

Employment 101

Plan to reach your employment goals.

Inside Employment 101

- A pre-assessment to check your current knowledge
- A guided approach, resources, & planning tools
 - Career & Training Research
 - Job Search Organizer
 - Achieve Your Goals
 - Create Goals and Steps for your plan
- A post-assessment to check what you have learned & to unlock your Illinois workNet Certificate of Completion
- An Illinois workNet Certificate of Completion and Badge to add to your resume & portfolio

Use A Guided Approach

Follow simple steps that:

- Provide guidance through the process.
- Present resources related to that step.
- Show related planning tool sections.

This means that you:

- Are not overwhelmed with too much information at one time.
- Know exactly which field to complete in the planning tools.
- Can access all the information you need in one place.



GET STARTED

1. Go to www.illinoisworknet.com/employment101, then:
2. Log into your Illinois workNet account or sign up.
3. Select "My Dashboard".
4. Select the icon/link to your Employment 101 Guide.



THE PROCESS

1. Take the pre-assessment.
2. Complete the Employment Guide.
3. Take the post-assessment.
4. Download the Badge and Certificate of Completion & add it to your resume & portfolio.



WHEN YOU RETURN

1. Update your plans as they evolve.
2. Use the tools to organize your job search.
3. Keep your resume up-to-date.
4. Track your job search progress.

illinoisworknet.com/Employment101



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor