ILLINOIS **workNet®** CENTER

american job center®

Building Your Optimal Impression

Interview Prep & GPS Tool

OPTIMALRESUME.COM

THE OPTIMAL FIRST IMPRESSION

May 2017

What we will cover

- Access your Account
- Document Center
  - Skills Assessment
  - Resume
  - Letters
  - Portfolios
  - Video Resumes
  - Websites
  - Interviews

OPTIMALRESUME.COM

THE OPTIMAL FIRST IMPRESSION

www.illinoisworknet.com/resume

Log-In to Access Resume Builder

1. Complete any Contact Information that may be missing.
2. Enter your Career Preferences.
3. Hold CTRL for Multiple Selections.
4. Save.
5. You can change Industry at any time.

Document Center

- The Document Center offers storage for files you create or upload.
- Access it from the Resume home page.

Interview Prep

Interview Prep

✓ Assessment done
✓ Skills done
✓ Resume done
✓ Letters done
✓ Video resume done
✓ Website done
   Interviews??

INTERVIEWS

Create New Interview

Manage Your Interviews

No Interviews

Interview Prep

- Optimal Resume offers you the opportunity to practice interview questions and see/hear your response
- **Name** your interview

Interview Prep

- Hover over the category to see what is included
- Select the type of interview you would like to practice

Interview Prep

- Practice options include:
  - Video – record your voice and image
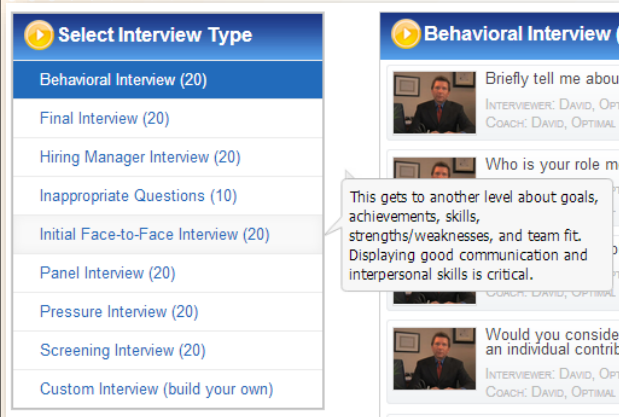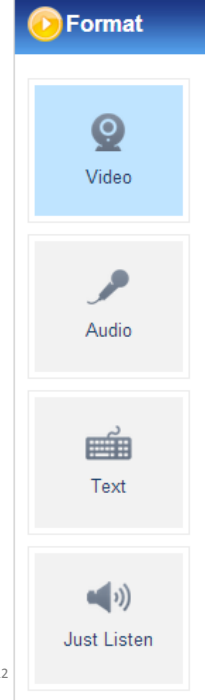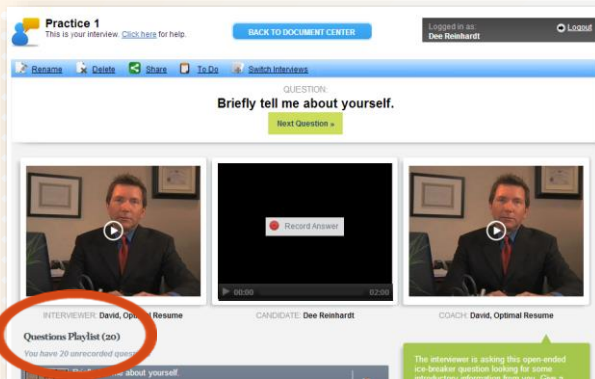 - Audio – record your voice only
  - Text – Type your answers
  - Just Listen – listen to the questions from the interviewers

May 2017   Illinois workNet - Optimal Resume   12

Interview Prep

- After selecting an interview type the number of questions in the Playlist are shown in parenthesis

May 2017   Illinois workNet - Optimal Resume   13

Interview Prep

- Choose the audio/video and connect to your webcam
- Completed recordings are noted with a green flag
- Share your questions with a career counselor

