



Illinois Works Reporting System Adding a Participant

Purpose

In the Illinois Works Customer Group, Grantees and Service Providers have access to update and maintain participant information. The Recruitment tool allows users to add potential recruits interested in the Pre-Apprenticeship Program.

Who Enters/Maintains Data

- Grantee/Service Provider enters participant demographic information and their assigned training provider.

Access Participant Details

1. Log into www.illinoisworknet.com
2. Select **My Dashboard** and select **Customer Support Center**.
3. Select **Groups** and then select **IL Works**.
4. If you are associated with multiple agencies/locations, they will display as a list. Select the project **IL Works** to continue.
5. If you are associated with multiple providers/locations for the program, they will display as a list. Select the **Intermediary/Provider**.
6. Click the **Search** button.

The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM' interface. At the top, there are navigation links for 'DASHBOARDS', 'GROUPS', and a user profile 'HI, MTELGER3'. Below the navigation bar, there are three tabs: 'Participant Recruitment & Engagement' (active), 'Partner Engagement & Management', and 'Work Plan & Report'. The 'Participant Recruitment & Engagement' tab contains a form with the following fields:

- Name: [Empty text input]
- Intermediary/Provider: [Dropdown menu with 'Macon County' selected]
- Customer Status: [Dropdown menu with 'Select' selected]

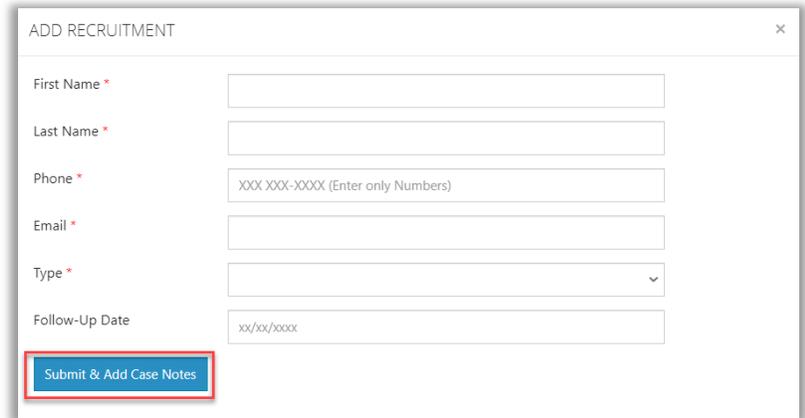
Below the form, there are three buttons: 'Search', 'Export', and 'Student Support Needs Report'. To the right of these buttons is a blue button labeled 'Add Recruitment', which is highlighted with a red box. Below the buttons, there is a 'Show 10 entries' dropdown. At the bottom, there is a table with the following data:

Customer Status	Last Name	First Name	Provider	Assessment Date
Enrolled	Blake	Adeel	Macon County	4/6/2022
Complete & In Transition	Bourne	Harri	Macon County	Not Submitted

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Adding Recruitment

1. On the Participant Recruitment & Engagement screen, select the **Add Recruitment** button.
2. Enter the following information for each recruit:
 - a. **First Name**
 - b. **Last Name**
 - c. **Phone**
 - d. **Email**
 - e. **Type**
 - i. **Closed Lead Inquiry: Add Case Note and do not follow up**
 - ii. **Cold Lead Inquiry: Add Case Note and Add Follow up Date**
 - iii. **Warm Lead Inquiry: Add Case Note and Add Follow-Up Date**
 - f. **Provider**
 - g. **Follow-up Date**
3. Click the **Submit & Add Case Notes** button.



The screenshot shows a web form titled "ADD RECRUITMENT" with a close button (X) in the top right corner. The form contains the following fields: "First Name *", "Last Name *", "Phone *" (with a placeholder "XXX XXX-XXXX (Enter only Numbers)"), "Email *", "Type *" (a dropdown menu), and "Follow-Up Date" (with a placeholder "xx/xx/yyyy"). A blue button labeled "Submit & Add Case Notes" is located at the bottom left of the form and is highlighted with a red border.

Note: When a recruit is selected as a Closed Lead or Cold Lead, the Service Program Provider must complete a Case Note along with a follow-up date to determine if they are still interested in the Pre-Apprenticeship Program.

Note: When a recruit is selected as a Warm Lead or Hot Lead, the Service Program Provider is required to complete the pre-screening assessment and a Case Note.

