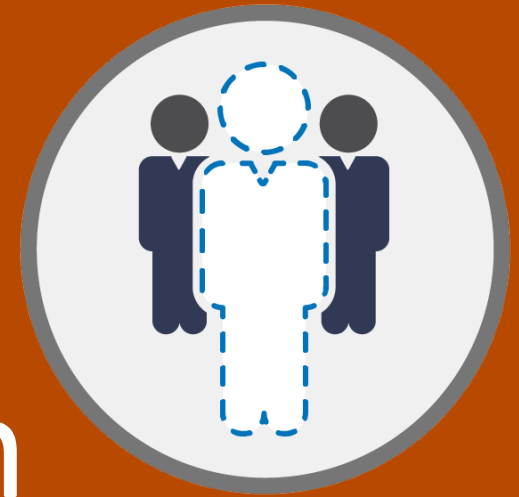
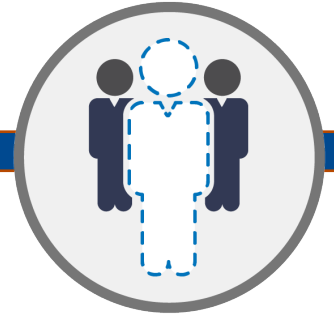


Prepare a Job Search Plan



• Get Prepared Unit

Lesson 2A1: Get Organized



Activity Steps:

1. **Learn** things you need to begin a job search.
2. **Identify:** Use the Notes tool to enter information about previous employment, education, licenses or credentials, references, and recommendations.
3. **Complete** the activity response by updating the Career Plan step called "Get Started: Learn how to prepare to find a job."
 - a. Set Start and End dates.
 - b. Include missing items on your checklist in the Notes portion of the step.

Duration – 5-20 Minutes

More Resources:


- [The Nine Steps of your Job Search \(PDF\)](#)
- [Job Search Plan \(PDF\)](#)
- [Job Search checklist](#)



E101 Learn about the things you need to begin a job search. << Previous

Get Organized

Get Organized!
Career Search - done! Skills update - Planned! It is time to get organized for your job search! Review the items below to find out what you need to begin your job search and where to find them.



While you are reviewing the following items, make a list to help you track the items you have and the ones you need. If you have paper documents, add them to a folder.

Complete the content above before moving on.



E101 Identify Use the Notes tool to enter information about your previous employment, education, licenses or credentials, references, and recommendations. << Previous

Note *

Insert text here ...

Add notes about what you still need to get from the checklist for your job search.



E101 Complete the activity response, update your career plan step called "Get Started: Learn how to prepare to find a job." << Previous Complete Next >>

Complete the activity response, update your career plan step called "Get Started: Learn how to prepare to find a job."

Open Illinois workNet Career Change Career Plan

UPDATE STATUS

*Get Started: Learn how to prepare to find a job.

Total Subsidized days for all items:

Goal* Get a job or work experience. v

Status* Started/Open v

Planned Start Date* 3/2/2021

Planned Due Date* 3/3/2021

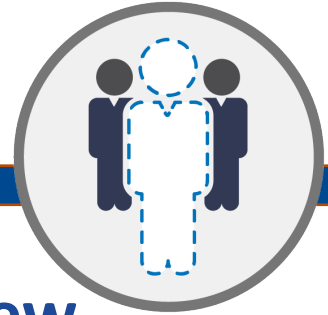
How many hours a week are you planning on working on this? 10.00 WICA Funded? No v

Other Notes*

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

● Get Prepared Unit

Lesson 2A2: Prepare Resume



Learn

Activity Steps

1. **Learn** why everyone needs a resume.
 - a. Learn what keywords are
 - b. Learn what action words to use
 - c. Learn the types of resumes
2. **Identify** keywords and action words to use on your resume in the Notes Tool.
3. **Review** how to use the resume builder tool available on Illinois workNet.
4. **Complete** the activity response - update the career plan dates on "Prepare your resume." In the notes portion, include your keywords and the type of resume that is best for you.

