

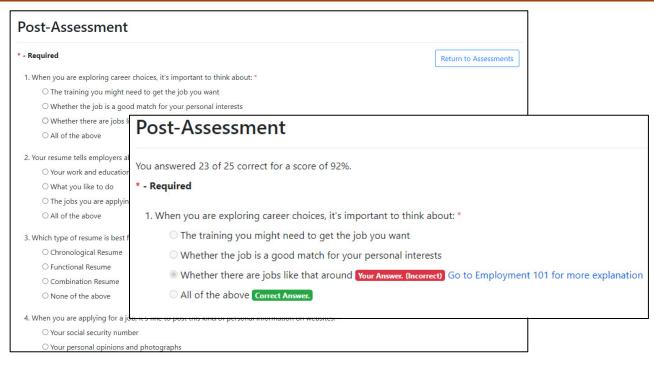
# Earn a Certificate

Post-Assessment, Certificate and Badge, and My Dashboard





## **POST-ASSESSMENT**







### **Step 3. Take Post-Assessment**

#### Overview:

- 25 multiple choice questions
- Not a timed assessment.
- Take the test until you score at least 70%
- Topics Covered:
  - Career Exploration
  - Training Program Exploration
  - Workplace Skills
  - Job Search Skills
  - Goal Setting
  - Violence Prevention and Awareness

The Post-Assessment is required for users to earn the certificate or digital badge.

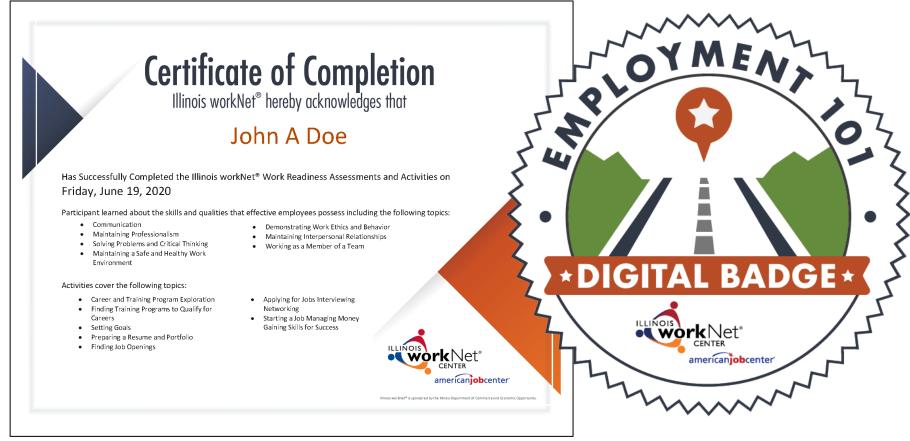
After taking the Post-Assessment, answers marked incorrectly will show with a link to the learning module where more information about the question is found. Users have a list of the assessments taken and may click the "View Results" to see incorrect answers.

Users can retake the Post-Assessment as many times as necessary to score 70% or better. This equals 18 correct answers.

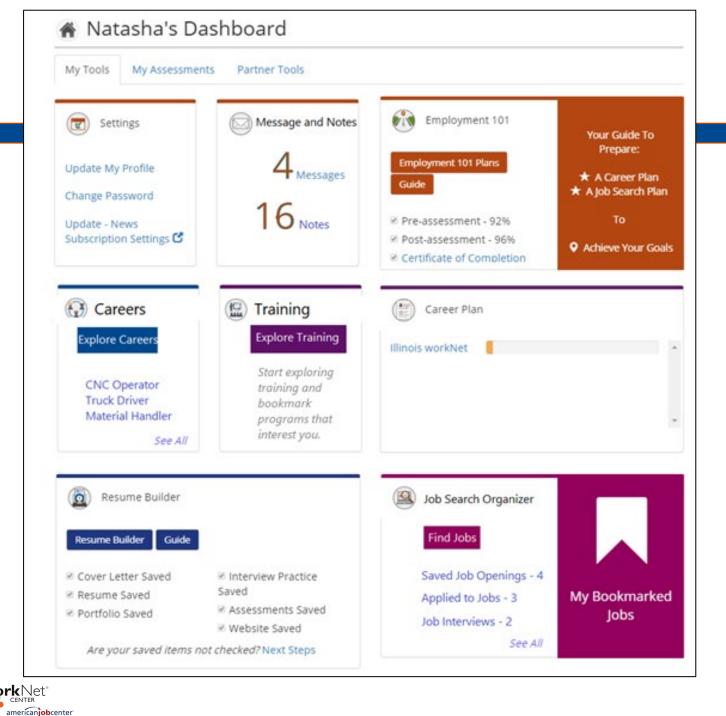


### **CERTIFICATE & DIGITAL BADGE**

Complete the E101 Guide, and score 70% on the Post-Assessment to earn a Certificate of Completion and a digital badge to use on your online or print profiles.









Once the E101 Guide is finished, users take the Post-Assessment test.

If the score is 70% or above, they achieve a Certificate of Completion.

The certificate can be printed or added to the user's Career Plan

After the guide is completed, you have access to learning modules at any time by returning to your Illinois workNet Dashboard.

Career Tools

### COMPLETE YOUR EMPLOYMENT 101 GUIDE

Return to Steps

Reset Guide

#### **Guide Overview**

- . This guide includes steps and activities Learn how each section is set up.
- As you complete the steps and activities your information will be saved in Career Plan Tools -Learn about your Career Plan Tool dashboard.
- You can share your saved results if you are working with an instructor or advisor Learn how you
  can use this tool with your advisor
- Complete the post-assessment. You can earn your certificate of completion Learn how to access
  your certificate.

Congratulations! You've completed the Employment 101 guide.

Return to the Steps and complete the Post-Assessment

#### 1. Prepare a Career Plan



Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

- Explore Careers
- Explore Training
- Get Qualified

#### 2. Prepare a Job Search Plan



Organization and preparation are key factors to finding a job. Start preparing today.

- Get Prepared
- Find Jobs

#### My Overall Progress

8 / 8 Modules Completed



#### 3. Achieve Your Goals



Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.

- ✓ Start a Job
- Financial Literacy
- Skills for Success



After completing the entire E101 Guide, navigate through learning modules in any order.

Reset the guide to begin again.

Return to the Steps.

Access the Post-Assessment.

