and click Partner Resources.

The screenshot shows the footer of the Illinois workNet website. It features a dark grey background with white text. At the top of the footer area, there is a light brown banner with the text "Sign up to receive updates!" and a "Submit" button. To the right of this banner is a "Stay Connected!" section with icons for Facebook, Twitter, LinkedIn, YouTube, RSS, Pinterest, Google+, and a chat icon. Below the banner, the footer is organized into five columns of links:

- About This Site**: About Us, Illinois workNet Beta, Accessibility, BrowseAloud, Development, Documentation, Site Map, Embeddable Widgets
- Communication**: Contact Us, Facebook, Google+, LinkedIn Company, Pinterest, SlideShare, Twitter, YouTube, Virtual Job Club
- Workforce & Education Partner Pathway**: Partner Resources (with a circular icon of three people)
- Website Policies**: Content Policy, Moderation Policy, Privacy Policy, Terms and Conditions
- Websites**: Central Illinois Manufacturing disabilityworks, Discover Manufacturing, Illinois Pathways, WIOA Works, Youth Employment Program

At the bottom of the footer, there is a line of text: "workNet Centers are an equal opportunity employer/program. At Illinois workNet Centers, auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers can be reached by persons using TTY/TDD equipment by calling TTY (800) 785-6055 or 711." Below this is the copyright notice: "©Copyright 2013 Illinois Department of Commerce and Economic Opportunity".

Guide for Librarians

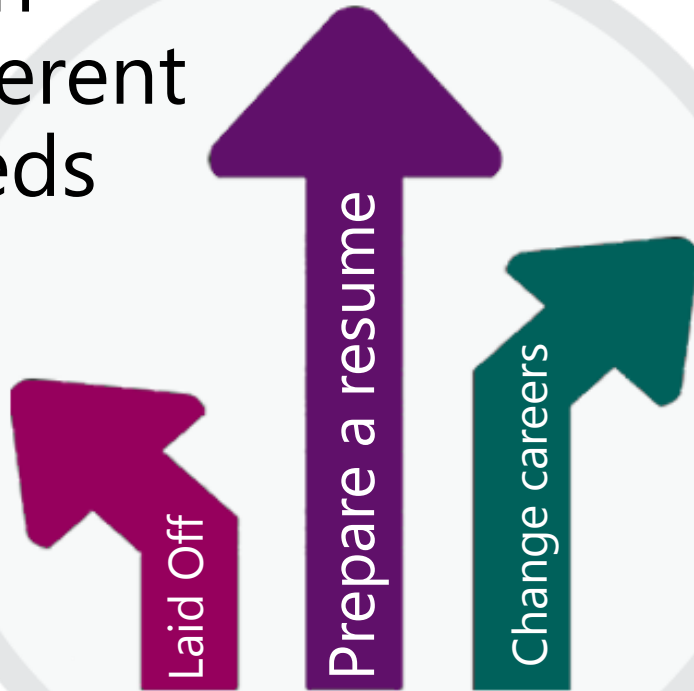
2. Click on Guide for Helping Individuals.

- Printable Guides
- Information to help partners (i.e. librarians and volunteers) help patrons
 - Explore Career Pathways
 - Prepare & Find Job Openings
 - Find Support Services
 - Find Layoff Assistance
 - Find & Get Training

The screenshot displays the Illinois workNet website interface. At the top, there is a search bar, a language dropdown set to 'Spanish', and a 'Log In | Sign Up' link. The main navigation bar includes categories like 'Partner Programs', 'Partner Tools', 'Setup & Training', 'Helping Individuals', 'Helping Employers', 'Partner News & Events', 'Resource Searches', and 'Partner FAQ'. The current page is titled 'Guide for Helping Individuals' and features a 'Reach Career & Training Goals' section. This section contains text about helping customers develop and work toward their training and employment goals, a list of career-building topics, and a list of partner handouts/flyers. Below this, there is a 'Help Customers...' section with five interactive tiles: 'Explore Career Pathways', 'Prepare & Find Job Openings', 'Find Support Services', 'Find Layoff Assistance', and 'Find & Get Training'. A vertical sidebar on the right side of the page contains a 'Click for User Guides' button.

Quick Start User Guides for Patrons

With
Different
Needs



and many more.

