Employability Skills are Essential
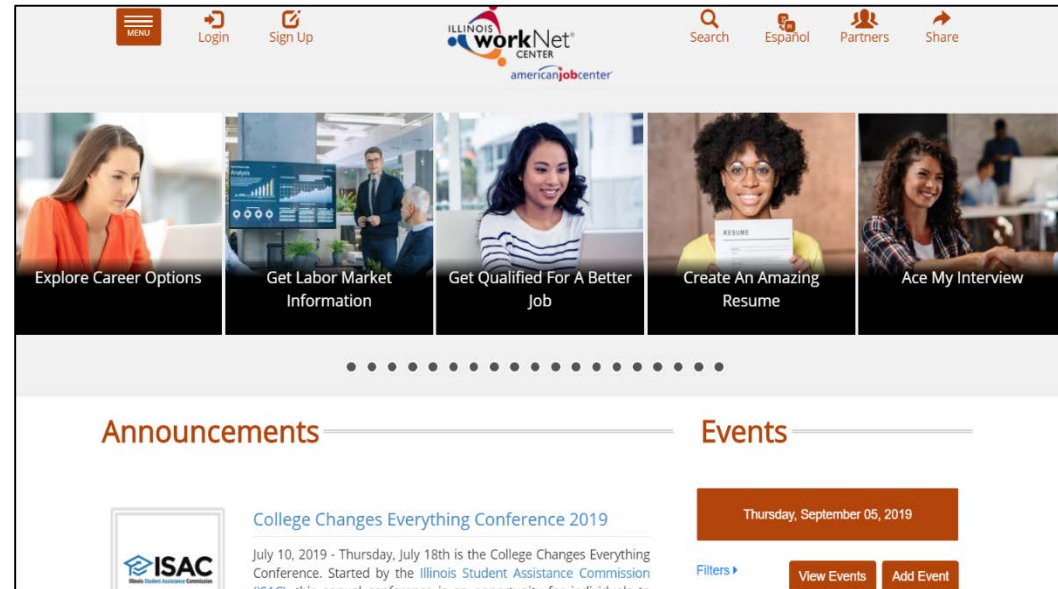
and Illinois workNet can Help!

SHARE YOUR EXPERIENCE

What are some of the challenges you face while helping students to learn employability skills?

ILLINOIS WORKNET: BENEFITS FOR STUDENTS AND INSTRUCTORS

- Students access resources and tools to help them explore careers, training, and skills needed to reach their training and employment goals.

- Instructors have access to the same resources and tools in addition to instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.

- All resources are FREE.

AGENDA

Job Skills Guide

Make sure you have the skills employers want! When you are searching for a job, it is important to recognize the skills ...

Student View
- **Job Skills Guide Overview**
- **Essential Skills Tools Demo**
- **Group Activity**

Instructor/Partner Tools
- **Customer Support Center Overview**
- **Assessments Overview**

Next Steps
- **What Can You Do?**

JOB SKILLS GUIDE

Illinois workNet's Job Skills Guide helps users learn about the essential employability skills that every business wants in their employees.

