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Getting Started

Logging Into Illinois workNet

1. Go to <u>www.illinoisworknet.com</u> and click "Login" in the header.



2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.

	nthe format of the format oo the format oot	
americanjobcenter		Desure Bullder
Illinois workNet®	Dashboard	Create, save, and share your resumes.
Login with your Illinois workNet account Don't have one? Learn about account benefits. User name:		Use these tools: • Resume Templates • Cover Letter Templates • Portfolio Builder
	Bookmarks	Interview Tools
Password: Forgot Password? Remember me?:	Resume	
Sign In	Resumes	

Creating a New Assessment

If you are thinking of changing careers or are entering the workforce for the first time, OptimalAssessment is a great place to start.

Skills Assessments can help you identify and present your transferable skills and abilities to prospective employers and are especially helpful for creating targeted resumes and cover letters, and preparing for job interviews.

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To create a new assessment:

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- 1. Click the Create New Assessment button.
- 2. Select the type of assessment. There are 3 Types of Assessments:



- **Skills Inventory** This is a tool which allows you to research all of your marketable skills from a list of common professional skills. The Skills Inventory is a broad assessment of your abilities that is not targeted to any specific job or career. This is best used as a brainstorming activity prior to writing your resume
- Accomplishment Sheet An Accomplishment Sheet allows you to list accomplishments you have that made use of specific skills and abilities related to a specific job or occupation. Accomplishment sheets are a great addition to your OptimalWesbite!
- **Proficiency List** This assessment allows you to show your level of proficiency (novice, intermediate advanced) with tools, technology and equipment rrelated to a specific job or occupation

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3. Enter a name for your assessment. Names may only contain letters, numbers, underscores, and dashes. Names must also be a minimum of 3 characters and click Start Assessment.

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Skills Inventory

Creating a Skills Inventory

Create a skills inventory if you want to brainstorm about your skills and abilities in general terms.

- 1. Click the Create New Assessment button.
- 2. Select Skills Inventory, name the Inventory and click Begin Assessment.

SELECT ASSESSMENT TYPE	
• Skills Inventory Identify and describe your marketable skills and abilities	Give the Skills Inventory a name
Accomplishment Sheet Identify and discuss relevant accomplishments for specific occupations	Skills Inventory 1 O BEGIN ASSESSMEN or Cancel
Proficiency List Identify and discuss occupation-specific skills	

3. **Modify your grids** to reflect your background and experience.

Two grids will be displayed – one called SKILLS and another called ABILITIES. The rows in each grid will be prepopulated with the assorted skills and abilities, such as *Coordination* or *Written Comprehension*, pulled from the O*Net database. The colums will consist of various contexts, like *Jobs/Internships* or *Interests/Life Experiences*, within which one claims to have a particular skill and/or ability

💦 Rename 🙀 Delate 🔿 Clone 🔮 Review Center 🚭 Share 🖸 To Do 😹 Butlich Skills Assessments												
SKILLS (25)												
SKILLS (55)	DELETE	DELETE	DELETE	DELETE	DELETE							
	Courses	Jobs / Internships	Service / Volunteer Work	Memberships / Activities	Interests / Life Experiences							
📰 💲 Judgment and Decision Making	Add	Add	Add	Add	Add							
Management of Financial Resources	Add	Add	Add	Add	Add							
Coordination	Add	Add	Add	Add	Add							
E Critical Thinking	Add	Add	Add	Add	Add							
E Negotiation	Add	Add	Add	Add	Add							

Review the different Skills and Abilities. If you are not clear what a particular skill or ability means, simply mouse over it to see an explanation.

SKILLS (25)	EXPE										
SKILLS (35)	DELETE	DELETE	DELETE	DELETE	DELETE						
	Courses	Jobs / Internships	Service / Volunteer Work	Memberships / Activities	Interests / Life Experiences						
Judgment and Decision Making	Add	Add	Add	Add	Add						
Management of Financial Resources	Add	Add	Add	Add	Add						
Coordination Adjusting actions in relation to others' actions.	d	Add	Add	Add	Add						

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Should you find skills or abilities that do not apply, select them using the check box and then scroll down and click the Delete Selected Skills (Abilities) button to remove them from your grid.