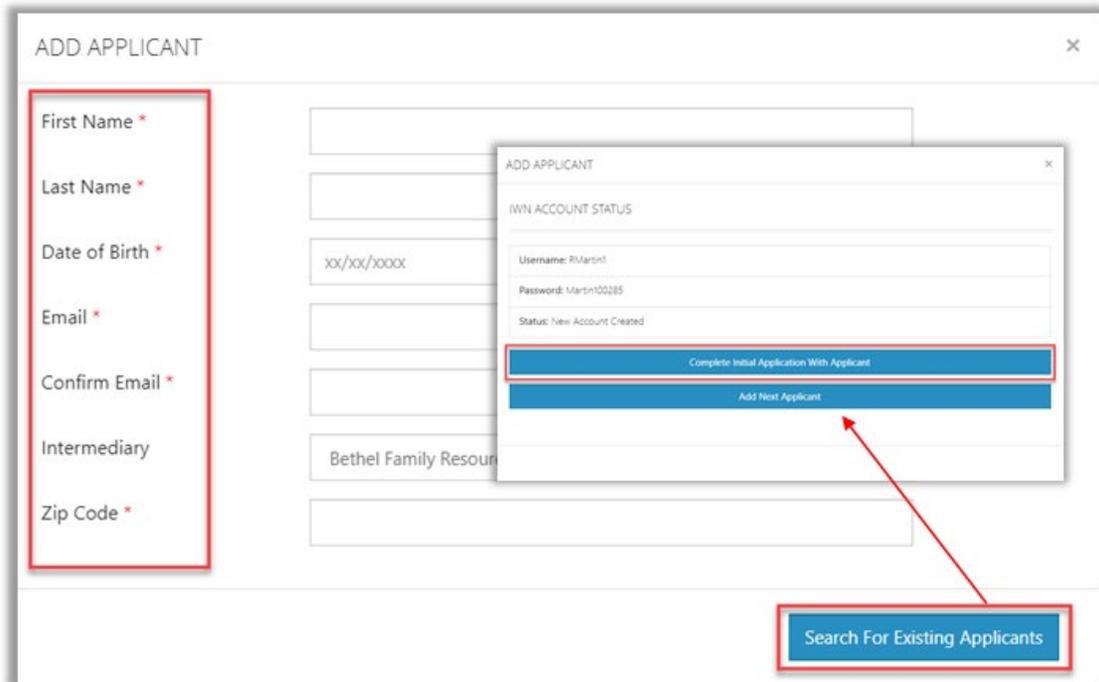


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Completing the Pre-Screening Assessment

1. On the Add Recruitment Pre-Screening screen, complete the following information:
 - Do you have an interest in making a career in the construction industry?
 - i. Select Yes or No
 - Do you have the availability to attend the program?
 - i. Select Yes or No
 - Do you have a High School Diploma or GED/HISET?
 - i. Select Yes or No
 - Are you at least 18 years of age?
 - i. Select Yes or No
 - Are you an Illinois resident?
 - i. Select Yes or No
 - How did you hear about the program?
 - i. Select one of the following choices:
 1. Email
 2. Social Media
 3. Family or Friends
 4. American Job Center
 5. Organization Website
 6. Nonprofit/Faith-based organization referral
 7. Mailings
 8. Newspaper or Magazine
 9. Radio
 10. TV
 11. Other
2. Select the **Choose File** button and attach the Application.
3. Click on the **Pre-Screening Result** dropdown and select the following choices:
 - a. Does not meet pre-screening requirements- Add Case Note
 - b. Meets pre-screening requirements. Not participating at this time.
 - c. Meets pre-screening requirements. Interested in participating.

4. Click on the **Pre-Screen Date** field and enter the date of the pre-screening.
5. Select the **Follow-up Date** field and enter a date to follow up with the recruit.
6. Select the **Sex** of the recruit.
7. Select the applicable **Race/Ethnicity** of the recruit.
8. Click on the **Submit and Add Case Notes** button.
9. You will then Add the Applicant. Some of this information will populate such as the name, email, and intermediary. You will need to add:
 - Date of Birth
 - Confirm the Email
 - Zip Code
 - Then click Search for Existing Applicants
10. On the Add Applicant screen, select the **Complete Initial Application with Applicant** or **Add Next Applicant** button.