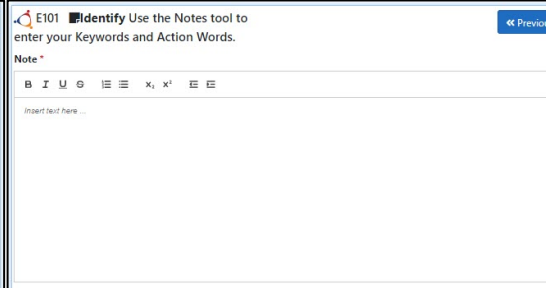
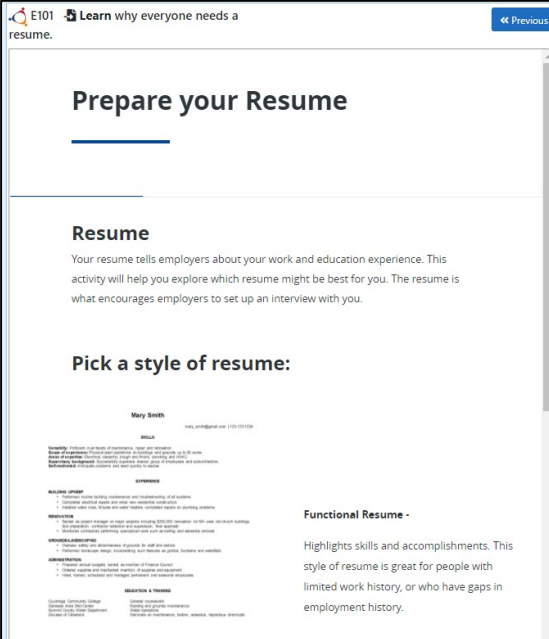
Duration - 7 - 20 minutes

More Resources

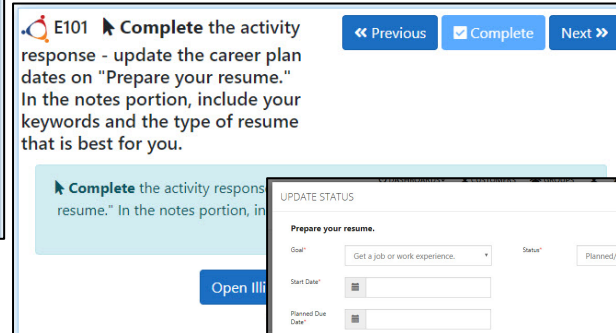
- [Pick your Style, Resume Style that is](#)
- [Sample Resumes](#)
- [Resumes in a Custom World](#)
- [Keywords Are the "Key" to Your Resume Being Seen](#)
- [It's All About the Action - verb that is](#)

- [Your best Generic Resume](#)
- [Resume: share and share alike](#)
- [Resume Writing Guide on IwN](#)
- [Job Search Plan \(PDF\)](#)
- [Videos to watch from YouTube playlist](#)

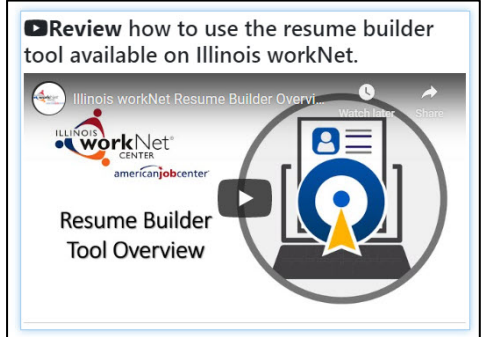
Identify



Complete

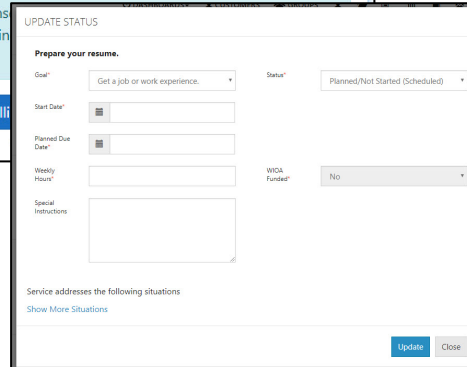


Review



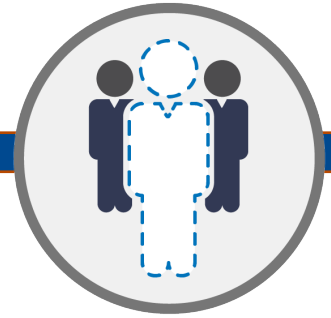
<https://youtu.be/Vjn8e-bNh-I>

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
 - Adding a date you plan to finish.
 - Enter the number of hours you plan to work on each 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.



