

Navigation



NAVIGATION

ILLINOIS workNet CENTER americanjobcenter

Employment 101

Career Tools

COMPLETE YOUR EMPLOYMENT 101 GUIDE

Return to Steps

Reset Guide

Guide Overview


- This guide includes steps and activities - [Learn how each section is set up.](#)
- As you complete the steps and activities your information will be saved in Career Plan Tools - [Learn about your Career Plan Tool dashboard.](#)
- You can share your saved results if you are working with an instructor or advisor - [Learn how you can use this tool with your advisor](#)
- Complete the post-assessment. You can earn your certificate of completion - [Learn how to access your certificate.](#)

My Overall Progress

0 / 8 Modules Completed

0% progress

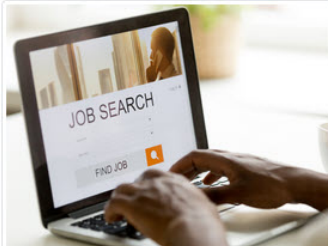
1. Prepare a Career Plan



Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

- [Explore Careers](#)
- [Explore Training](#)
- [Get Qualified](#)


2. Prepare a Job Search Plan



Organization and preparation are key factors to finding a job. Start preparing today.

- [Get Prepared](#)
- [Find Jobs](#)

3. Achieve Your Goals



Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.

- [Start a Job](#)
- [Financial Literacy](#)
- [Skills for Success](#)

Guide Page Provides:

- Link to user's Illinois workNet profile.
- Link to instructions for using the tool.
- **Career Tools** returns the user to Plans and Tools Dashboard.
- **Progress** reports the number completed out of 8 total learning modules.
- **Completion** gear shows the overall completion by learning modules.
- **Three sections** provides a brief overview and clickable links to each learning module and is checked as each model is complete.

- ✓ [Explore Careers](#)
- ✓ [Explore Training](#)
- ✓ [Get Qualified](#)

Duration – 5 Minutes

NAVIGATION

The screenshot shows the Illinois workNet Career Tools interface for the E101 module. At the top, there is a navigation bar with the workNet logo, the text "Employment 101 - E101", and a "Career Tools" button. Below this is a large orange banner with the text "E101: PREPARE A JOB SEARCH PLAN". Underneath the banner are navigation buttons: "Previous", "Menu", and "Next". The main content area is divided into two sections: "Explore Careers" and "Activity Steps".

Explore Careers

1. Discover careers that match your interests
2. Explore jobs, required skills/credentials, and wage information
3. Rank your career options
4. Test your knowledge

Activity Steps

Career and interest surveys can help you find a starting point for exploring careers.

1. Learn about Career and Interest Surveys
2. Complete the Career Cluster Inventory

The "Activity Steps" section includes a list of instructions: 1. Rate 80 activities as like very much, like, dislike, or not sure. 2. Look at the graph that shows how your interests match up to each career cluster area. 3. Save your Career Cluster results to complete the activity response.

Below the text is a video player showing a video titled "E101 Section 1 Career Plan Overview: Why do I need a Career Plan?". The video player has a play button and a progress bar.

At the bottom of the screenshot, there is a preview of the "Discover careers that match your interests" activity modal. The modal has a title "Discover careers that match your interests." and a subtitle "Explore Careers Introduction". The modal also features a play button and a progress bar.

Learning Module Provides:

- **Illinois workNet** icon takes the user back to the homepage.
- **Career Tools** directs user back to the tools screen.
- **Previous** button takes user to the previous section.
- **Menu** button lists options to return to the Guide or additional webpages, articles, and forms to review during the completion of E101.
- **Next** button takes user to the next section if they completed the current learning module.
- **Section Overview Video** explains why learning this section is important
- **Section Lessons** highlights where the user is currently and adds a checkmark to completed lessons.
- **Activity Steps** highlights what is currently visible in the activity modal.
- **Activity Modal** changes with each activity.

NAVIGATION

The screenshot displays the Illinois WorkNet Center website interface for the 'Employment 101 - E101' course. The main heading is 'E101: PREPARE A JOB SEARCH PLAN'. Below this, there are navigation buttons for 'Previous', 'Menu', and 'Next'. The 'Explore Careers' section lists four steps: 1. Discover careers that match your interests (highlighted and underlined), 2. Explore jobs, required skills/credentials, and wage information, 3. Rank your career options, and 4. Test your knowledge. A video thumbnail for 'E101 Section 1 Career Plan Overview' is also visible. The 'Activity Steps' section explains that career and interest surveys can help find a starting point and lists three steps: 1. Learn about Career and Interest Surveys (highlighted and underlined), 2. Complete the Career Cluster Inventory, and 3. Rate 80 activities as like very much, like, dislike, or not sure. A modal window is open for 'Learn about Career and Interest Surveys', showing the title 'Discover careers that match your interests.' and a section for 'Explore Careers Introduction' with a right arrow button.

Section Lessons:

The current lesson is highlighted and underlined. When the entire lesson is complete, a checkmark shows the lesson is finished.

Activity Steps:

- The current step is highlighted and underlined. When the step is complete, a checkmark will show the activity is finished.
- Current activity shows in the modal window under activity steps.
- Most activities will automatically progress to the next activity. A few must be marked complete.

