

## Purpose:

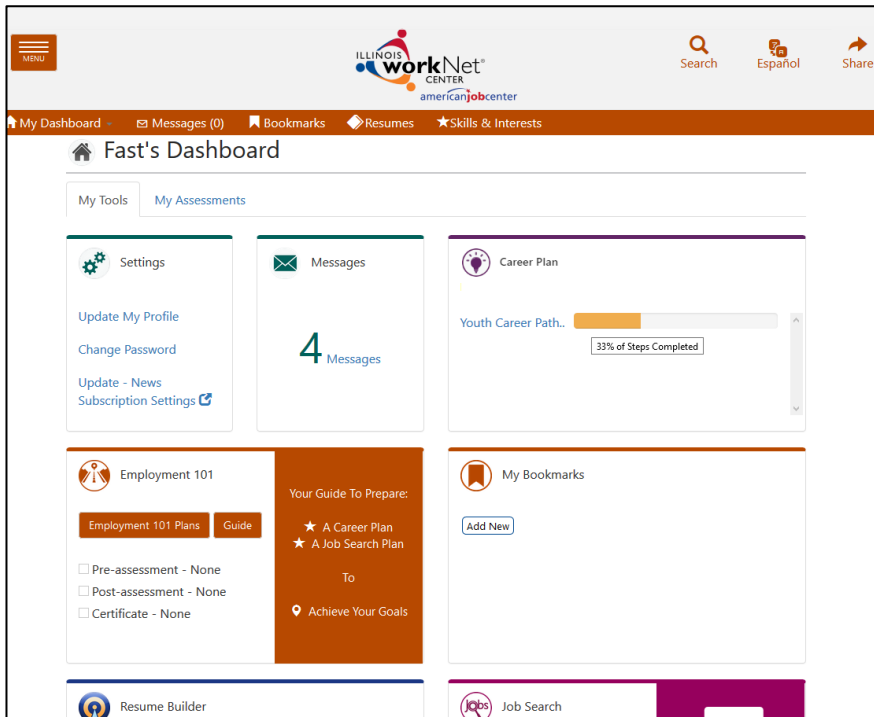
The Career Plan is a tool that you and career planners use together to:

- Review your skills, interests, work history, and support needs;
- Create goals based on your interests and support needs;
- Identify steps/services needed to achieve those goals; and
- Show your progress along the way.

## How To Get To Your Career Plan

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com) select **My Dashboard**.
2. Select **Dashboard**.
3. Select **Youth Career Pathways** in the **Career Plan Section**.

The bar next to your career plan will show your progress.



## Getting Started

1. As you work with your career planner, your career plan will be created and available in your Illinois workNet account.
2. Once your first draft is complete, your career planner will ask you to agree to the plan.
  - a. They may print a copy and have you sign it, or
  - b. They may ask you to sign it electronically. That means that you must:
    - i. Go to your **Career Plan** and
    - ii. Select the **respond** link. Then agree or disagree with the plan.

**UPDATE AGREEMENT STATUS** ✕

Status: I agree to the current goals/plans

I have reviewed the goals, steps, start/end dates, and status.

I agree that I have participated in the development of my Individualized Services, Training, and Employment Plan (ISTEP). I am committed to following this plan and completing all of the steps listed in the plan.

Cancel
Save

## Features Overview

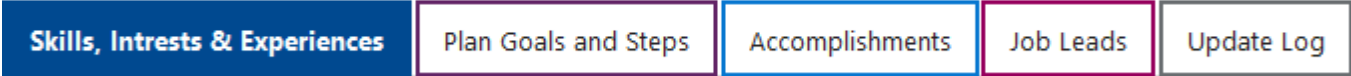
All Career Plan menu tabs include the **Customer Goals/Plan Agreement** section. This is where you can:

- Agree or disagree to the plan.
- View the agreement status.
- Print a copy of your plan.

### CUSTOMER GOALS/PLAN AGREEMENT

Latest Status: Your career planner has sent an electronic request to agree to your updated ISTEP. [Respond](#)

Download ISTEP



The **Skills, Interests & Experience** tab is where you can:

- View assessment results that were used to identify your goals and steps.
- View assessment results to show your progress when you are in the program.

✓ Select a topic to see saved information about your skills, intrests and experiences.