● Get Prepared Unit

Lesson 2A3: Prepare your portfolio.



Activity Steps

1. **Learn** what a portfolio is.
2. **Identify** what items you could include in a portfolio. (Some examples include your resume, images of projects you have completed, samples of your writing or PowerPoint skills, links to websites you designed, or photos of cars you repaired.)
3. **Complete** the activity response update the career plan dates for "Organize your information." In the notes section, type in items that you know you will include in your portfolio.

Duration - 12 – 25 minutes

More Resources

- [Portfolio Basics \(2014\)](#)
- [Job Search Plan \(PDF\)](#)



Prepare your Portfolio

What is a portfolio?
A portfolio is a scrapbook of sorts for the best things that represent your work or education. A portfolio is not just for artists. This activity shows the things that you may include in your portfolio.

In the exercise below, grab and drag the card from the top box to the box below where you think it belongs. If it jiggles, it was the wrong choice. Try again.

Proof of Residency

Include in Portfolio Don't Include



Identify what items you could include in a portfolio

Download Checklist

Note *

Some examples include your resume, images of projects you have completed, samples of your writing or PowerPoint skills, links to websites you designed, or photos of cars you repaired.

Fill in the notes for your plan.

The notes save as you type.



Complete the activity response:
Update your career plan dates for "Organize your information"

Complete the activity response: Update your career plan dates for "Organize your information"

Open Illinois workNet Career Plan

Change Career Plan

i Update the step for your Career Plan by:

- Adding a date you want to begin.
- Adding a date you plan to finish.
- Enter the 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

Organize your information.

Goal: Get a job or work experience. Status: Planned/Not Started (Scheduled)

Start Date: [Date Picker]

Planned Due Date: [Date Picker]

Weekly Hours: [Text Input]

WIDA Funded: No

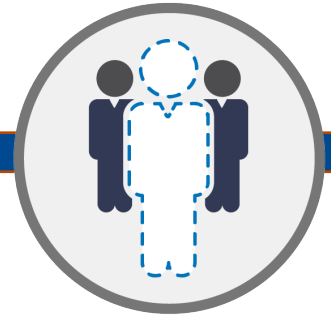
Special Instructions: [Text Area]

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

Update Close

● Get Prepared Unit

Lesson 2A4: Prepare a plan.



Learn

Activity Steps

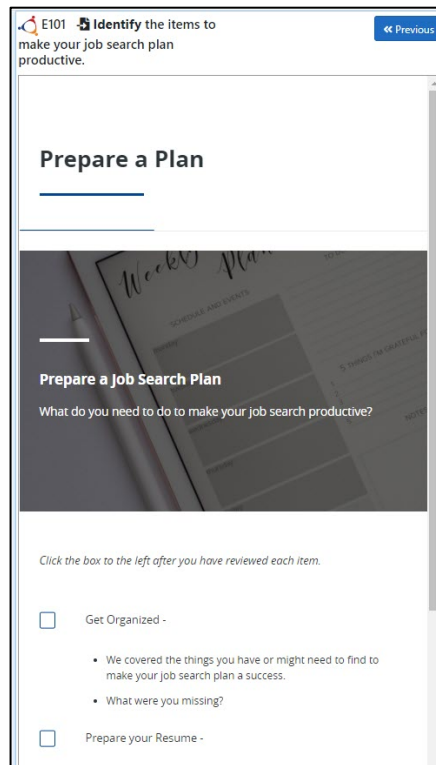
1. **Learn** about the items to make your job search plan productive.
2. **Create** goals to complete your job search plan. i.e. get dates for work experience, or request a recommendation to add to portfolio

Duration - 5 - 10 minutes

More Resources

- [How to Make SMART Goals](#)
- [Tips for Youth – Setting Goals](#)
- [Setting Goals 101](#)

Complete



E101 Identify the items to make your job search plan productive.

