



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

• <u>Grantee/Service Provider</u> 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.

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- 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, theywill display as a list. Select the Intermediary/Provider.
- 6. Click the Search button.

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Participant Recruitment	& Engagement	Partner Engagement & Ma	anagement Work Pl	lan & Report			
Name							
Intermediary/Provider	Macon County		~				
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Customer Status	🔶 Last	Name 🔺 First	Name 🕴	Provider	🔶 As	sessment Date	\$
Enrolled	Blake	Adee		Macon County	4/6	6/2022	
Complete & In Transition	Bour	ne Harri		Macon County	No	ot Submitted	

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and serv ices 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 any webpage at illinoisworknet.com.



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
 - i. Cold Lead Inquiry: Add Case Note and Add Follow up Date

First Name *		
Last Name *		
Phone *	XXX XXX-XXXX (Enter only Numbers)	
Email *		
Type *	~	
Follow-Up Date	YV / YV / YVYY	

- ii. 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.

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.







Adding a Participant

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.



Adding a Participant

- 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.

ADD APPLICANT		×
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Email *		Password: Martin100285 Status: New Account Created
Confirm Email *		Complete Initial Application With Applicant Add Next Applicant
Intermediary	Bethel Family Resour	
Zip Code *		
		Search For Existing Applicants

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

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- 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
- I. 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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