- SKILLS AND INTERESTS
- EMPLOYMENT GOALS
- EDUCATION LEVEL
- EMPLOYMENT RELATED INFORMATION
- BARRIERS
- DISABILITY BENEFITS ESTIMATOR
- EMPLOYMENT 101
- NOCTI RESULTS
- OBSERVATIONAL EVALUATION
- WORKSITE EVALUATION

**Assessments Not Available Through Illinois workNet**

MORE ASSESSMENTS

The **Plan Goals and Steps** tab is where you can view:

- A summary of your goals and planned steps to reach those goals.
- Related Illinois workNet resource for some steps.
- Your progress and planned completion dates.

**INDIVIDUALIZED, SERVICES, TRAINING AND EMPLOYMENT PLAN (ISTEP)**

Goal	Related Steps	Category	Earliest Start Date	Latest Due Date	Status
Increase reading and math level.	<a href="#">Show Next Steps</a>	Education/Training Plan	8/27/2018	12/28/2018	On Track
Earn forklift certificate and get a job in a warehouse.	<a href="#">Hide Next Steps</a>	Education/Training Plan	9/3/2018	9/29/2018	On Track
	<a href="#">Start permanent program.</a> ⓘ		9/4/2018		Started/Open
	<a href="#">Receive job retention</a>		9/3/2018	9/29/2018	Started/Open

© 2018 - Illinois workNet®

This program will help you find permanent employment. During this time make sure to show that you have employability skills. Be proactive and positive. This opportunity can help you gain skills for career advancement.

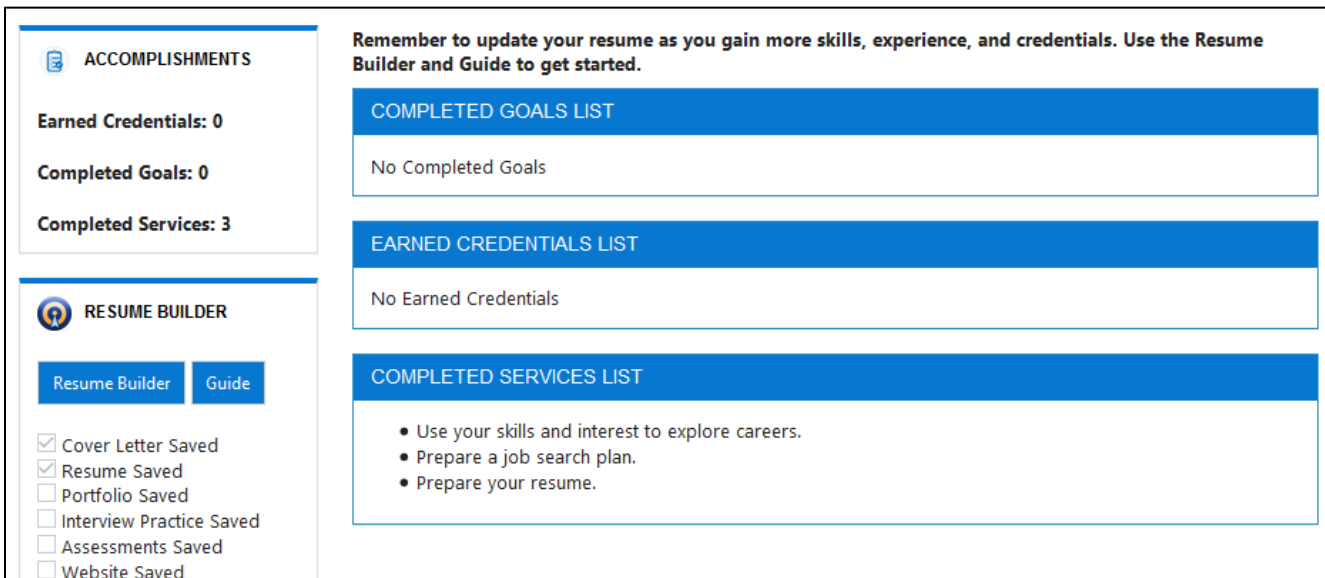
Select the information icon to see a short description of the step/service.

Some steps have a link to more information in Illinois workNet.

Steps/Services are a link to see more information about that step.

