



Update Employment 101 Phase 1: User Feedback

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – September 2019

AGENDA



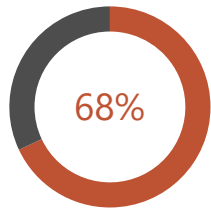
- **Partner Feedback Survey Highlights**
- **Review Proposed Updates**
- **Review Graphic Options**
- **Next Steps**

EMPLOYMENT 101 CONTENT: **USEFULNESS RATING**

The following percentages are based on 20 responses from CYEP grantees as of August 30, 2019.

Circle % = an average of the sub sections and includes those who responded the section was either **Useful** or **Very Useful**.

PREPARE A CAREER PLAN



Update Recommendations

Explore Careers:

20% add resources

25% update or remove resources

Explore Training:

5% add resources

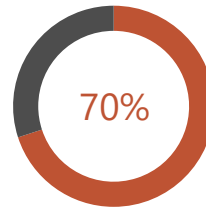
25% update or remove resources

Get Qualified:

5% add resources

20% update or remove resources

PREPARE A JOB SEARCH PLAN



Update Recommendations

Get Prepared:

30% add resources

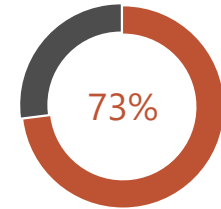
15% update or remove resources

Find Jobs:

10% add resources

25% update or remove resources

ACHIEVE YOUR GOALS



Update Recommendations

Start a Job:

35% add resources

0% update or remove resources

Set Financial Goals:

30% add resources

25% update or remove resources

Practice Skills for Success:

11% add resources

11% update or remove resources

SURVEY COMMENTS: OVERALL TAKEAWAYS

As of 8/29/2019

- PREPARE A CAREER PLAN
- PREPARE A JOB SEARCH PLAN
- ACHIEVE YOUR GOALS



- More Interactive Activities
- Less Articles
- More Videos
- Simplify Content
 - Use “how to steps” and make other resources available to learn more.
- Automatically Indicate Progress
 - Use something like completing specific activities or making it lock-step.

SURVEY COMMENTS: PREPARE A CAREER PLAN

As of 8/29/2019

- EXPLORE CAREERS
- EXPLORE TRAINING
- GET QUALIFIED



- The content is good. Adding additional content (ideally videos) that supports alternative ways youth may access computers and other job seeking resources would reinforce staff coaching on this topic. Also, requiring youth to either read an article or watch a video in each section before moving on the next recommended step would be beneficial.
- I think providing "The Why" as to why these skills are important and highlighting for student's content areas where they can also be stronger due to these skills.
- I love the fact that youth can use the module and explore various career options, however if maybe that had a video that showed the duties that the most popular careers have, that would be more appealing to the youth when exploring careers.
- More scenario examples.
- in support of agency staff coaching - It would be helpful to build in a tool that will allow youth to select a particular job or career pathway. I could provide information around the annual salary potential for that job as well as job titles associated with the stated career interest. Tools/information such as this will better prepare youth to answer the questions associated with the Career Plan session
- The IL WorkNet content is very long and extensive. The material is useful, there is just too much of it. The student loans/financial aid portions are not very relevant to this specific program.
- I think that the students were overwhelmed with the amount of options as far as links and information which I believe could possibly be consolidated and made more concise for some of them especially those students that struggle with literacy.
- There is just too many articles in this module for youth to read. Less articles more videos of people explaining rather than a video of the steps of how to search.
- The IL WorkNet content is very long and extensive. The material is useful, there is just too much of it. The student loans/financial aid portions are not very relevant to this specific program. The SMART goals section is relevant.
- The youth don't read the articles
- Again, there is just to many articles and not enough interactive activities

SURVEY COMMENTS: PREPARE A JOB SEARCH PLAN

As of 8/29/2019

- GET PREPARED
- FIND JOBS



- A resume upload function would be helpful for participants to utilize in this section would be helpful.
- Some section should have half Spanish and English for our students
- More how to steps
- explore availability of jobs in areas living in and the job market report for those areas
- There is too much material to go over - it is too comprehensive for in-school youth. The portfolio section does not seem relevant for in-school youth.
- Remove the Portfolio section.
- I believe that the resume module is great but the make a plan module should be more interactive.
- While we do mock interviews onsite, it would be helpful to provide videos that provide proper interview etiquette and contrast poor interview etiquette.
- Provide links to job opportunities for youth.
- More visuals (i.e. good vs bad outfit for interview) and fewer articles to read
- Not sure if there is a job site like Indeed or ZipRecruiter, etc.
- The applying for a job module should have a list of whereto youth can apply to such as likes to other job posting boards. Also, the interview module should have videos opposed to articles.
- I would like to see this more accessible, our students did not take advantage of this option.
- We already do all of these things, but checking the boxes is an additional step.