https://www.illinoisworknet.com/Qualify/Pages/JobSkillsGuides.aspx

JOB SKILL GUIDE: ALIGNED TO ILLINOIS ESSENTIAL EMPLOYABILITY SKILLS

Employability Skills are Essential and Illinois workNet Can Help

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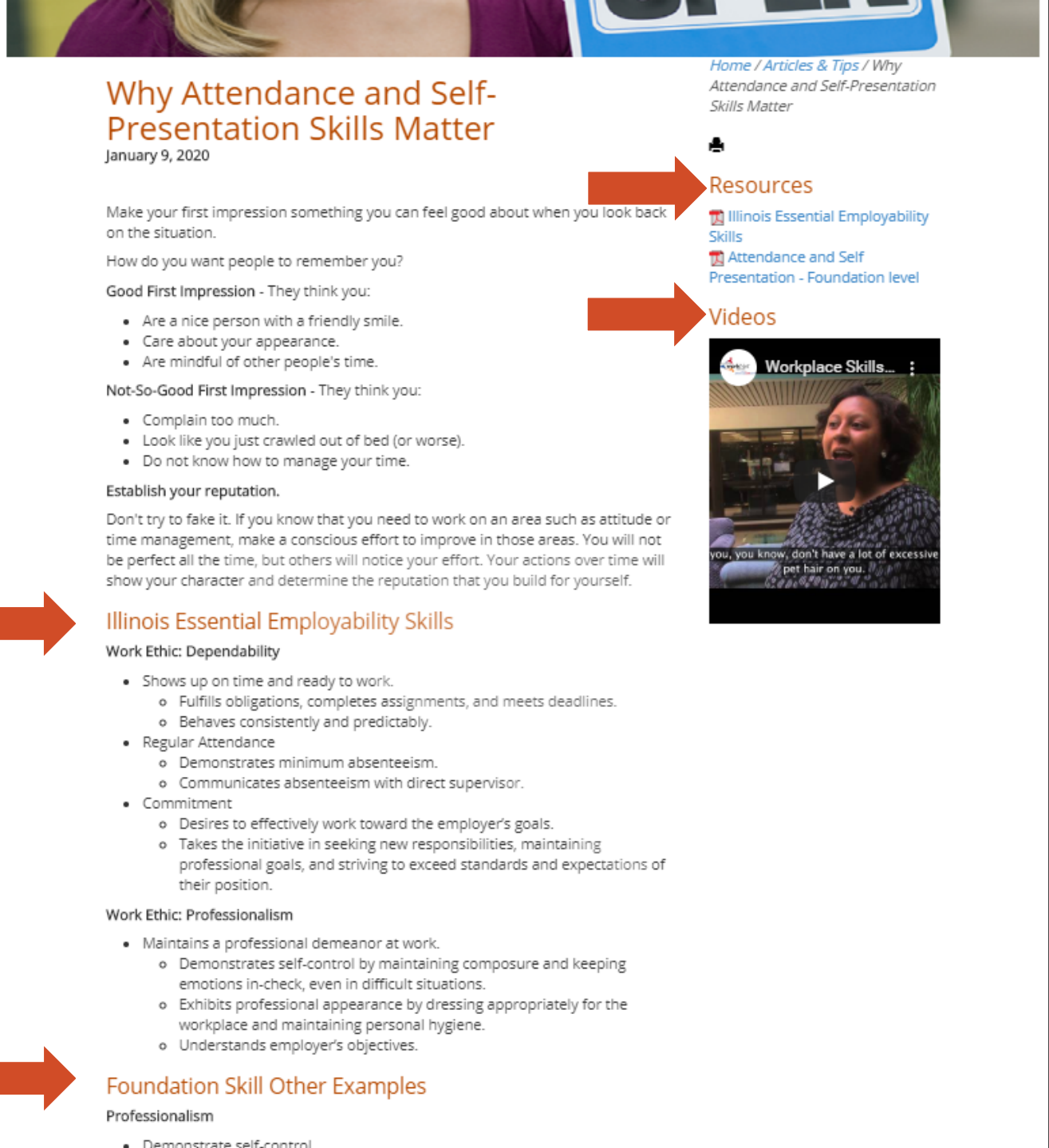
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JOB SKILL GUIDE: COMPONENTS

Article: Each skill area has an article to describe the skills. When a skill area is aligned to the Illinois Essential Employability Skills, those skills are listed before other skills.

Video: Each of the main skill areas includes a video of an employer describing why the skill is important. A variety of employers are included in the skill guide to show the skills are important across all career pathways.

Worksheets: Use the resources and worksheets with your students. The worksheets include scenarios for discussion with potential solutions.

Employability Skills are Essential and Illinois workNet Can Help

Home / Articles & Tips / Why Attendance and Self-Presentation Skills Matter

Why Attendance and Self-Presentation Skills Matter

January 9, 2020

Make your first impression something you can feel good about when you look back on the situation.

