



Table of Contents

Getting Started..... 2

 Logging Into Illinois workNet 2

 Creating a New Assessment..... 2

Skills Inventory..... 4

 Creating a Skills Inventory..... 4

Accomplishment Sheet..... 6

 Creating an Accomplishment Sheet..... 6

Proficiency List..... 8

 Creating a Proficiency List..... 8

Post-Production Tools 10

 Editing your Assessments..... 10

 Sharing your Assessments 10

Technical Support 11

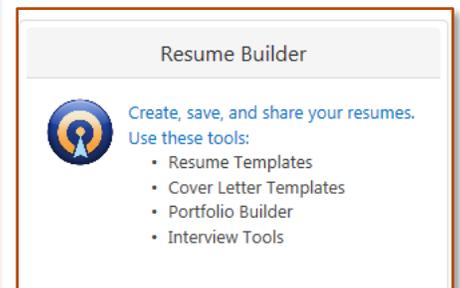
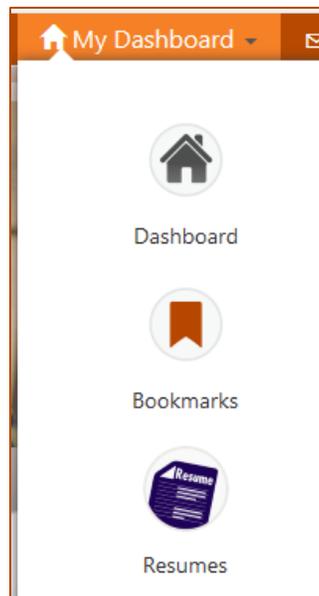
Getting Started

Logging Into Illinois workNet

1. Go to www.illinoisworknet.com 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.



Creating a New Assessment

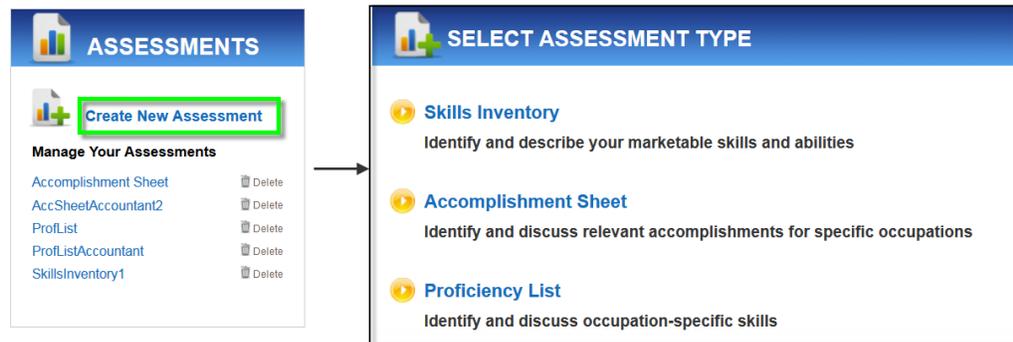
If you are thinking of changing careers or are entering the workforce for the first time, OptimalAssessment is a great place to start.

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.

To create a new assessment:



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 OptimalWebsite!
- **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

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**.



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**.



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 columns will consist of various contexts, like *Jobs/Internships* or *Interests/Life Experiences*, within which one claims to have a particular skill and/or ability

| SKILLS (35) | EXPERIENCES | | | | |
|-----------------------------------|-------------|--------------------|--------------------------|--------------------------|------------------------------|
| | 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 |
| Critical Thinking | Add | Add | Add | Add | Add |
| 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 (35) | EXPERIENCES | | | | |
|-----------------------------------|-------------|--------------------|--------------------------|--------------------------|------------------------------|
| | 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 |

Adjusting actions in relation to others' actions.



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.

The screenshot shows a 'SKILLS (35)' section with a table of skills. The table has columns for 'Courses', 'Jobs / Internships', 'Service / Volunteer Work', 'Memberships / Activities', and 'Interests / Life Experiences'. Skills listed include Judgment and Decision Making, Management of Financial Resources, Coordination, Critical Thinking, Negotiation, Active Listening, Operation Monitoring, Troubleshooting, and Technology Design. Checkmarks are visible in the 'Add' columns for Coordination, Negotiation, and Operation Monitoring. A red arrow points to the 'DELETE SELECTED SKILLS' button at the bottom.