SURVEY COMMENTS: ACHIEVE YOUR GOALS

As of 8/29/2019

- START A JOB
- SET FINANCIAL GOALS
- PRACTICE SKILLS FOR SUCCESS



- Adding pictures of the tax forms would be helpful. Add more information for first-time/part-time job seekers (i.e. how to call off sick, how to discuss your schedule)
- While we assist clients to attain employment documents such as social security card, birth certificate, government issues id cards, it might be helpful to create links or videos to reinforce how to connect with local Social Security Administration offices, DMV etc., and listing acceptable forms of identification/documents to bring on the first day of employment.
- co worker interactions
- Keeping your new job past 90 days and beyond.
- I think that there should be more comprehensible language for the students because when it came down to the assessment they were still confused
- Include recourses about job retentions.
- Financial Literacy information/ Budgeting tool
- More budgeting tools - i.e. an interactive budgeting worksheet geared toward students as the one provided discusses home owners insurance/mortgages. It's not relevant to students.
- Adding a link to an interactive budgeting game that enables youth to practice budgeting for monthly expenses would be helpful.
- Making a more interactive module for creating a savings plan
- The budgeting worksheet provided discusses home owners insurance/mortgages. It's not relevant to students
- Should add more resources and do more activities
- Simpler steps on how to open a savings and checking account
- More interactive content - fewer articles.
- I don't think this portion (Practice Skills for Success) is applicable