How do you want people to remember you?

Good First Impression - They think you:

- Are a nice person with a friendly smile.
- Care about your appearance.
- Are mindful of other people's time.

Not-So-Good First Impression - They think you:

- Complain too much.
- Look like you just crawled out of bed (or worse).
- Do not know how to manage your time.

Establish your reputation.

Don't try to fake it. If you know that you need to work on an area such as attitude or time management, make a conscious effort to improve in those areas. You will not be perfect all the time, but others will notice your effort. Your actions over time will show your character and determine the reputation that you build for yourself.

Illinois Essential Employability Skills

Work Ethic: Dependability

- Shows up on time and ready to work.
  - Fulfills obligations, completes assignments, and meets deadlines.
  - Behaves consistently and predictably.
- Regular Attendance
  - Demonstrates minimum absenteeism.
  - Communicates absenteeism with direct supervisor.
- Commitment
  - Desires to effectively work toward the employer's goals.
  - Takes the initiative in seeking new responsibilities, maintaining professional goals, and striving to exceed standards and expectations of their position.

Work Ethic: Professionalism

- Maintains a professional demeanor at work.
  - Demonstrates self-control by maintaining composure and keeping emotions in-check, even in difficult situations.
  - Exhibits professional appearance by dressing appropriately for the workplace and maintaining personal hygiene.
  - Understands employer's objectives.

Foundation Skill Other Examples

Professionalism

- Demonstrate self-control.

Resources

- Illinois Essential Employability Skills
- Attendance and Self Presentation - Foundation level

Videos

Workplace Skills...

GROUP ACTIVITY

As a large group
- Review the Job Skill Guide Article
- Watch the Video
- Review the Worksheet

As a small group
- Discuss how you could incorporate this into your learning environment?
- What other information would be helpful?

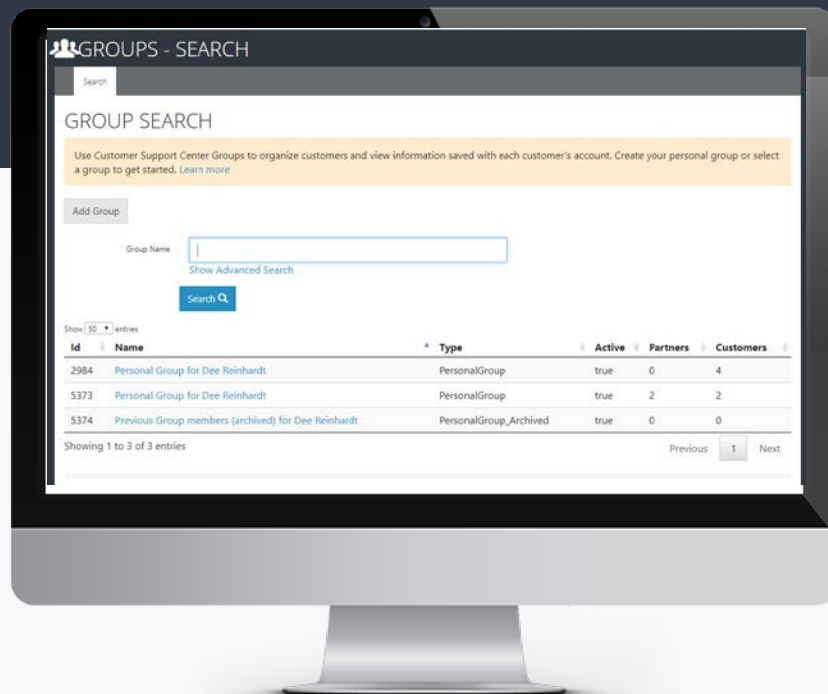**Group Activity 2:** If time allows, complete the same activity for the Job Skill Guide: Leadership and Teamwork.

"COMMUNICATION WORKS FOR THOSE WHO WORK AT IT."

John Powell

ILLINOIS WORKNET: PARTNER TOOLS

https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx

Invite your students to your Illinois workNet Customer Support Center (CSC) Group to provide guidance based on their information in the Illinois workNet system.

