

# Career Plan Tools



# DASHBOARD



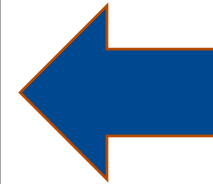
A screenshot of the Illinois workNet dashboard. At the top, there's a navigation bar with a 'MENU' icon, the 'ILLINOIS workNet CENTER' logo, and links for 'Search', 'Español', 'Partners', and 'Share'. Below this is a secondary navigation bar with 'My Dashboard', 'Messages (0)', 'Bookmarks', 'Resumes', and 'Skills &amp; Interests'. The main content area features a 'Personal Tools' section with a grid of icons: Dashboard, Profile, Password, Messages, Bookmarks, Assessments, Interests, Employment 101 (highlighted with a white border), Resumes, Disability Estimator, and Career Plan Tools. Below the tools is a row of six small images: a man, a city skyline, a man in a white shirt, a woman in a green safety vest, a construction site, and a woman at a desk. At the bottom, there are four colored buttons: 'Employer' (blue), 'Job Seeker' (orange), 'Virtual Job Fair' (dark blue), and 'Training &amp; Services' (purple).

**Login to your Illinois workNet account to access Employment 101 from My Dashboard.**

# DASHBOARD

The screenshot shows the Illinois workNet dashboard. At the top, there's a navigation bar with a menu icon, the logo for Illinois workNet CENTER (americanjobcenter), and links for Search, Español, Partners, and Share. Below this is a secondary navigation bar with links for My Dashboard, Messages (175), Bookmarks, Resumes, and Skills & Interests. The main content area is titled "CAREER TOOLS" in a large orange banner. Underneath, it says "User's Plans & Tools" and lists several tool categories: About My Plans & Tools, Compare Careers, Compare Training, Job Search Organizer, Resume Builder, Career Plan, Notes, Assessments, and Employment 101. Below these are eight tool cards, each with an icon and a brief description:

- Compare Careers**: Use this tool to compare the career choices you make in Illinois workNet.
- Compare Training**: Use this tool to compare the training selections you make in Illinois workNet.
- Job Search Organizer**: Use this tool to track the activities related to jobs that you find on Illinois workNet, or add your own.
- Resume Builder**: Use this tool to create and edit resumes, cover letters, portfolios and more.
- Career Plan**: Use this tool to track steps and goals you create to help you achieve success in your chosen career field.
- Notes**: Use this tool to keep track of things you need to do related to your career plan and job search plan.
- Employment 101**: Use this tool to create a Career Plan, Job Search Plan and learn how to Achieve Success on the job.
- Assessments**: Use these assessments and evaluations to understand where you are with your skills and experiences.



## Career Plan Tools

Tools used and explained within Employment 101 include:

- Assessments
- Career Plan
- Compare Careers
- Compare Training
- Job Search Organizer
- Notes
- Resume Builder

On any page in the Guide:

- Click the Illinois workNet icon to return to the homepage.
- Click Career Tools to return to the Career Tools page.

# NAVIGATION – Career Plan Tools



## **Compare Careers**

Use this tool to compare the career choices you make in Illinois workNet.

## **Compare Careers**

While working through E101, bookmark careers that interest you based on Skills and Interest Surveys. This tool allows you to put jobs in order of importance.



## **Compare Training**

Use this tool to compare the training selections you make in Illinois workNet.

## **Compare Training**

As you work through E101, bookmark trainings related to bookmarked careers. This tool allows you to put those training programs in order of importance.



## **Job Search Organizer**

Use this tool to track the activities related to jobs that you find on Illinois workNet, or add your own.

## **Job Search Organizer**

Bookmark jobs you are interested in while working through E101. This tool allows you to keep them organized as you apply, interview, and follow-up.



## **Resume Builder**

Use this tool to create and edit resumes, cover letters, portfolios and more.

## **Resume Builder**

Use the Resume Builder to create items needed to market yourself for a new job, like a resume or portfolio. Items can be shared with a career counselor for feedback and mentoring.

# NAVIGATION – Career Plan Tools



## **Career Plan**

Use this tool to track steps and goals you create to help you achieve success in your chosen career field.

## **Career Plan**

Track your created goals, and steps added to help achieve those goals. Add dates on steps to track your own. You may work with a career counselor to help complete your steps or goals.



## **Notes**

Use this tool to keep track of things you need to do related to your career plan and job search plan.

## **Notes**

Activities in E101 ask you to keep track of items for career and job search plans. Use the Notes feature to add/edit information to help with job applications and resumes or completing new hire paperwork.



## **Employment 101**

Use this tool to create a Career Plan, Job Search Plan and learn how to Achieve Success on the job.

## **Employment 101**

This learning system creates a Career Plan and Job Search Plan incorporating all tools described. Select this to go to the four-step guide for Pre-Assessment, learning modules, Post-Assessment, and certificates.



## **Assessments**

Use these assessments and evaluations to understand where you are with your skills and experiences.

## **Assessments**

All assessments tracked in Illinois workNet are in this area including Skills & Interest Surveys, E101 results, Self-Evaluation, Worksite Evaluation, and other assessments tracked in workNet like TABE or Casey Life Skills.