With different
experiences



Minimal



Work Experience

In a specific
target audience



Anyone/Adult

*This is just a sample.
There are more.*



Youth



Veterans

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
TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

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:

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

Steps:	Find It Here: www2.illinoisworknet.com
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.	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"> a. You may need to update your basic skills. If so, use the Adult Education Search to find a program. b. 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.	My Dashboard
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"> a. Short and long term goals. b. 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). c. 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 CENTER

Illinois workNet Resume Builder Quick Start Guide
<http://www.illinoisworknet.com/Resume>

1. Go to the Qualify for Jobs menu and select the Prepare your Resume page. Select "Log in with your Illinois workNet account."
2. Log in with your username and password.
3. The first time you use it, complete your profile, accept the terms, save and continue. Make sure your full name and complete contact information is correct so employers may email or call you.

Many employers use email now, so be sure to actively check your email account.

4. Identify your career preferences, save and continue.

This information will help you fill in the rest of your resume, so take your time and select your best choices.

5. Now you can select to:
 - a. Create or Manage Your Resumes.
 - b. Create or Manage Your Cover Letters.
 - c. Create or Manage Your Portfolios.
 - d. Create or Manage Your Assessments.
 - e. Create or Manage Your Interviews.
 - f. Create or Manage Your Video Resumes.
 - g. Create or Manage Your Resume Websites.

Click the Need Help link at the top of the page where you can download PDF guides to help you create and manage all of your resume tools.

Beta ILLINOIS workNet CENTER
Training • Connecting • Developing Illinois' Workforce
Log In | Sign Up

Search...

Layoff Recovery Step Guide
Reach Your Employment & Training Goals

When we go through a layoff, it can be a huge blow to our egos and our lives. Our first thoughts might be - "How will I pay the bills?" "Will I get another job?" "What do I do about..." - and the list goes on. Illinois workNet has channeled a listing of resources and articles to help you through each of the steps.

The first thing you need to do is figure out whether you want to look for a job similar to what you had or look into a new career field. Once you've decided what you want to do, select one of the options listed below.

New Career Field

If you've been laid off and you are not sure if you want to stay in the same career field, select this option. The steps here will provide you with resources and information to explore your skills and new career paths to see

Current Career Field

If you've been laid off and you know for sure you want to stay in the same career field, select this option. The steps here will provide you with resources and information to update your skills and then re-apply and start

Materials

- Department of Insurance Brochure (PDF)
- ICHIP and HIPAA-CHIP Brochure (PDF)
- Illinois Healthcare Assistance Programs (PDF)

Click for User Guides

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 patrons.

The screenshot shows the Illinois workNet Beta website. At the top left is the logo for the Illinois workNet Center, with 'Beta' in a red circle above it. To the right of the logo is a search bar with a magnifying glass icon. Further right is a language dropdown menu set to 'Spanish' and a play button icon. Below the logo and search bar is the tagline 'Training • Connecting • Developing Illinois' Workforce' and links for 'Log In | Sign Up'. A navigation bar contains several menu items: 'Explore Careers', 'Training & Credentials', 'Qualify for Jobs', 'Job Openings & Recruiting', 'Network & Connect', 'Layoff Assistance', and 'Updates & Help'. The main content area features a large heading 'Reach Your Career, Training & Employment Goals' and a sub-heading 'Get started with user guides:'. Below this is a carousel of five user guide thumbnails, each with a photo of a person and a title: 'Get Started In This Site', 'Find the Right Job', 'Find Training', 'Find Laid Off Worker Resources', and 'Fill Job Openings'. Navigation arrows are on the left and right sides of the carousel, and a series of dots at the bottom indicates the current slide. Below the carousel is an 'Announcements' section with a red header. The first announcement is titled 'Workforce & Education Partners' and describes a pathway for partners. The second is titled 'Watch the archived Illinois workNet Webinar Series!' and mentions a series of webinars. To the right of the announcements is a 'NEWS' section with buttons for 'JOB CLUB', 'FACEBOOK', and 'TWITTER'. It includes a link to 'View All News Items' and a list of recent news items with dates, such as 'Watch our archived webinar to get up-to-date on LinkedIn! on 5/8/2015'. At the bottom of the page is a 'Share' button with a right-pointing arrow.

Beta
ILLINOIS workNet CENTER

Search...