01/11 0 (25)	EXPE	RIENCES	ADD MORE		
SKILLS (33)	DELETE	DELETE	DELETE	DELETE	DELETE
	Courses	Jobs / Internships	Service / Volunteer Work	Memberships / Activities	Interests / Life Experiences
Iudgment and Decision Making	Add	Add	Add	Add	Add
Management of Financial Resources	Add	Add	Add	Add	Add
Coordination	Add	Add	Add	Add	Add
Critical Thinking	Add	Add	Add	Add	Add
C Regotiation	Add	Add	Add	Add	Add
Active Listening	Add	Add	Add	Add	Add
scro	ll to s	ee the re:	st of the tab	le	
Coperation Monitoring	Add	Add	Add	Add	Add
Troubleshooting	Add	Add	Add	Add	Add
Technology Design	Add	Add	Add	Add	Add
DELETE SELECTED SKILLS					

Add custom skills and/or abilities by clicking the Add More button. Enter the custom skill and click Add Skill button to add to your grid.

			EXPE	RIENC					
		SKILLS (18)	DELE	те	DELETE	DELETE		DELETE	DELETE
-	sĸ		Jobs / Courses Internships → ←			Sei	rvice / Volunteer Work	Memberships / Activities	Interests / Life Experiences
	:	Mathematics	Add skill			8	Add	Add	Add
	:	Active Listening	Skill name:	Custom :	Skill		Add	Add	Add
	:	Critical Thinking	- NOU ONALL				Add	Add	Add

Review the different column headings in the **Experiences** section. Should one or more not be applicable, remove them using the **Delete Selected Skills** button.



Add different experience columns should they be applicable. For example, perhaps many of your skills and/or abilities were honed in the military. Add a new column called Military Experience by clicking the **Add More** button; enter the new column name and then click the **Add Experience** button.

Adds a custom colu	umn .	RIENC				
SKILLS (35)	DELETE	DELETE	DELETE	DELETE	DELETE	Removes
	Courses	Jobs / Internshi	Service (Volunteer Add experience	Membershins /	Interests / Life Experiences	column
Judgment and Decision Making	Add	Add	Experience name: Military Experience		Add	
Management of Financial Resources	Add	Add	ADD EXPERIENCE		Add	

4. Add content by clicking the **Add** button to open a free text editor into which you can add evidence as to why you claim to have a certain skill or ability within a certain context(s). Click **Save** after entering your content.

Skill: Management of Financial Resources Experience: Jobs / Internships				SKII I S (25)							
B I <u>U</u> <u>4</u> . ∂ <u>⊨</u> ∞	SKILLS	SKILLS (33)	DELETE	DELETE	DELETE	DELETE	DELETE				
Managed a retail store for 5 years Was treasurer of the UNC Club Soccer team (2010 - 2013)	Managed a retail store for 5 years Was treasurer of the UNC Club Soccer team (2010 - 2013)		K		Courses	Jobs / Internships	Service / Volunteer Work	Interests / Life Experiences	Military Experience		
			:	Judgment and Decision Making	Add	Add	Add	Add	Add		
			Anagement of Financial Resources		Add	Edit Managed a retail store for 5 More	Add	Add	Add		
SAVE CANCEL											

5. Repeat this process for all of your skills and abilities.

Accomplishment Sheet

Creating an Accomplishment Sheet

An Accomplishment Sheet allows you to display a unique graphical representation of accomplishments you have that have made use of specific skills and abilities related to a specific job or occupation.

1. Click the **Create New Assessment** button.

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2. Select **Accomplishment Sheet**, name the Accomplishment Sheet and click **Begin Assessment**

SELECT ASSESSMENT TYPE	_		
Skills Inventory			ΝT
Identify and describe your marketable skills and abilities	0	Give the Skills Inventory a name	
Accomplishment Sheet Identify and discuss relevant accomplishments for specific occupations	→ (Accomplishments 1	BEGIN ASSESSMEN
Proficiency List Identify and discuss occupation-specific skills	6	or Cancel	

3. *Select the Job Family* of which your target occupation is a member and then *select the target occupation* from the resulting alphabetized listing.