SURVEY COMMENTS: OTHER COMMENTS

As of 8/29/2019

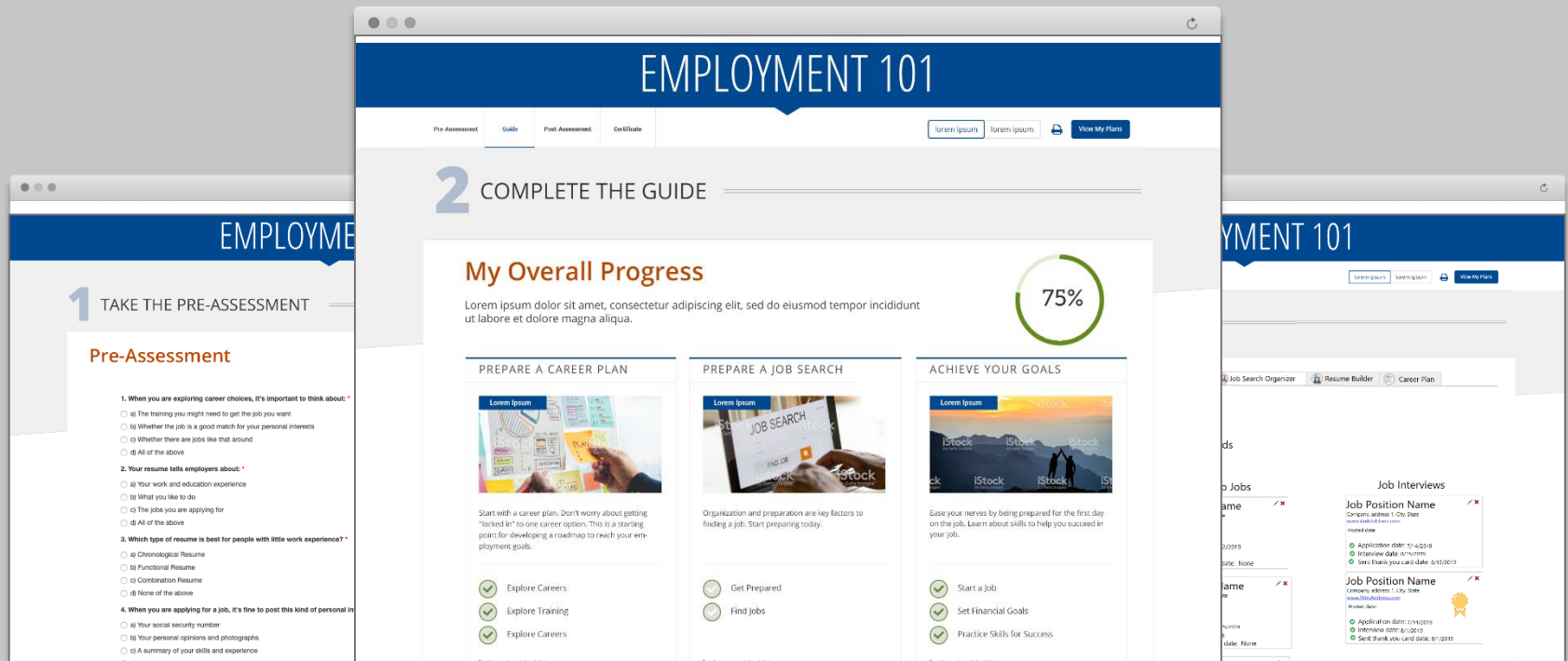


- PREPARE A CAREER PLAN
- PREPARE A JOB SEARCH PLAN
- ACHIEVE YOUR GOALS

- The curriculum is very comprehensive and feels overwhelming/too extensive for the youth. The pre & post assessments don't necessarily test the important parts of the curriculum. Having quizzes intertwined within the curriculum may be more relevant to the youth & help them remember the content more. There are a lot of assessments for this program which takes away valuable one-one time with the youth to help them strengthen their skills in an impactful way.
- The content provided in the Employment 101 section of Illinois workNet is invaluable. Our team utilizes the content to reinforce/complement our JRT curriculum. It also provides a wonderful resource for youth outside of the classroom. We appreciate your efforts to enhance this tool/resource and are grateful for the opportunity to contribute to its refinement. Thank you.
- I believe sometimes the youth learn these skills better when they are taught in small groups, which we do when going through training. On the computer I believe they just skim through as fast as they can to just get done.
- The resume builder is a really nice feature and tool. There are a lot of templates though that should be removed but overall a great asset to Employment 101.
- That would be all. More interaction and videos and less articles to read.
- Employment 101 is a valuable resource; however, it can be hard to navigate due to the number of tabs and windows.
- For my students I felt that they did not take full advantage of the site and just wanted to rush through the initial assessments. I believe that there should be tasks assigned weekly for students to complete that way they can be engaged and focus more on the resources that are provided with Employment 101
- Employment 101 is a great tool for helping our youth identify their passions. If anything comes up, I will provide more input!

EMPLOYMENT 101 UPDATES

The next section is an overview of the proposed updates. A survey will be sent out to collect your feedback on the overall look/feel, layout changes, and updated tools.



THE GUIDE: LESSON PAGE WITH CURRENT LAYOUT

EMPLOYMENT 101

2 Complete Guide

Prepare a Career Plan

[View My Plans](#)

Explore Careers

Completed 3 of 4 items.

Recommended Steps

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

- ☒ 1. Discover careers that match your interests
- ☒ 2. Explore jobs, required skills/credentials, and wage information
- ☒ 3. Identify your soft skills that are required for all careers
- ☐ 4. Identify your technical skills, transferable skills, and personal beliefs

☒ Done☒ Done☒ Done☐ Done

Career Plan

Build your Career Plan here.

To create your career plan, fill in the blanks that you will see in this section.

Select step 1 to get started.

Go through the sections and each step to:

- Explore careers and find careers that interest you.
- Explore training programs to find programs that interest you.

Click [View My Plan](#) to see your career plan. Then you can compare careers and training programs side by side.

THE GUIDE: LESSON PAGE WITH NEW LAYOUT PROPOSAL

EMPLOYMENT 101

Pre-Assessment Guide Post Assessment Certificate My Plans & Tools

2 COMPLETE THE GUIDE

Prepare a Career Plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

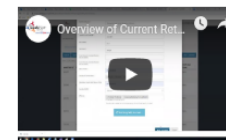


EXPLORE CAREERS

Previous / Next

Select a Step

- ☒ Done 1. Discover careers that match your interests
- ☒ Done 2. Explore Jobs, required skills/credentials, and wage information.
- ☒ Done 3. Identify your soft skills that are required for all careers
- ☐ Done 4. Identify your technical skills, transferable skills, and personal beliefs



Thumbnail of Current Retaining Retaining Tools in

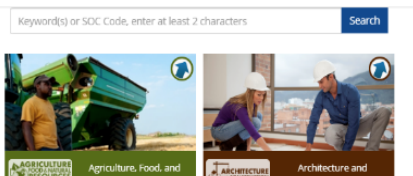
INSTRUCTIONS, TOOLS, & LEARNING ACTIVITY

Instructions

Instructions go here

Learning Tools

Select the link in the instructions to view tool, article, or video.