Spanish

Training • Connecting • Developing Illinois' Workforce

Log In | Sign Up

Explore Careers | Training & Credentials | Qualify for Jobs | Job Openings & Recruiting | Network & Connect | Layoff Assistance | Updates & Help

Reach Your Career, Training & Employment Goals

Get started with user guides:

- Get Started In This Site
- Find the Right Job
- Find Training
- Find Laid Off Worker Resources
- Fill Job Openings

Announcements

Workforce & Education Partners

Accessing the Workforce & Education Partner Pathway is as easy as ever! Scroll all the way to the bottom of any page on Illinois workNet and click the link for Partner Resources under the Workforce & Education Partner Pathway column. *Get started now...*

Watch the archived Illinois workNet Webinar Series!

Illinois workNet has wrapped up the webinar series that took users through an in-depth look at the tools and resources available through each menu of our website. Catch up on all archived recordings

NEWS | JOB CLUB | FACEBOOK | TWITTER

View All News Items

- Watch our archived webinar to get up-to-date on LinkedIn! on 5/8/2015
- Small Business Series - Licensing and Registration Recording on 5/8/2015
- The Start a Business Webinar Series Continues on 5/7/2015
- Are you ready to market your organization or company with Illinois workNet? on 5/6/2015

Share

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.

Beta workNet CENTER
Training • Connecting • Developing Illinois' Workforce
Log In | Sign Up

Explore Careers | Training & Credentials | **Qualify for Jobs** | Job Openings & Recruiting | Network & Connect | Layoff Assistance | Updates & Help

Prepare Your Resume

Why Resumes Are Important

A **resume** is required for most jobs. Employers will review your resume to get a summary of your education and work experience. It is a critical document, because it is used to determine if you will get an interview. It provides a first impression of your skills and abilities. That means it needs to be as perfect as possible.

Resumes that make a great first impression...

- Use a format that best highlights your education and work experience.
- Are customized for each job using keywords from job description.
- Highlight technical and soft skills using action words and a positive tone.
- Include credentials and certifications.
- Use information that is accurate and up-to-date.
- Are free from errors.

Select A Format | **Add Skills and Experience** | **Tools and Materials**

Types
• *Functional* - Highlights skills and

When you list your experience, highlight your skills using:

Tools

Click for User Guides

Beta workNet CENTER
Training • Connecting • Developing Illinois' Workforce
Log In | Sign Up

Explore Careers | Training & Credentials | **Qualify for Jobs** | Job Openings & Recruiting | Network & Connect | Layoff Assistance | Updates & Help

Prepare Your Resume

User Guides

Icon Information

Filters Start typing here to search...

Newest First | Show 20 Items | Grid View

Resume Qualify for Jobs

Found 8 Resources
Page: 1

- Illinois workNet Resume Builder Quick Start Guide
- Illinois workNet Quick Start Guide - Spanish
- Illinois workNet Quick Start Guide

Types
• *Functional* - Highlights skills and

When you list your experience, highlight your skills using:

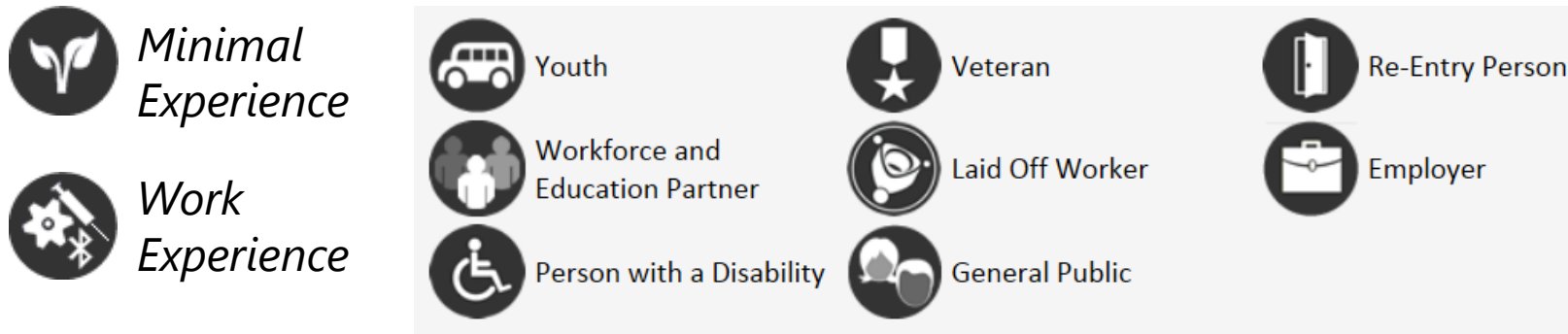
Tools

How to Use the Guides

1. Learn enough about the patron to select the best scenario from the home page. Use the arrows to see all of them and click on the one that is the best fit.