NAVIGATION

Steps and Goals: Activities in E101 helps plan what needs done to achieve success in your career goals. Update Career Plan steps and create Goals for your situation.

Updating Steps

E101 Complete the activity response: Update your career plan dates for "Find places where staff can help you reach your goals"

Complete the activity response: Update your career plan dates for "Find places where staff can help you reach your goals"

Open Illinois workNet Career Plan

- 1 Update the step for your Career Plan:
- Add date you want to begin
 - Add date you plan to finish
 - Enter number of hours you plan to work on your step
 - Enter any additional notes
 - Update Status to Started/Open when you add a date
 - Click the **Update** button to return to the learning module

UPDATE STATUS

Find places where staff can help you reach your goals.

Goal* Get support to reach your goals.

Status* Planned/Not Started (Scheduled)

Planned Start Date* [Calendar icon]

Planned Due Date* [Calendar icon] Prev Feb 2021 Next

How many hours a week are you planning on working on this?*

	7	8	9	10	11	12	13	
WIOA F	14	15	16	17	18	19	20	
No	21	22	23	24	25	26	27	
	28							

Other Notes* Add notes related to the step.

Service addresses the following situations
[Show More Situations](#)

Update Close

Adding Goals

E101 Create goals to complete your job search plan. i.e. get dates for work experience, or request a recommendation to add to portfolio

Create goals to complete your job search plan. i.e. get dates for work experience, or request a recommendation to add to portfolio

Add Goal to Illinois workNet Career Plan

Change Career Plan

ADD NEW GOAL

Goal Statement *

Category * Select One

Short/Long Term * Select One

Add Goal

Select a Category:

- **Support Services:** Items like housing, medical, uniforms/tools, or childcare
- **Career Plan:** Items related to getting a job like creating a resume or job shadowing
- **Education/Training Plan:** Items related to learning new things like English, earning a GED, or career skills
- **Independent Living:** Items that allow you to pursue your choices
- **Referral to Services:** Items like helping with addiction or homelessness

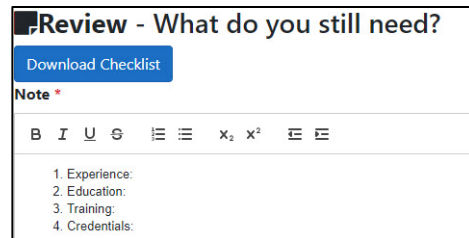
Select a Short- or Long-Term Timeframe:

- **Short-Term:** Refers to a few days and lasts up to a year
- **Long-Term:** Refers to 10 months or longer, or requires you to complete something before this goal can be completed

NAVIGATION

Notes: Activities in E101 helps plan what needs done to achieve success in your career goals. Make Notes in activities to help remember items to do or find. Add Notes to Career Plan steps.

Adding Notes



Review - What do you still need?

Download Checklist

Note *

B I U S [List Icons] x₂ x² [List Icons]

1. Experience:
2. Education:
3. Training:
4. Credentials:

In the requested sections, enter Notes in the tool to help you complete Career Plan steps with more detail.

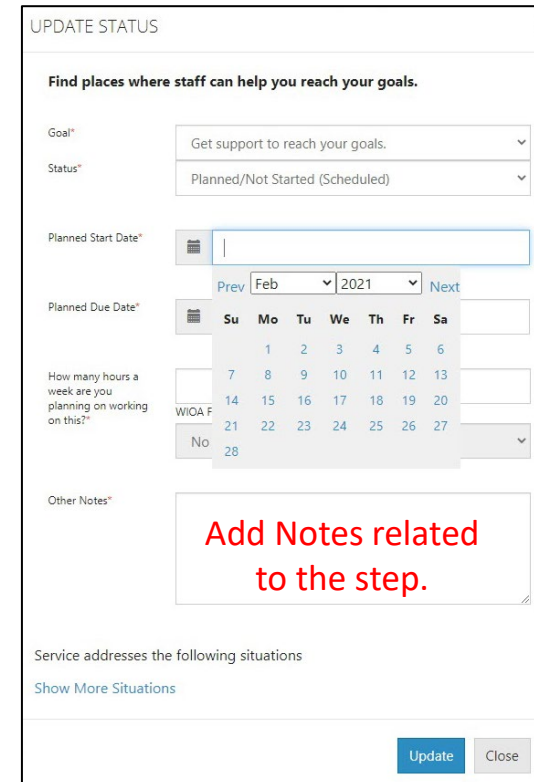
You may download the paper version by clicking the blue **Download Checklist** button.

Link: <https://www.illinoisworknet.com/DownloadPrint/Organize%20Your%20Job%20Search%20Checkl>

Notes are tracked in the Career Plan Tool – Notes.

Fill in the Notes for your plan.

Notes save as you type.



UPDATE STATUS

Find places where staff can help you reach your goals.

Goal* Get support to reach your goals.

Status* Planned/Not Started (Scheduled)

Planned Start Date*

Planned Due Date*

How many hours a week are you planning on working on this?*

Other Notes*

Add Notes related to the step.

Service addresses the following situations

Show More Situations

Update Close

- i** Update the step for your Career Plan:
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