Learning Activity

View saved results in My Plans & Tools

- ☒ Done Explore the careers and bookmark at least one career that you may enjoy.

Steps stay at the top.
Select to see related
information below.

Video with brief
overview for each step.

Simple How-To
Instructions

Activity to automatically
indicate completion.

Interactive Activity,
Tool, or Article View

MY PLANS & TOOLS: LANDING PAGE

EMPLOYMENT 101

Pre-Assessment

Guide

Post-Assessment

Certificate

My Plans & Tools



JESSICA'S PLANS

About My Plans & Tools



Compare Careers



Compare Training



Job Search Organizer



Resume Builder



Career Plan



Notes



Compare Careers

Text Text Text Text Text
Text Text Text Text Text
Text Text Text Text Text



Compare Training

Text Text Text Text Text
Text Text Text Text Text
Text Text Text Text Text



Job Search Organizer

Text Text Text Text Text
Text Text Text Text Text
Text Text Text Text Text



Resume Builder

The Illinois workNet Resume Builder is a tool that provides many different features that help you design, write, and sh...



Career Plan

Text Text Text Text Text
Text Text Text Text Text
Text Text Text Text Text



Notes

Text Text Text Text Text
Text Text Text Text Text
Text Text Text Text Text

Lesson activities populate My Plans & Tools apps.

These are apps that are reused throughout the system and not just in Employment 101.

MY PLANS & TOOLS: COMPARE CAREERS TAB

EMPLOYMENT 101

Pre-Assessment **Guide** Post-Assessment Certificate My Plans & Tools



JESSICA'S PLANS & TOOLS

About My Plans & Tools



Compare Careers



Compare Training



Job Search Organizer



Resume Builder



Career Plan



Notes

How do you want to search for careers?

Select one from a menu or graphic.

Desired Salary

Major or Certification

Career Name

My Bookmarked Careers



Registered Nurse

[More Career Information](#)

Wages	Earn \$72,251 per year
Employment	Very large occupation
10 Year Growth	Average growth
Annual Openings	Very High
Licensing/Certification	Required
Programs of Study	Advanced Nursing, Registered Nursing



Applications Programmers

[More Career Information](#)

Wages	Earn \$87,767 per year
Employment	Very large occupation
10 Year Growth	Declining
Annual Openings	Very High
Licensing/Certification	Optional
Programs of Study	Computer Programming, Computer Science


Update the CIS career wages and trends to search using desired salary, certification/Major, or career name. NOTE: Search options are dependent on options that are currently available in the CIS API.

Use the bookmarked careers to create a summary view. Allow them to search and manage their bookmarks in the app.

MY PLANS & TOOLS: COMPARE TRAINING TAB

EMPLOYMENT 101

[Pre-Assessment](#) [Guide](#) [Post-Assessment](#) [Certificate](#) [My Plans & Tools](#)

 JESSICA'S PLANS & TOOLS

[About My Plans & Tools](#) [Compare Careers](#) [Compare Training](#) [Job Search Organizer](#) [Resume Builder](#) [Career Plan](#) [Notes](#)

Which program search do you want to use?

Search Type
Public & Private Programs

My Bookmarked Training Programs

A.A.S. Nursing (RN) Degree
Harper College
1200 W. Algonquin Road, Palatine, IL 60067
[Map it](#)
Cost: \$27,208.00
Time: 72 weeks / 1635 hours
Goal: **Associates Degree**
Training Program Type: **Vocational**

NURSE ASSISTANT
WINDSOR ESTATES NURSING & REHABILITATION
18300 LAVERGNE AVE. COUNTRY CLUB HILLS, IL 60478
[Map it](#)
708-341-7953
Occupation Codes: **31-1014.00**
Average Pay: \$27,860/yr in Illinois
Career Cluster: Health Science
Typical Training: Postsecondary certificate, No work experience, No on-the-job training
Career Outlook: Bright
[View Career Summary](#)

Accelerated RN to BS Nursing
Southern Illinois University Edwardsville
Campus Box 1047, Edwardsville, IL 62026
[Map it](#)
Cost: \$8,897.00
Time: 54 weeks / 22 hours

Allow customer to choose to search one of the three training searches available in Illinois workNet. Open the search in a new window.