Customer Support Center
Customer Support Center tools allow a team of Illinois workNet partner staff to provide guidance to help customers reach...

- **Assessments**

- **Career Plan**

- **Resumes**

- **Worksite Placements**

Employability Skills are Essential and Illinois workNet Can Help

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ILLINOIS WORKNET: ASSESSMENTS

As an Illinois workNet Partner you have access to these assessments through the CSC.

https://www.illinoisworknet.com/partners/Pages/Assessments.aspx

OBSERVATIONAL EVALUATION

When working with a Career Advisor, the youth can be assessed on skill demonstration.

WORKSITE EVALUATION

Gaining work experience for new workers is important. This gauges how the worker performs with the essential skills.

EMPLOYMENT 101

This tool guides users through the process of evaluating careers, training options and creating a job search plan.

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ILLINOIS WORKNET: OBSERVATIONAL EVALUATION

Access Assessment Results on the Customer Profile

ILLINOIS WORKNET:
WORKSITE EVALUATION

Access Assessment Results on the Customer Profile

Review Date: 2/14/2020

FUNDAMENTAL	Yes	No	
Appearance/Hygiene	● ⓘ	○ ⓘ	
Timeliness	● ⓘ	○ ⓘ	
Oratory/Speaking	● ⓘ	○ ⓘ	
Work Ethic/Character	1 = Below Standard/Expectation	2 = Meets Standard/Expectation	3 = Exceeds Standard/Expectation
Attitude	● ⓘ	○ ⓘ	○ ⓘ
Accountability/Integrity	○ ⓘ	● ⓘ	○ ⓘ
Self Control	○ ⓘ	○ ⓘ	● ⓘ
Ambition/Initiative	○ ⓘ	● ⓘ	○ ⓘ
Problem Solving	1 = Below Standard/Expectation	2 = Meets Standard/Expectation	3 = Exceeds Standard/Expectation
Supervision	● ⓘ	○ ⓘ	○ ⓘ
Procedure/Rule Following	● ⓘ	○ ⓘ	○ ⓘ
Problem Solving Approach	○ ⓘ	● ⓘ	○ ⓘ
Information Management	○ ⓘ	● ⓘ	● ⓘ
Interpersonal	1 = Below Standard/Expectation	2 = Meets Standard/Expectation	3 = Exceeds Standard/Expectation
Verbal Communication	○ ⓘ	● ⓘ	○ ⓘ
Active Listening	● ⓘ	○ ⓘ	○ ⓘ
Feedback	● ⓘ	○ ⓘ	○ ⓘ
Teamwork =2 people	○ ⓘ	● ⓘ	○ ⓘ
Computer	1 = Below Standard/Expectation	2 = Meets Standard/Expectation	3 = Exceeds Standard/Expectation
Computer Literacy	● ⓘ	○ ⓘ	○ ⓘ

