

Youth Apprenticeship & Career Pathways Program Tools

IWDS Sync Update & Worksite Placement Tool Overview
September 20, 2017



Agenda

- What You Can Do Now: Application & Suitability Review
- IWDS Sync Update and Progress Page Overview
- Worksite Placement and Payroll Upload Overview
- Next Steps

Online Suitability Application Overview

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YOUTH APPRENTICESHIP APPLICATION

Pre-Screening Application

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

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YOUTH APPRENTICESHIP APPLICATION

Pre-Screening Application

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

Employment Goals Training Delivery Physical Demands Other Items

Some jobs have hiring requirements based on skills, policies, or laws. Make sure you get trained for a job where your history does not keep you from getting a job. For example, if you are a registered sex offender, you will not be able to get a job working with children.

Do you have 3 or more motor vehicle ticket/instances (excluding parking tickets) in the past three years? * Yes No

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YOUTH APPRENTICESHIP APPLICATION

Pre-Screening Application

Contact Information Information About You Education Level Employment History Potential Barriers Final Questions

Gender *

Date of Birth *

Military Status *

Marital Status *

Ethnicity * White Hispanic

Select all that apply.

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Complete Online Suitability Application

Customer Instructions - August 2017 v2

? WHY

Why do you need to complete the online suitability application?

It is important to find a program that is suitable for you. Suitable means "right for a particular purpose, person, or situation".¹ The online suitability application collects information about your skills, interest, abilities, and experiences. This information is used to find a training program that is "right" for your purpose (goals) and situation.

i HOW

How do you complete the Youth Apprenticeship and Career Pathway Online Suitability Application?

1. Go to www.illinoisworknet.com/YACApply.
2. **Login** with your existing Illinois workNet account. If you do not have an Illinois workNet account, setup an account.
3. Read and agree to the **Terms of Use** to continue.
4. Complete the **Pre-screening** section of the application.

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Pre-Screening Application

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

It is important to select a training program in an area in which you are interested. Complete the Career Cluster Inventory (5-10 minutes) to identify which career cluster(s) may be a good fit for you.

STEP 1 Complete Career Cluster Inventory

- Rate 80 activities as: like very much, like, dislike, or not sure.
- This will open in a new window/tab.
- View the results graph to see how your interests match up to each career cluster.
- Come back to this page to complete step 2.

STEP 2 Enter your top three career cluster results below:

First Choice *

Second Choice *

Third Choice *

- a. Answer a few questions to make sure you are eligible for the program.
- b. If you are eligible, you will complete a skills and interest survey. This survey will show you which career pathways may be a good match for you.
- c. You will enter in your top three career pathways into the suitability application. The system will check to see if there is a training program for one or more of your selected pathways.

IWDS Sync Update and Progress Page Overview

workNet
DASHBOARDS- CUSTOMERS GROUPS RESOURCES WORKSITE PLACEMENT HI, INFO@TRAIN10_SIUCCWD.COM-

YOUTH APPRENTICESHIP PROGRESS PAGE

Application Suitability **Progress** Case Notes

PROGRESS

Profile

First Name Benjamin

Last Name Bratt

Email info@intakeB_siuccwd.com

User Name IntakeB

Last 4 SSN 8797

DOB 12/19/1996

[Sync With IWDS](#)

Last Sync: N/A

[Reset Password](#) [Send Message](#)

[Contact & Appointment Information](#)

[Enrollment and Employment Information](#)

[Goals](#)

[Barriers](#)

[Services](#)

[Service Credentials](#)

[Uploaded Documents](#)

Services

[Add Service](#)

Show 10 entries Search:

| Service/Program Name | Provider | Start Date | End Date | Status | Credential Earned | Source | Remove |
|---------------------------------|----------|------------|--------------|-------------------------|-------------------|---------------|--------|
| Occupational Classroom Training | N/A | 9/12/2017 | Not Complete | Started/Open | N/A | Request Sent | ✗ |
| Financial Literacy Education | N/A | 9/15/2017 | Not Complete | Not Started (Scheduled) | N/A | Not Requested | ✗ |

Showing 1 to 2 of 2 entries

Previous 1 Next

Worksite Placement and Payroll Upload Overview

WORKSITE PLACEMENT

Worksite Placement | Payroll | Payroll Management

Employment Type: Select

Filter

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Show 50 entries

| Add Customers | Employer | Worksite | Job | Total Number of Openings | Full Time Positions Filled | Part Time Positions Filled |
|---------------|-----------------------|-----------------------|------------------------------------|--------------------------|----------------------------|----------------------------|
| Add Customers | CNC USA Manufacturing | CNC USA Manufacturing | Material Moving Workers, All Other | 3 | 0 | 0 |

Add Employer/Worksite

Worksite Placement and Payroll Upload

September 2017 v1

Purpose:

The worksite placement tool is available to Youth Apprenticeship and Career Pathway grantees. The purpose is to identify employers who are providing work-based learning experiences, the number of openings for those worksites, and youth worksite placements. The scheduling tool is also a communication tool that allows the grantee to upload youth payroll. Commerce can review and approve payroll uploads.

Who Enters/Maintains Data:

There are two components.

- Grantee/Provider staff enter employers, worksite information, placements, and upload Payroll.
- Commerce staff review and approve payroll uploads.

Access Worksite Placement and Payroll

- Log into www.illinoisworknet.com.
- Select **My Dashboard** and select **Dashboard/Partner Tools**.
- Select **Customer Support Center**.
- Select the **Worksite Placement**.
- Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

WORKSITE PLACEMENT

Agency: Select

Employment Type: Select

Filter

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Show 50 entries

| Add Customers | Employer | Worksite | Job | Total Number of Openings | Full Time Positions Filled | Part Time Positions Filled |
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| No data available in table | | | | | | |

Showing 0 to 0 of 0 entries

Add a Worksite

- Select the **Worksite Placement** tab.
- Select **Add Employer/Worksite** button to add an employer/worksites.
 - Select an existing employer
 - or
 - Add a new employer.
 - Enter the employer name, description, and location.
 - Indicate if this location is a worksite.

Employers can be used across agencies and regions. That means you can see employers (location and contact information only) that have been entered by other partner sites. The purpose is to eliminate

Next Steps

- Have youth complete the Online Suitability Application. *For those who are already in IWDS, have the customers complete the online application before October 1. We will sync the customers to those who are already in IWDS.*
- Make the recommendation on the customer's Suitability page.
- Release to production the sync with IWDS.
- Schedule Additional TA Webinars for Wednesdays @ 11:00.
 - September 27 - Review Assessment and Optimal Resume Tools (partner view)
- Schedule TA webinar(s) with grantees, who are not entering customers into IWDS, and LWIA staff who will be entering those customers.

Setting Up Your Account

1. Go to www.illinoisworknet.com and create or log into your Illinois workNet account.
2. Make sure your organization's location is set up as a partner in the [Illinois workNet Service Finder](#).
3. Request to become a partner by sending an email to info@illinoisworknet.com. Include the following information:
 - **Reason for the email: I would like to request an Illinois workNet partner account.**
 - **Your name as it appears in your Illinois workNet account.**
 - **Name of your organization as it appears in the Illinois workNet Service Finder.**
 - **Organization address and work phone number.**
4. We will review your request, confirm your information is accurate, and provide you with a partner account.