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.

User Guides

+ Icon Information

Filters Start typing here to search...

Nearest First Search Tips Show 20 Items List View

workNet Areas Found 42 Resources

Guidance Scenarios Page: 1 2 3

Filling a Job Position End User

This user guide is for employers that would like more information about what resources and information is available on Illinois workNet for filling 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

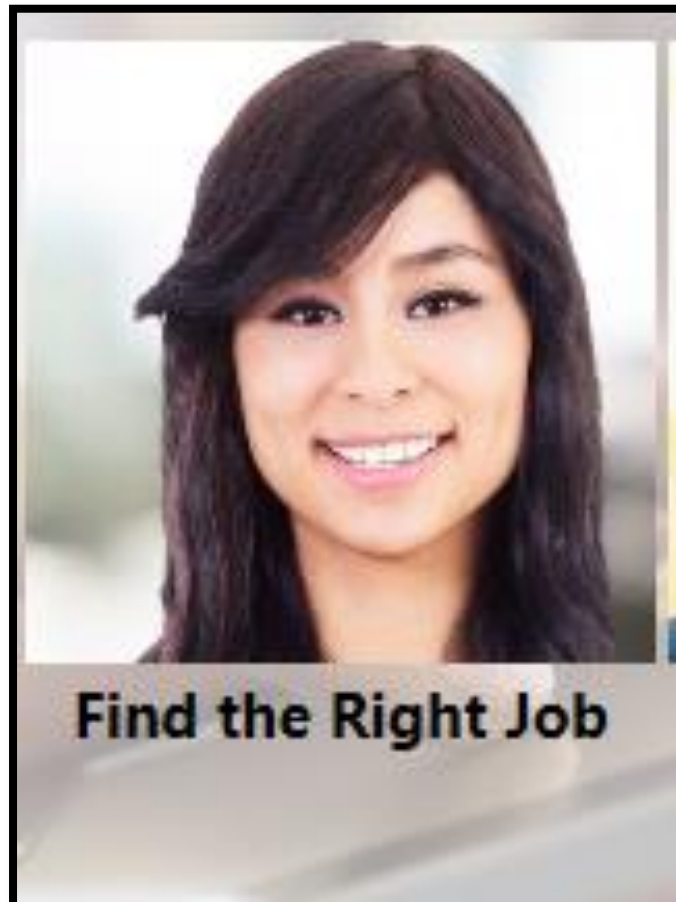
Use the Quick Start Guide to learn how Illinois workNet can help you achieve your employment and training goals! Watch the video associated with each area for more information. If there is an area that you would like to start on access it using the menu at the top of the page. General Public Webpage Career Information

Scenarios to Get Started

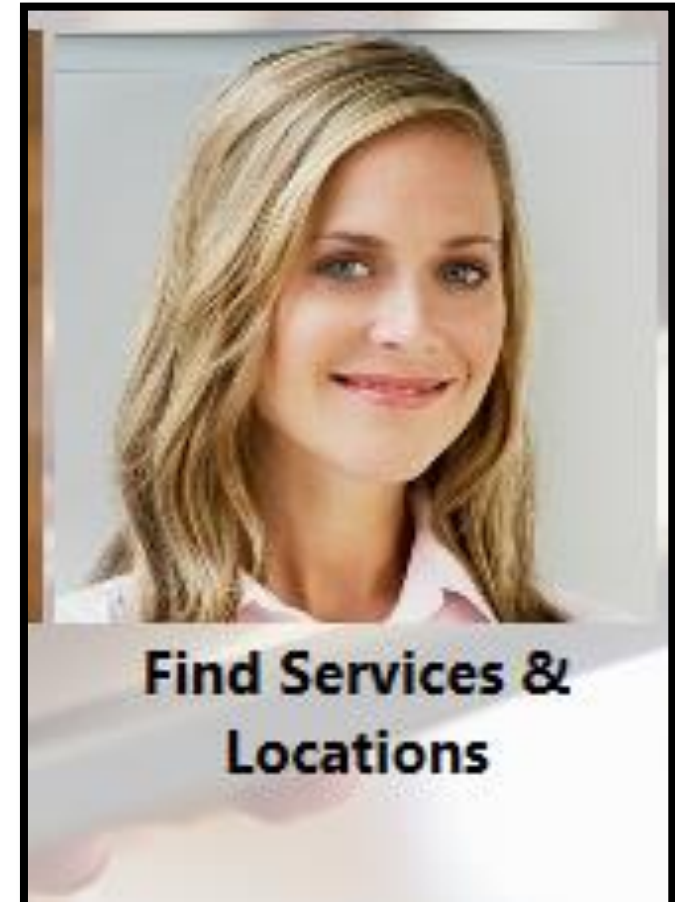
I haven't updated my resume in years.