Preview

OBSERVATIONAL EVALUATION   **Print Observational Evaluation**

Evaluator
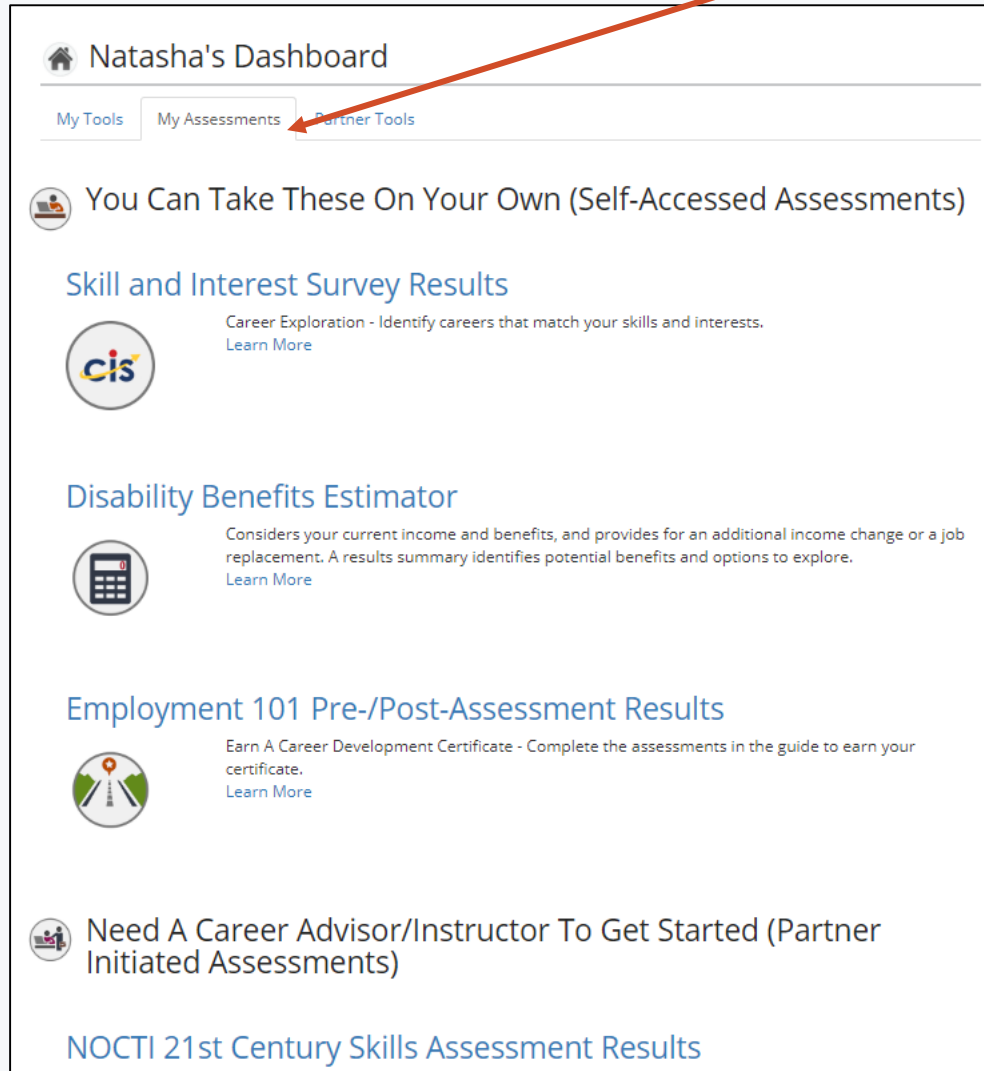Dee Reinhardt

Customer
Natasha Telger (PA)

Review Date:
EVALUATION SUMMARY

FUNDAMENTAL	Rating	Description
Appearance/Hygiene	Yes	Dresses according to the defined norms of the workplace or school activity. Categories are business casual, business (coat and tie), and business formal (suit). Understands that appropriate appearance impacts cultural fit at the workplace.
Timeliness	Yes	Arrives on time and is rarely absent without cause. Understands the relationship between punctuality and how people perceive them.
Oratory/Speaking	Yes	Uses appropriate language, volume, clarity and tone based on the norms of the environment. Uses friendly tone and smiles when conversing with others.

Work Ethic/Character	Rating	Description
Attitude	3	Is optimistic and quickly reorients negative outlook into a positive outlook. Values how attitude affects performance and group dynamics and tries to positively influence conditions.
Accountability/Integrity	2	Acknowledges responsibility for own actions and decisions. Completes assignments and is concerned with quality of work. Works towards a high standard of performance for self.
Self Control	1	Does not have control over emotional reactions. Responds to difficult individuals or situations with an agitated and defensive manner. Struggles to keep personal matters from interfering with performance.
Ambition/Initiative	2	Can set and achieve short and moderate term goals. Takes initiative and does not wait for others to give work. Is self motivated but needs encouragement at times. Sets moderate expectations for self.