4. Modify your grids to reflect your background and experience.

As with the Skills Inventory, two grids will be displayed – one called **Skills** and another called **Abilities**. The rows in each grid will be prepopulated with the assorted skills and abilities relevant to your identified target occupation based on the O*Net database. The colums will again consist of various contexts, like *Jobs/Internships* or *Interests/Life Experiences*.

	EXP	ERIENCES	ADD MORE		
SKILLS (18)	DELETE	DELETE	DELETE	DELETE	DELETE
	Courses	Jobs / Internships	Service / Volunteer Work	Memberships / Activities	Interests / Life Experiences
🗐 🛊 Mathematics	Add	Add	Add	Add	Add
C \$ Active Listening	Add	Add	Add	Add	Add
Critical Thinking	Add	Add	Add	Add	Add
🔲 💲 Monitoring	Add	Add	Add	Add	Add
I Judgment and Decision Making	Add	Add	Add	Add	Add
C \$ Active Learning	Add	Add	Add	Add	Add
E \$ Reading Comprehension	Add	Add	Add	Add	Add

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Review the different Skills and Abilities. If you a re not clear what a particular skill or ability means, simply mouse over it to see an explanation. As with the Skills Assessment, should you find skills or abilities that do not apply, select them using the check box and then scroll down and click the Delete Selected Skills (Abilities) button to remove them from your grid.

Review the different column headings in the **Experiences** section. Should one or more not be applicable, remove them using the **Delete Selected Skills** button and add any different experience columns should they be applicable.

5. Click the **Add** button to open a free text editor into which you can add accomplishments based on that particular skill or ability within that certain context. Click Save after entering your content

		EXP											
	SKILLS (18)		DELETE DELETE DELETE		DELETE								
s			Jobs / Service / Volunteer Membershij Internships Work Activities	ps/	Interests / Life Experiences			SKILLS (18)	EXPERIEN		3		
	1 Mathematics	Add			Add				DELETE	DELETE	DELETE	DELETE	DELETE
	Active Listening	Add	Skill Mathematics		Add		Sł		Courses	Jobs / Internships	Service / Volunteer Work	Memberships / Activities	Interests / Life Experiences
	Critical Thinking	Add	B / U dt- 2 El se		Add .	+		Mathematics	Edit Earned straight As in all Finance More	Add	Add	Add	Add
	\$ Monitoring	Add	Earned straight As in all Finance and Calculus coursework in both		Add			Active Listening	Add	Add	Add	Add	Add
	\$ Judgment and Decision Making	Add	undergrad and graduate work		Add			Critical Thinking	Add	Add	Add	Add	Add
	\$ Active Learning	Add			Add			Monitoring	Add	Add	Add	Add	Add
	Reading Comprehension	Add	SA/E CANCEL		Add		_						
	\$ Systems Analysis	Add			Add								

6. Repeat this for all of the skills and abilities in your grid. A completed Accomplishment Sheet can then be used to demonstrate relevant skills to employers as part of your OptimalWebsite.

Proficiency List

Creating a Proficiency List

Create a proficiency list if you want to identify specific occupation-related competencies that deal with tools, technology and equipment.

- 1. Click the Create New Assessment button.
- 2. Select **Proficiency List**, name the Proficiencly List and click **Begin Assessment**.

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3. Select the Job Family of which your target occupation is a member and then select the target occupation from the resulting alphabetized listing.