I need a job.



I need specialized help.



3-Step Strategy:

I haven't updated my resume in years.

1. Ask the individual how long they've been or had been working. Select the best guide based on their experience.



*Minimal
Experience*



*Work
Experience*

2. Print the guide and let them know they can keep it and use it as a checklist. Let them know that creating resumes takes time so they should plan more than one session and have them follow the guide. If time is limited, they can identify other locations that offer computer access with the Illinois workNet Service Finder.

3. From the Prepare Your Resume page, guides and instructions are available. Suggest they use them, create an account and start a practice resume. They can create as many resumes as they need and return to their My Dashboard any time to work on them, download, and print them so they can be reviewed.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Step-By-Step Guide for Preparing to Find a Job



Minimal Experience +



Adult OR Youth

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

1. Be able to communicate (written and verbal) your technical, transferable, and workplace skills through your experiences.
2. Customize the way you communicate your skills based on the job requirements.

Steps:	Find It Here: www2.illinoisworknet.com
1. Organize your information. This information can be entered into the Resume Builder Tool (requires log-in) for easy access when developing your resume. The personal information worksheet is another option that is available	Qualify for Jobs (See Prepare Your Resume) My Dashboard (Resume Builder)
2. Take a look at the Job Skill Guide and Digital Literacy Guide . As you go through the guides, determine if you have those skills or if you need to work on those skills. Use your volunteer experiences, hobbies, extracurricular activities, training, or earned credentials as evidence that you have those skills.	Qualify for Jobs
3. You can use the Skills Assessment that is available in the Resume Builder Tool (requires log-in) to document your skills. Using this tool can help you store the information in one place. Then it is easy to access when you are ready to create or update your resume that is customized for a specific job opening.	My Dashboard (Resume Builder)
4. If you would like to get more experience to build your resume and portfolio, try volunteering. You can gain skills, learn about careers, and network with others.	Qualify for Jobs (See Marketing Your Skills for volunteer tips.) Network & Connect
5. Learn about the different types of resumes using the Prepare a Resume page and Marketing Your Skills articles. Determine if the functional or combination resume is the best style of resume for your situation.	Qualify for Jobs
6. Customize your resume and portfolio for each job using the Resume Builder Tool .	My Dashboard (Resume Builder)
7. Be able to communicate your technical, transferable, and workplace skills through your experiences. You will need to be able to do this through your resume, when networking with others , and in your interview(s).	Qualify for Jobs Network & Connect

3-Step Strategy:

I need a job.

1. Ask the individual how long they've been or had been working. Select the best guide based on their experience.



*Minimal
Experience*



*Work
Experience*

2. Print the guide and let them know they can keep it and use it as a checklist. Let them know that finding a job takes time so they should plan more than one session and have them follow the guide. If time is limited, they can identify other locations that offer computer access with the Illinois workNet Service Finder.

3. If they need more assistance, use the Service Finder and Events Calendar to connect them to locations offering job search help and workshops. They can also join the Virtual Job Club and download the jobPrep mobile app.



Step-By-Step Guide for Applying for Jobs

Minimal Experience + Adult **OR** Youth

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

1. Be able to communicate (written and verbal) your technical, transferable, and workplace skills through your experiences.
2. Locate job openings and research the positions.
3. Customize the way you communicate your skills based on job requirements.
4. Organize your job search by tracking your applications, follow-up activities, and interviews.
5. Evaluate your progress and modify your approach as needed.