Problem Solving	Rating	Description
Supervision	3	Needs minimal supervision to complete tasks.
Procedure/Rule Following	2	Follows rules and procedures. Reads all directions before starting. Checks for clarification when unclear. Understands relevance of procedures to performance.
Problem Solving Approach	1	Does not approach program solving with any process. Has difficulty constructing and executing a plan.
Information Management	1	Struggles to identify and acquire information needed to solve a problem. Has difficulty extracting and understanding information from charts and graphs. Has difficulty organizing information effectively.

Interpersonal	Rating	Description
Verbal Communication	2	Effectively expresses his/her ideas in a clear and logical manner. Can have a two-way conversation building on information obtained during the conversation. Uses communication constructively to promote goals not to gossip or cause harm.
Active Listening	3	Can understand, interpret, and evaluate what he or she heard. Accurately recalls and summarizes information. Asks clarifying statements. Maintains eye contact. Uses listening cues such as nodding and verifying statements.
Feedback	2	Responds civilly to constructive criticism. Absorbs feedback as a learning tool. Can be redirected to appropriate behavior. Reflects on feedback and defers immediate judgment.
Teamwork =2 people	1	Does not work well in a team situation. Does not share responsibility for team deliverables. Deflects workload onto other team members. Often seeks to reduce level of quality. Is critical of other team members. Disrespects other team members' input. Is unwilling to compromise to achieve overall team success.

Computer	Rating	Description
Computer Literacy	2	Can operate a computer. Can connect to internet. Can use search engines. Can send/receive email. Can use word processing software.

Has Met Requirement	Rating	Description
	No	Student has all Yes answers for the first section and a 'meets expectations' answer or higher for the other sections.

Save Observational Evaluation   **Update Evaluation**

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ILLINOIS WORKNET:
STUDENT VIEW

Natasha's Dashboard

My Tools | My Assessments | Partner Tools

You Can Take These On Your Own (Self-Accessed Assessments)

Skill and Interest Survey Results

Career Exploration - Identify careers that match your skills and interests.
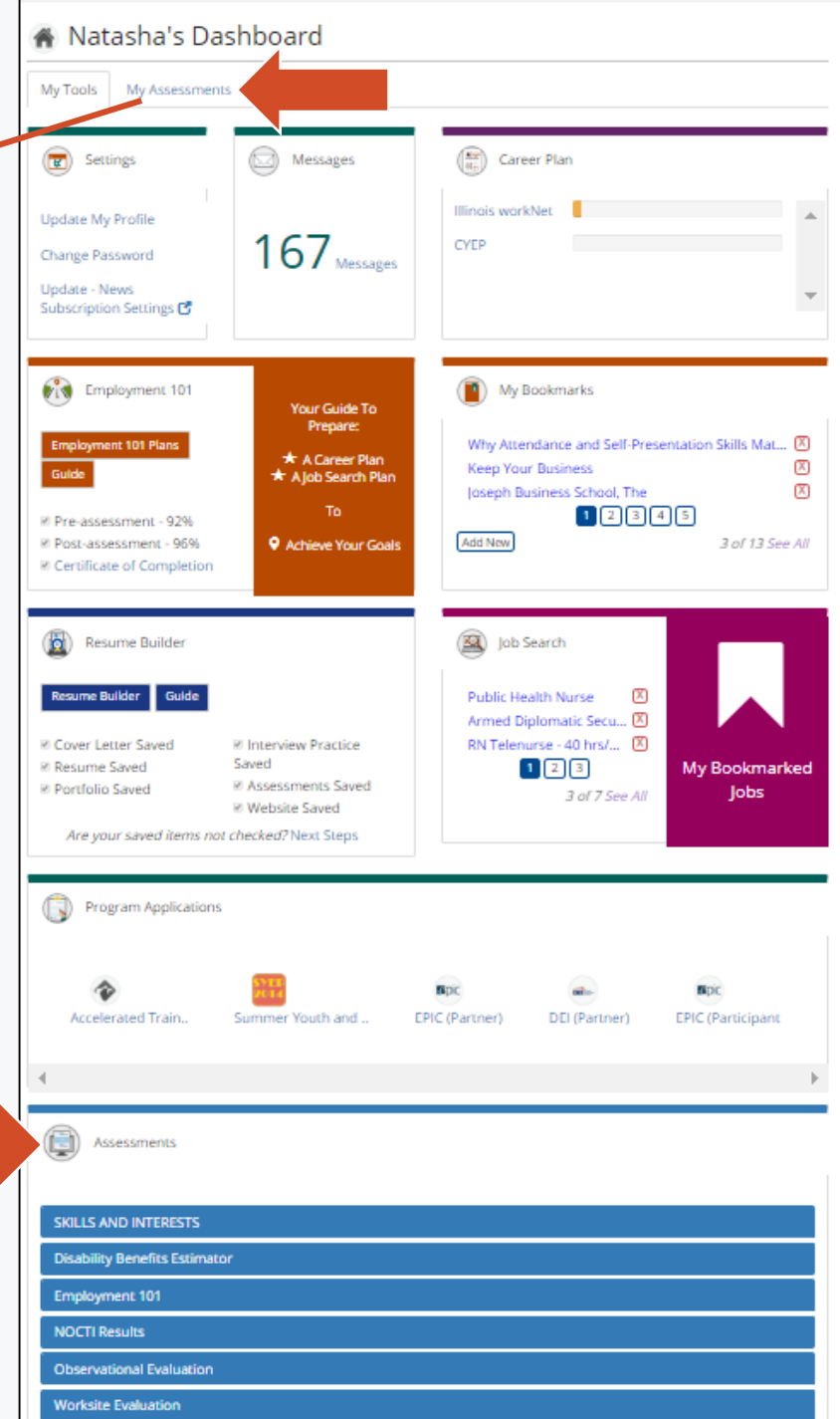Learn More