The **Accomplishments** tab is where you can:

- View a summary of your earned credentials, completed goals, and completed steps/services.
- View a checklist of Resume Builder items that are saved in your account.
- Easily get to the Resume Guide.
- Easily get to the Resume Builder. Make you update your resume with your new skills, work history, and earned credentials.



The screenshot shows the 'ACCOMPLISHMENTS' and 'RESUME BUILDER' sections of a user interface. On the left, under 'ACCOMPLISHMENTS', there are statistics: 'Earned Credentials: 0', 'Completed Goals: 0', and 'Completed Services: 3'. Below this is the 'RESUME BUILDER' section with buttons for 'Resume Builder' and 'Guide', and a checklist of items: 'Cover Letter Saved' (checked), 'Resume Saved' (checked), 'Portfolio Saved' (unchecked), 'Interview Practice Saved' (unchecked), 'Assessments Saved' (unchecked), and 'Website Saved' (unchecked). The main content area has a reminder: 'Remember to update your resume as you gain more skills, experience, and credentials. Use the Resume Builder and Guide to get started.' It features three lists: 'COMPLETED GOALS LIST' (No Completed Goals), 'EARNED CREDENTIALS LIST' (No Earned Credentials), and 'COMPLETED SERVICES LIST' (Use your skills and interest to explore careers, Prepare a job search plan, Prepare your resume).

The **Job Leads** tab is where you have easy access to:

- Job search tools.
- Job search related articles
- Your bookmarked Job Finder job postings.



The screenshot shows the 'ARTICLES AND TIPS' and 'BOOKMARKED JOBS' sections. On the left, under 'ARTICLES AND TIPS', there is a list of article titles: 'Ace Your Interview', 'Things you NEED to Know When Applying for Jobs', 'Older Workers Month', 'Dealing with Inappropriate Interview Questions', 'Do You Need a Work Permit?', 'Building an Online Presence for Your Business', 'Top Tips for Screening Potential Employees', 'Reasons to Choose Re-Entry Candidates', and 'Breaking Down the Job'. The main content area has a header: 'Use these resources to help you find job openings.' Below this are three promotional images: a hand holding a 'WE ARE HIRING' sign, the 'IllinoisJobLink.com' logo, and a graphic of people icons. At the bottom, there is a 'BOOKMARKED JOBS' section with the text: 'You can bookmark jobs directly in the Illinois workNet job finder. (Go to Job Finder)'.

The **Update Log** tab is where you view a history of changes made to your career plan.

Section	Action	Date	User
Build a plan	Updated Step Status Tab - Attend adult education and literacy classes.	9/4/2018 at 14:29	WPP Train10
Set Goals	Updated Goal - Earn forklift certificate and get a job in a warehouse.	9/4/2018 at 14:29	WPP Train10
Build a plan	Updated Step Status Tab - Start permanent employment as part of this program.	9/4/2018 at 14:28	WPP Train10
Build a plan	Updated Step Status Tab - Work with a mentor.	9/4/2018 at 14:27	WPP Train10
Build a plan	Work with a mentor.	9/4/2018 at 14:26	WPP Train10
Build a plan	Start permanent employment as part of this program.	9/4/2018 at 14:21	WPP Train10
Build a plan	Attend adult education and literacy classes.	9/4/2018 at 14:20	WPP Train10
Build a plan	Get career/job planning guidance from your career advisor.	9/4/2018 at 14:20	WPP Train10
Set Goals	Added Goal - Earn forklift certificate and get a job in a warehouse.	9/4/2018 at 14:19	WPP Train10
Set Goals	Added Goal - Increase reading and math level.	9/4/2018 at 14:18	WPP Train10
Complete Assessment	Added/Updated ISTEP assessment by career advisor - Barriers	9/4/2018 at 14:17	WPP Train10
Overview	Requested Customer Agreement	9/19/2018 at 12:7	WPP Train10
Build a plan	Receive job retention services.	9/12/2018 at 13:18	WPP Train10
Build a plan	Updated Step Status Tab - Receive job retention services.	9/12/2018 at 13:18	WPP Train10

Showing 1 to 14 of 14 entries

Previous 1 Next

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

For more information please refer to the footer at the bottom of any webpage at [illinoisworknet.com](http://illinoisworknet.com).