Use the bookmarked training programs to create a summary view. Keep the existing summary views but make consistent look/feel.

May need to indicate which search was used to find the program

MY PLANS & TOOLS: JOB SEARCH ORGANIZER TAB

EMPLOYMENT 101


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Post-Assessment

Certificate

My Plans & Tools

 JESSICA'S PLANS & TOOLS

About My Plans & Tools

Compare Careers

Compare Training

Job Search Organizer

Resume Builder

Career Plan

Notes

Search for Job Openings

My Bookmarked Job Openings and Organizer Cards

Filter

Active Cards

Archived Cards

Job Openings

Applied to Jobs

Job Interviews

Project Assistant

SIUC, 2450 Foundation Drive, Springfield IL

[www.siu.edu](#)

Posted date:

☐ Application date: None

☐ Interview date: None

☐ Sent thank you card date: None

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:

☐ Application date: None

☐ Interview date: None

☐ Sent thank you card date: None

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:

☐ Application date: None

☐ Interview date: None

☐ Sent thank you card date: None

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:

☒ Application date: 08/2/2019

☐ Interview date: None

☐ Sent thank you card date: None

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:

☒ Application date: 7/25/2019

☐ Interview date: None

☐ Sent thank you card date: None

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:

☒ Application date: 7/14/2019

☐ Interview date: None

☐ Sent thank you card date: None

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:

☒ Application date: 7/14/2019

☒ Interview date: 8/15/2019

☒ Sent thank you card date: 8/15/2019

Job Position Name

Company, address 1, City, State

[www.WebAddress.com](#)

Posted date:


☒ Application date: 7/14/2019

☒ Interview date: 8/1/2019

☒ Sent thank you card date: 8/1/2019

Job cards move to next column when they are updated to show they applied for the job, have/had an interview, or received a job offer.

MY PLANS & TOOLS: UPDATE JOB SEARCH CARD VIEW



About I

Search

My E

Filter

Job C

Proje

SIUC, 2450

www.siu.edu

Posted date

☐ Appl

☐ Inter

☐ Sent

Job P

Company, I

www.Web/

Posted date

☐ Appl

☐ Inter

☐ Sent

Job P

Company, I

www.Web/

Posted date

☐ App

☐ Inter

Print

Company / Organization Information:

Name:	
Address:	
Phone Number:	
URL/Web Address:	
Other information such as the company mission, vision, and overall goals:	

Individual Job Application Submitted to:

Name:	
Address:	
Phone Number:	
Email:	

Contact Record:

Phone Conversation(s):	Date:	Purpose:
	Date:	Purpose:
Cover Letter Submitted:	Date: Keep a copy with the file. Upload File	If you do not get an interview: <ul style="list-style-type: none">• Did you follow-up?• Did you customize your information for the job?• Does the cover letter or resume have typos?
Resume Submitted:	Date: Keep a copy with the file. Upload File	
Job Description:	Keep a copy with the file to help you prepare for your interview. Add Description	

Interview Schedule:

Interview Type:	<input type="checkbox"/> Phone <input type="checkbox"/> Skype/Web-based <input type="checkbox"/> In Person <input type="checkbox"/> In Person Group
Interview Date:	
Interviewer Name:	
Interviewer Title:	
Follow-up Thank You Letter Submitted:	Date: Keep a copy with the file. Upload File

☐ I was offered the job.

Notes:

--

Plan

views

me

2019

19

ate: 8/15/2019

me

2019

9

ate: 8/1/2019

Job card would use the same fields as the current job search record. It would open in a modal window and would be printable.

MY PLANS & TOOLS: CAREER PLAN GOALS AND STEPS

EMPLOYMENT 101

Pre-Assessment Guide Post-Assessment Certificate My Plans & Tools



JESSICA'S PLANS & TOOLS

About My Plans & Tools Compare Careers Compare Training Job Search Organizer Resume Builder Career Plan Notes

Current Project: Illinois workNet

Career Plan

Skills, Interests & Experiences Plan Goals and Steps Accomplishments Job Leads Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No Status update yet!