Disability Benefits Estimator

Considers your current income and benefits, and provides for an additional income change or a job replacement. A results summary identifies potential benefits and options to explore.
Learn More

Employment 101 Pre-/Post-Assessment Results

Earn A Career Development Certificate - Complete the assessments in the guide to earn your certificate.
Learn More

Need A Career Advisor/Instructor To Get Started (Partner Initiated Assessments)

NOCTI 21st Century Skills Assessment Results

Natasha's Dashboard

My Tools | My Assessments

Settings
Update My Profile
Change Password
Update - News Subscription Settings

Messages
167 Messages

Career Plan
Illinois workNet
CYEP

Employment 101
Employment 101 Plans
Guide
☑ Pre-assessment - 92%
☑ Post-assessment - 96%
☑ Certificate of Completion

Your Guide To Prepare:
★ A Career Plan
★ A Job Search Plan
To
📍 Achieve Your Goals

My Bookmarks
Why Attendance and Self-Presentation Skills Mat...
Keep Your Business
Joseph Business School, The
1 2 3 4 5
Add New
3 of 13 See All

Resume Builder
Resume Builder | Guide
☑ Cover Letter Saved
☑ Resume Saved
☑ Portfolio Saved
☑ Interview Practice Saved
☑ Assessments Saved
☑ Website Saved
Are your saved items not checked? Next Steps

Job Search
Public Health Nurse
Armed Diplomatic Secu...
RN Telenurse - 40 hrs/...
1 2 3
3 of 7 See All
My Bookmarked Jobs

Program Applications
Accelerated Train.. | Summer Youth and .. | EPIC (Partner) | DEI (Partner) | EPIC (Participant

Assessments

SKILLS AND INTERESTS
Disability Benefits Estimator
Employment 101
NOCTI Results
Observational Evaluation
Worksite Evaluation

FEEDBACK & QUESTIONS?

We are working on a new assessment tool and would appreciate your comments.

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🏠 https://www.illinoisworknet.com/

ℹ️ https://www.illinoisworknet.com/jobskillsguide

✉️ info@illinoisworknet.com

FACEBOOK   TWITTER   YOUTUBE   LINKEDIN   LINKEDIN GROUP   PINTEREST

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