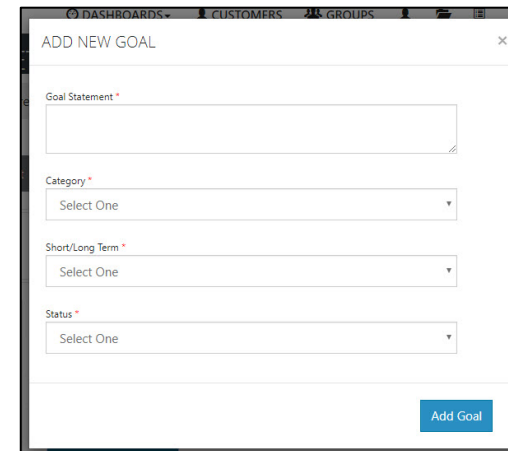
Prepare a Plan

Prepare a Job Search Plan

What do you need to do to make your job search productive?

Click the box to the left after you have reviewed each item.

- ☐ Get Organized -
 - We covered the things you have or might need to find to make your job search plan a success.
 - What were you missing?
- ☐ Prepare your Resume -



DASHBOARDS CUSTOMERS GROUPS

ADD NEW GOAL

Goal Statement *

Category *

Short/Long Term *

Status *

Add Goal

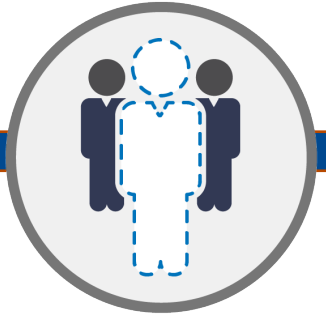


Create a Goal by:

- Typing in something that you want to achieve
- Select whether it applies to Employment, Education, Living Independently or Support Services
- Select Short-term or Long-term

• Get Prepared Unit

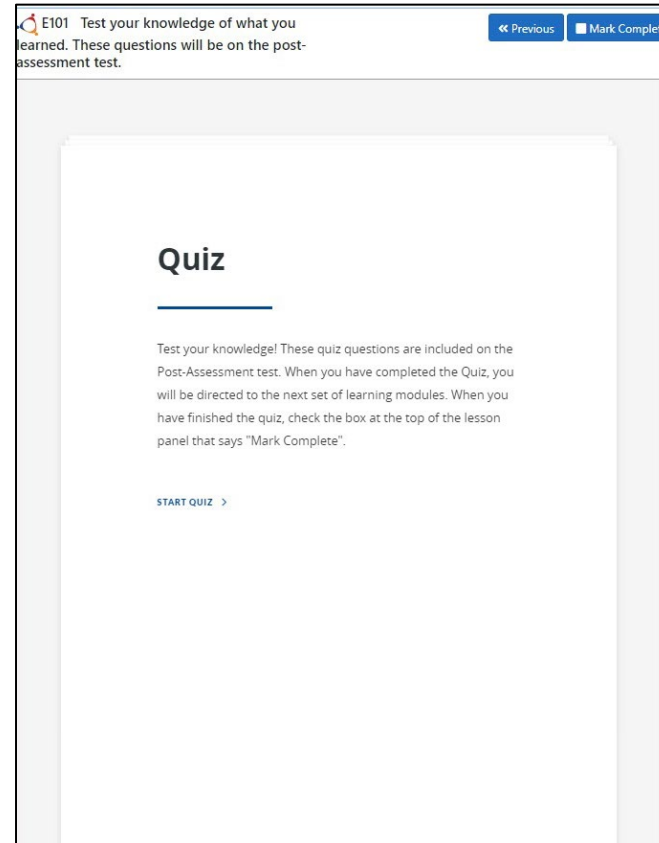
Lesson 2A5: Quiz



 **Complete**

Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.



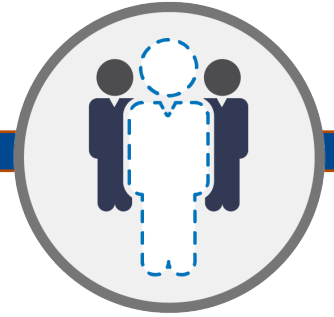
After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” when the quiz is finished.

Duration – 5 Minutes

●● Find Jobs Unit

Lesson 2B1: Network.