Download Career Plan

CAREER PLAN					
Goal	Steps	More Info	Earliest Start Date	Latest Due Date	Status
Get training to enhance your skills.	Show Next Steps		3/5/2019	8/15/2019	On Track
Get a job or work experience.	Show Next Steps				Not Started
Get support to reach your goals.	Show Next Steps				Not Started
Living independently.	Show Next Steps				Not Started

Add Next Step

Use existing Illinois workNet basic Career Plan.
Update career plan to allow customers to add their goals and simple steps.

ADD/UPDATE NEXT STEP

Step

Goal* Get training to enhance your skills. Status* Started/Open

Start Date* 3/5/2019

Due Date* 5/10/2019

Weekly Hours* 10.00

Special Instructions

MY PLANS & TOOLS: CAREER PLAN ASSESSMENTS

EMPLOYMENT 101

Pre-Assessment Guide Post-Assessment Certificate My Plans & Tools



JESSICA'S PLANS & TOOLS

About My Plans & Tools



Compare Careers



Compare Training



Job Search Organizer



Resume Builder



Career Plan



Notes

Current Project: Illinois workNet

Career Plan

Skills, Interests & Experiences

Plan Goals and Steps

Accomplishments

Job Leads

Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No Status update yet!

Download Career Plan



DESIRED CAREER PATH

Career Pathway Choice

Law, Public Safety, Corrections,
and Security

Occupation 1

Animal Control Workers

Occupation 2

Counselors, Legal

Wage Goal (Per Hour)

None

[See More](#)

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

SKILLS AND INTERESTS

EMPLOYMENT GOALS

EDUCATION LEVEL

EMPLOYMENT RELATED INFORMATION

SITUATIONS

DISABILITY BENEFITS ESTIMATOR

EMPLOYMENT 101

NOCTI RESULTS

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

Update the assessment questions as needed based on the content updates.

MY PLANS & TOOLS: **NOTES**

EMPLOYMENT 101

Pre-Assessment

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My Plans & Tools



JESSICA'S PLANS & TOOLS

About My Plans & Tools



Compare Careers



Compare Training



Job Search Organizer



Resume Builder



Career Plan



Notes

Start Date

End Date

Add Note

Filter

Export

Show 50 entries

Category	Date	Subject	Note	Search: <input type="text"/>
Careers	8/20/2019	Enrollment request	gfdsgsdgfsd	
Training	8/13/2019	Message Assessment	This is testing if the case note can be sent to contacts and the offender.	
Job Search	8/9/2019	This is a test note	The page should reset after this note.	
Starting a Job	8/9/2019	skills assessment	jajfkj klakfjakl afji akmjkd ap jk lajidlaja	
Financial	8/8/2019	Enrollment	dfgs	

ADD NOTE

×

Category




Subject


Add your note.

Update the note categories as needed based on the content updates.

MY DASHBOARD: UPDATES OUTSIDE EMPLOYMENT 101

 Natasha's Dashboard


My Tools My Assessments Partner Tools


 Settings

[Update My Profile](#)

[Change Password](#)


[Update - News](#)

[Subscription Settings](#) 

 Message and Notes

4 Messages

16 Notes

 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](#)

 Careers


[Explore Careers](#)

[CNC Operator](#)

[Truck Driver](#)


[Material Handler](#)

[See All](#)


 Training

[Explore Training](#)

Start exploring training and bookmark programs that interest you.

 Career Plan

Illinois workNet

 Resume Builder

[Resume Builder](#) [Guide](#)

☒ Cover Letter Saved

☒ Interview Practice Saved


☒ Resume Saved

☒ Assessments Saved

☒ Portfolio Saved

☒ Website Saved

Are your saved items not checked? [Next Steps](#)

 Job Search Organizer

[Find Jobs](#)

[Saved Job Openings - 4](#)

[Applied to Jobs - 3](#)

[Job Interviews - 2](#)

[See All](#)

[My Bookmarked Jobs](#)

Select "See All" to see the same type of summary view that is available in Employment 101.

NEXT STEPS



- **Grantees Complete Layout and Tools Survey**
- **SIUC Team Compiles Survey Results**
- **SIUC Team Researches Interactive Apps**
- **Next CYEP TA Webinar: Provide Summary**

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 www.illinoisworknet.com.