Resume GPS

Resume GPS

- Open the resume
- Select **Resume GPS**
- Check the box to Opt-In

May 2017   Illinois workNet - Optimal Resume   16

Resume GPS

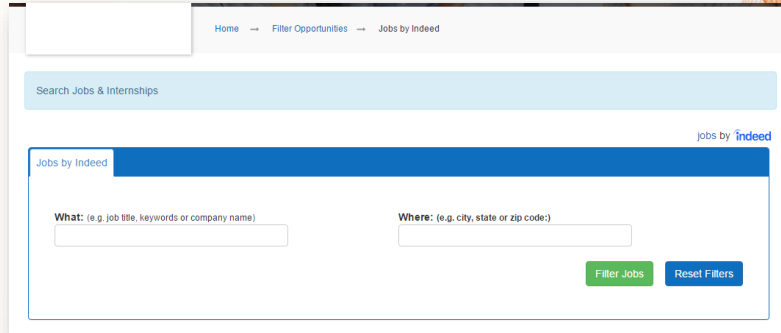- After you opt-in complete:
  - Keyword Tags
  - Location
  - Photo
  - Education Information
  - Career Preferences
- Check for:
  - Messages
  - Statistics
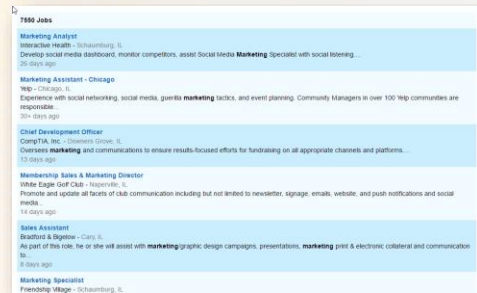 - Online Interviews
  - Video Conferences

May 2017   Illinois workNet - Optimal Resume   17

8

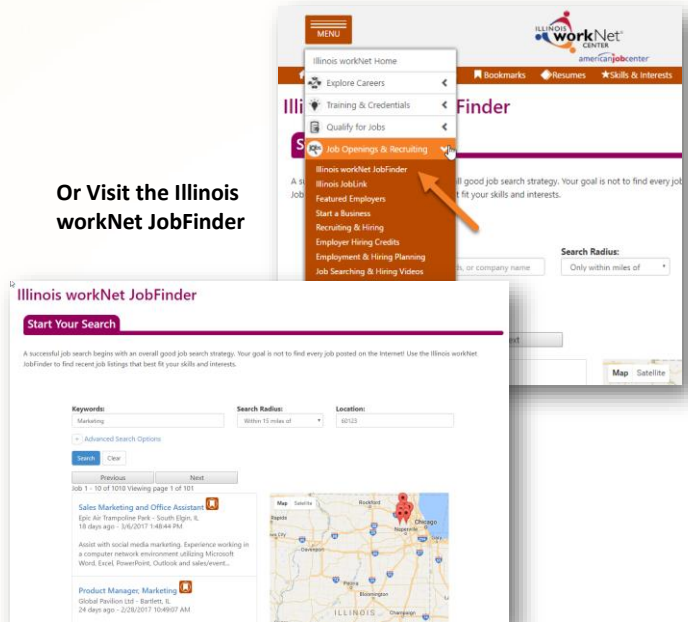# Search Jobs in Optimal Resume

- Filter jobs by:
  - What
  - Where

Check the list Daily

Or Visit the Illinois workNet JobFinder

Watch videos on each topic

- Resume Builder Series Videos
  - https://www.youtube.com/watch?v=aN9VmjFBxYM&list=PLlkuU1Id_xm_yHJfUGpXfTYyV2PVuknJR
  - Accessing the Resume Builder on Illinois workNet
  - Managing your Resume Builder Account
  - Creating a Resume with the Resume Builder Tool
  - Creating Cover Letters with the Resume Builder Tool
  - Creating Portfolios with the Resume Builder Tool
  - Assessments on the Resume Builder Tool
  - Practice Interviews on the Resume Builder Tool
  - Create a Video Resume
  - Create a Personalized Website

May 2017   Illinois workNet - Optimal Resume   20

Thanks for watching

OPTIMALRESUME.COM
THE OPTIMAL FIRST IMPRESSION

Questions may be directed to:
- Illinois workNet– info@illinoisworknet.com

To see archived videos:

https://www.illinoisworknet.com/Qualify/Pages/Videos.aspx

OR:

http://www.youtube.com/illinoisworknet

To get information on our upcoming webinars, follow us on social media:

May 2017   Illinois workNet - Optimal Resume