	OCCUPATIONS By Job Family By High Growth Industry	
Architecture and Engineering	✓ Accountants ⊨Ormand (70 skills)	
Arts, Design, Entertainment, Sports, and Media	Accountants and Auditors intermed (0 skills)	
Building and Grounds Cleaning and Maintenance	Agents and Business Managers of Artists, Performers, and Athletes (70 skills)	1
✓ Business and Financial Operations	Appraisers and Assessors of Real Estate (0 skills)	
Community and Social Services	Appraisers, Real Estate (70 skills)	
Computer and Mathematical	Assessors (70 skills)	
Construction and Extraction	Auditors inDemand (70 skills)	
Education, Training, and Library	Budget Analysts movement (70 skills)	
Farming, Fishing, and Forestry	Business Continuity Planners (0 skills)	
Food Preparation and Serving Related	Business Operations Specialists, All Other (0 skills)	
Healthcare Practitioners and Technical	Claims Adjusters, Examiners, and Investigators increment (0 skills)	
Healthcare Support	Claims Examiners, Property and Casualty Insurance indemant (70 skills)	
Installation, Maintenance, and Repair	Compensation, Benefits, and Job Analysis Specialists (70 skills)	
		*
SELECT & CONTINUE	BACK SELECT & CONTINUE	

4. Modify your grids to reflect your background and experience.

As with the other two assessments you will see a list of alphabetized skills/proficiencies relevant to the identified occupation. You can customize your grid by adding or removing proficiencies. Select those proficiencies you do not wish to display scroll down and click the **Delete Selected Skills** button. Click the **Add More** button to add your custom skill/proficiency.

5. Click the **Add** button and select your proficiency level from the drop down menu (novice, intermediate, advanced) and the further rate your skill level using the appropriate metric in the drop-down menu.



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6. Click the **Add** button to enter a comment or explanation of your proficiency rating.



7. Repeat this for all of the proficiencies in your grid. A completed Proficiency List can then be used to demonstrate to employers the tools and technology with whch you are proficient as part of your OptimalWebsite.

Post-Production Tools

Editing your Assessments



To edit an assessment at a later time, click the assessment's name in the Document Center. This will bring you back to the editing page where you can save changes to your assessment.

Sharing your Assessments

There are two ways to share your assessments quickly and easily:

The Share Button - Copy and paste the



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generated link into a message and forward it to career counselors or employers. This is a public link, which can be viewed by people without an Optimal Resume account. Or, click on the Share button, where you can post your resume on a variety of social networking sites, such as LinkedIn, Facebook, Twitter.

C SHARE E P D			
Tutter Emai Prit Cenai Cenai Cenai Favorites More(294)	SKILLS	Proficiency Level	Comment
	10-key calculators	Intermediate 3 Years of experience More	Worked as a processor at bank More
	1099 ProsSoftware	Intermediate 4 Years of experience More	Comments go here More
	Abacus Tax Software	Intermediate 4 Years of experience More	comments go here latere
		© 2004-2015 Powered by Opt	SmaResume.com

Create an OptimalWebsite - We recommend that you create an OptimalWebsite that contains both your Accomplishment Sheet and Proficiency List in order to easily share your credentials online with employers. If you haven't already, create a website in the Website Builder and select your desired documents from the list of available resumes, letters, assessments, portfoilios, etc. For more information, refer to the Website Builder help guide.

			Bruce Wayı	ne	resume letter	portfolio skill:
Create New Webs	ite	1	SKILLS	Proficiency Level	Comment	View my profile on Linked
Manage Your Websites			Accounting software	Intermediate	when working as executive admin assistant, More	View wy profile on facebool
BWayneDentalAssistant CapedCrusader	查 Delete 查 Delete	>	Desktop computers	Intermediate	Extensive experience on MACS and PCS MODE	D SHARE 2 10 fr
ECDesigner	Delete		Intuit QuickBooks	Intermediate 3 years of experience Mark	utilized to manage the billing of mack	
ElvisCostlleo	Delete		Microsoft Outlook	Intermediate 10 Years of experience <u>More</u>	Utilize outlook deily in personal and <u>Hoze</u>	
			Microsoft PowerPoint	Intermediate	Maintained one power point per week Mare	
			Microsoft Word	Advanced 10 Years of experience Mace	work daily in word in personal ance	
			Spreadsheet software	Intermediate 5 Years of experience More	Consistently, requested to produce productivity and More	

Technical Support

Support is available, please contact the Illinois workNet team at <u>info@illinoisworknet.com</u>. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).

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