Steps:	Find It Here: www2.illinoisworknet.com
1. Locate job openings using the Illinois workNet JobFinder , Illinois JobLink , and Featured Employer tools. Bookmark job openings. Bookmarks are saved in your Dashboard.	Job Openings & Recruiting My Dashboard
2. Research the positions and the companies. Learn about the qualifications for the job, the products or services offered by the company, and their competitors. Even if you are applying for an entry level position, it is important to understand the big picture. This will help you understand how you can contribute to the success of the company.	Job Openings & Recruiting
3. Think about the skills and experience you have that can benefit the company. Look at the Job Skill Guide and Digital Literacy Guides to see what is important to employers.	Qualify for Jobs
4. Customize your resume and cover letter based on the job requirements and your research. Use the resume builder to create and store your customized resumes.	My Dashboard (Resume Builder)
5. Apply for the position. Use the Employment & Hiring Planning for tips on how to apply for jobs.	Job Openings & Recruiting
6. Organize your job search by tracking your applications, follow-up activities, and interviews. You can use the Employment 101 Guide Job Search Plan or Job Search Record Worksheet.	My Dashboard (Resume Builder)
7. Evaluate your progress and modify your approach as needed. Learn more by reading the Employment and Hiring Planning articles. <ol style="list-style-type: none"> a. If you are not getting interviews, there may be a problem with your resume or you may be applying for jobs for which you are not qualified. b. If you are getting interviews but you are not getting offers, you may need to get some feedback from your interviewer(s) and make an adjustment. 	Job Openings & Recruiting

3-Step Strategy:

I need specialized help.

1. Find out what kind of help is needed and select the best guide.

2. Print the guide and let them know they can keep it.

3. Use the Illinois workNet Service Finder to find locations offering in-person assistance and referrals. If they have a smart phone, they can also download the jobPrep app which includes the Service Finder.



Step-By-Step Guide for Finding Services



Purpose: There are many great service providers and programs that are available throughout Illinois to help you get through tough times. These services and programs provide support to help you reach your training and employment goals.

Steps:	Find It Here:
<p>1. Use the Illinois workNet Service Finder to search for locations across the state that provide referrals and in-person assistance.</p> <p>Referrals are community or statewide providers that help people in need of specialized assistance and support. This assistance includes:</p> <ul style="list-style-type: none"> <li style="width: 50%;"> Assistance for Persons with Disabilities <li style="width: 50%;"> Housing/Shelter <li style="width: 50%;"> Childcare <li style="width: 50%;"> Immigrant Assistance <li style="width: 50%;"> Financial Assistance <li style="width: 50%;"> Re-Entry (Formerly Incarcerated) Services <li style="width: 50%;"> Food and Nutrition <li style="width: 50%;"> Transportation <li style="width: 50%;"> Healthcare <li style="width: 50%;"> Veterans <p>In-person Locations - The in-person services include locations that offer:</p> <ul style="list-style-type: none"> • Workforce Innovation Opportunity Act (WIOA) services • Services (as part of what they do) to help individuals and employers achieve their career, training, and employment goals. <p>Some in-person locations require enrollment in their program before they can offer assistance. Take a look at the services they offer and see if enrollment is required before you go to their location.</p>	<p>www2.illinoisworknet.com</p> <p> Network & Connect</p>
<p>2. Use the guides and resources that are available for specific individuals such as disabilityworks and the Veterans Guide.</p>	<p> Updates & Help</p>
<p>3. Learn more about financial management, violence prevention, and more by reading articles for Managing Your Work Success.</p>	<p> Updates & Help</p>
<p>4. Subscribe to news and updates and follow Illinois workNet social media to receive updates on new programs, announcements, training opportunities, and more.</p>	<p> Updates & Help</p>
<p>5. Use the event calendar to find local information sessions and training events to help you be a competitive job candidate and successful employee.</p>	<p> Network & Connect</p> <p> Network & Connect</p>

1. Identify challenges with providing patrons career, training and employment resources.

Top 3 Challenges

2. Become familiar with the tools and resources that can help you when challenges occur.

Hints:

- a. Look at the wheel on the back of this page.
- b. Review the user guides.
- c. Review the Librarian's Guide.

3. Develop your 3-step strategy for helping your patrons to self-help.

3-Step Strategy

Use the wheel to identify areas where you can develop strategies to guide patrons to the resources and tools they need to self-help.



Group Activity

As a group:

1. Identify the top three challenges with guiding patrons to career, training and employment resources and tools.
2. Develop a 3-step strategy for each of the challenges.
 - Use the guides in your folder and the website to develop your strategies.
3. Use the wheel as inspiration or to fill in with ideas and notes.
4. Share your top-three challenges and a 3-step strategy.



Contact Us

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Monday – Fridays

8:00 am – 4:30 PM

Emails are checked and responded to each business day.