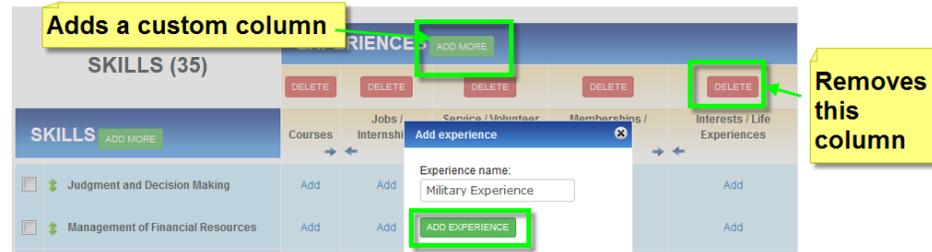
Add custom skills and/or abilities by clicking the **Add More** button. Enter the custom skill and click **Add Skill** button to add to your grid.

The screenshot shows the 'SKILLS (18)' section with the 'Add skill' dialog box open. The dialog box has a text input field for 'Skill name' containing 'Custom Skill' and an 'ADD SKILL' button. The 'ADD MORE' button in the Skills section is also highlighted.

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.



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.



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.

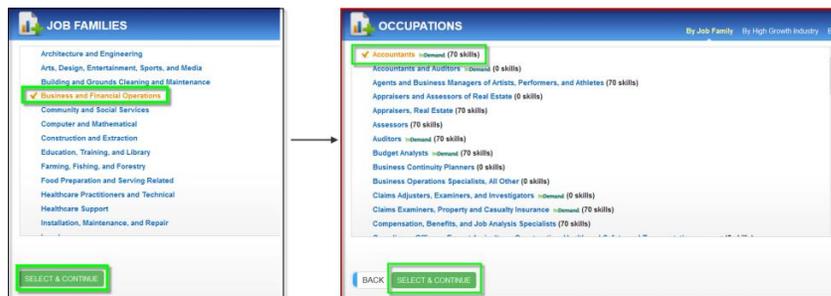
1. Click the **Create New Assessment** button.



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



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 columns will again consist of various contexts, like *Jobs/Internships* or *Interests/Life Experiences*.

| SKILLS (18) | EXPERIENCES ADD MORE | | | | |
|---|-----------------------------------|--------------------|--------------------------|--------------------------|------------------------------|
| | DELETED | DELETED | DELETED | DELETED | DELETED |
| SKILLS ADD MORE | Courses | Jobs / Internships | Service / Volunteer Work | Memberships / Activities | Interests / Life Experiences |
| <input type="checkbox"/> Mathematics | Add | Add | Add | Add | Add |
| <input type="checkbox"/> Active Listening | Add | Add | Add | Add | Add |
| <input type="checkbox"/> Critical Thinking | Add | Add | Add | Add | Add |
| <input type="checkbox"/> Monitoring | Add | Add | Add | Add | Add |
| <input type="checkbox"/> Judgment and Decision Making | Add | Add | Add | Add | Add |
| <input type="checkbox"/> Active Learning | Add | Add | Add | Add | Add |
| <input type="checkbox"/> Reading Comprehension | 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. 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.

- 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



- 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.

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



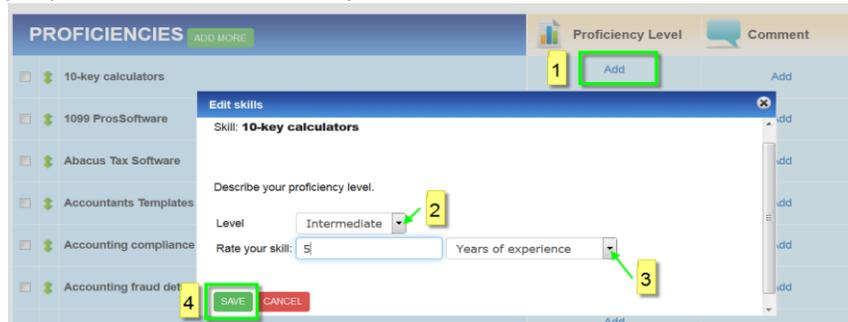
3. Select the Job Family of which your target occupation is a member and then select the target occupation from the resulting alphabetized listing.



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

As with the 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.





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



- 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 which you are proficient as part of your OptimalWebsite.

Post-Production Tools

Editing your Assessments

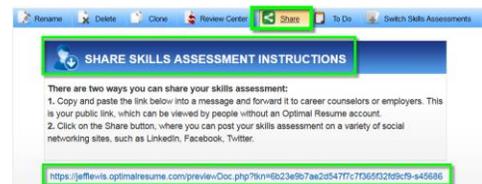


To edit an assessment at a later time, click the assessment's name in the Document Center. This will bring you back to the editing page where you can save changes to your assessment.

Sharing your Assessments

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

The Share Button - Copy and paste the





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.



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, portfolios, etc. For more information, refer to the Website Builder help guide.



Technical Support

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