Completing Pre-Apprenticeship Program Application with Applicant

Note: On the Participant Recruitment and Engagement screen, Service Program Providers have two options to complete an applicant with an applicant. Service Program Providers can either select the Complete Initial Application with Applicant button on the Add Applicant screen or on the Participant Recruitment and Engagement screen, select the applicant by last name. Then click on the intake screen to complete the application.



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1. On the Add Applicant screen, select the button **Complete Initial Application with Applicant** button.
2. On the **Demographic and Contact Information** screen, enter the following information:
 - a. First Name
 - b. Last Name
 - c. Email
 - i. Confirm Email
 - d. Street Address 1
 - e. Street Address 2
 - f. City
 - g. State
 - h. Zip Code
 - i. Primary Phone
 - j. Primary Phone Type
 - k. Alternative Phone
 - l. Alternative Phone Type
 - m. Date of Birth
 - n. Sex at Birth
 - o. Preferred Gender Identification
 - p. Military Status
 - q. Marital Status
 - r. Race/Ethnicity
 - s. Are you authorized to work in the U.S.?
3. Click the **Cancel** button or the **Save and Go to the Next Page** button to continue.
4. On the **Education** screen, enter the applicant's education experience.
5. Select the **Cancel**, **Previous** or the **Save and Go to the Next Page** button to continue.
6. On the **Other Consideration** screen, enter additional information about the applicant's background.
7. Select the **Cancel**, **Previous** or the **Save and Go to the Next Page** button to continue.
8. On the Work History screen, enter information on the applicant's work history.
9. Select the **Cancel**, **Previous** or the **Save and Submit** button to continue.
10. On the Application Summary Screen, select the **Return to Intake** button.

Note: If need be, you can return to any application section to update participant contact information.

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ILLINOIS WORKS REPORTING SYSTEM APPLICATION

Demographic & Contact Information

Do you have a Driver's license?

Some employers will complete a background check for new employees.

Please check all of the following that apply to your situation:

- I am registered on the sex offender registry.
- I have a violent felony conviction.
- I have a non-violent felony conviction.
- I have a misdemeanor conviction (excluding traffic violations) within the past 7 years.
- I have been on probation in the last 10 years (excluding traffic violations).
- None of the above apply to me.

Some apprenticeship programs/employers require you to be drug-free. In those cases, they will require that you can pass a drug test showing no substances in your system for the previous 30 - 120 days. Will you be able to pass a drug test?

Are you willing to take a drug test? Yes No

How will you get to a training or work site?

Can you effectively participate in training delivered in English? Yes No

Do you have one year of high school level Algebra I or equivalent with a grade of "C" or better? Yes No

Are you able to meet the time requirement? Yes No

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ILLINOIS WORKS REPORTING SYSTEM APPLICATION

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Do you have one year of high school level Algebra I or equivalent with a grade of "C" or better? Yes No

Are you able to meet the time requirement? Yes No

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ILLINOIS WORKS REPORTING SYSTEM APPLICATION

Demographic & Contact Information

What is your current employment status?

Have you worked in the construction industry before? Yes No

Are you currently employed by this employer? Yes No

Employer Name

Start Date

End Date

Job Title

Street Address 1

Street Address 2

Employer City

Employer State

Employer ZIP Code

Job Duties

Hours worked/week

Does this job meet your needs? Yes No

Why or why not?

Reason For Leaving

Was this your primary employment? Yes No

Were you self employed? Yes No

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ILLINOIS WORKS REPORTING SYSTEM APPLICATION FOR MICHELLE ADAMS

APPLICATION SUMMARY FOR: MICHELLE ADAMS

All information in the Illinois Works Pre-apprenticeship Program Application must be provided directly by applicants to the Illinois Works Pre-apprenticeship Program.

- Select each section below to view the participants information
- If information is missing or needs to be updated, select the link to return to a specific question

Demographic & Contact Information

Section	Selected Responses
First Name	Michelle
Last Name	Adams
Email	michelleadams@noemail.com
Street Address 1	1234 Chicago Road
Street Address 2	
City	Chicago
State	IL
ZIP Code	62701
Primary Phone	312-525-6464
Alternate Phone	
Date of Birth	10/02/1985
Sex at Birth	
Preferred Gender Identification	
Military Status	None
Marital Status	Single
Race	Black/African American American Indian or Alaskan Native
Are you authorized to work in the US	True

[Return to Demographics & Contact Info Update](#)

Education

Other Considerations

Work History

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