Learn

Activity Steps

1. Learn about:

- The ways to Network
 - Virtually
 - In-Person
- Learn about elevator speeches
- Learn about additional networking material
 - Networking card
 - Networking handbill

2. Identify places to begin networking.

3. Complete the activities update the career plan dates on Marketing Yourself.

Duration - 5 – 15 minutes

More Resources

- [Start with Why - Simon Sinek](#)
- [30 Second Elevator Speech](#)
- [Get Prepared to Network](#)
- [Introducing Yourself to Others](#)
- [Marketing Your Skills](#)
- [2020 is the Year Everyone Learned to Connect Virtually](#)

Identify

E101 Learn the ways to network

Network

Networking
Getting to know new people is what networking is all about. Remember, it's not about who you know, but who they know. When you are networking:

- Market the skills on your resume and when you speak in an interview.
- Be clear about what you are looking for - know what your job search goal is.
- You can find jobs from your friends and other people.

E101 Identify places to begin Networking.

Download Checklist

Note *

Insert text here ...

Fill in the notes for your plan.

The notes save as you type.

Complete

E101 Complete the activity response:

Update the career plan dates for "Marketing Yourself".

Complete the activity response: Update the career plan dates for "Marketing Yourself".

Open Illinois workNet Career Plan

UPDATE STATUS

Marketing Yourself

Total Subsidized days for all items:

Goal: Get a job or work experience. Status: Planned/Not Started (Scheduled)

Planned Start Date: 2/1/2021

Planned Due Date: 2/1/2021

How many hours a week are you planning on working on this? 2.00

Other notes:

Service addresses the following situations: Show More Situations

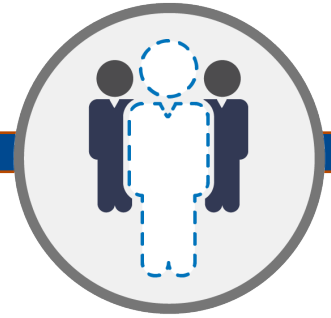
Update Close

Update the step for your Career Plan by:

- Adding a date you want to begin.
- Adding a date you plan to finish.
- Enter the 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.

● ● Find Jobs Unit

Lesson 2B2: Search for job openings.



Learn

Activity Steps

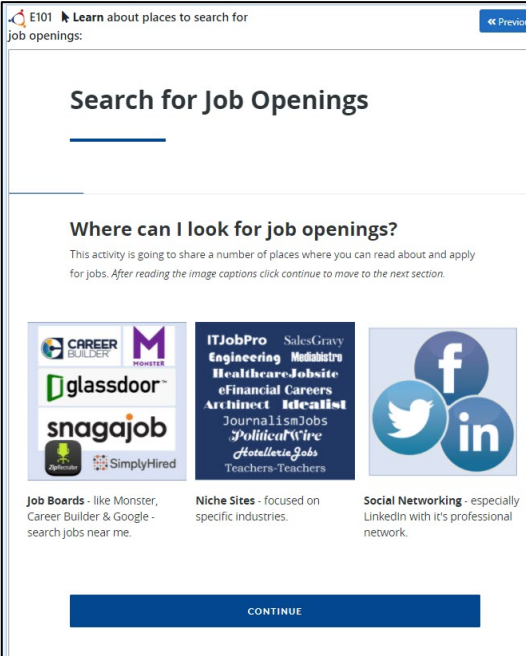
1. **Learn** about places to search for job openings:
 - a. Job boards
 - b. Niche sites
 - c. Company posts
 - d. Associations
 - e. Social media
2. **Learn** how to track / organize job search.
3. **Complete** this activity update the career plan dates for the step "Use a strategic job search to find a job."

Duration - 7 – 15 minutes

More Resources

- [Job Search in the Digital Age Webinar - Staying motivated](#)
- [Job Search Plan \(PDF\)](#)

Review



Search for Job Openings

Where can I look for job openings?

This activity is going to share a number of places where you can read about and apply for jobs. After reading the image captions click continue to move to the next section.

Job Boards - like Monster, Career Builder & Google - search jobs near me.

Niche Sites - focused on specific industries.

Social Networking - especially LinkedIn with it's professional network.

CONTINUE



Learn how to track / organize job search.

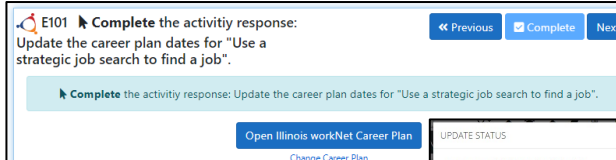
job search organizer part 1

Job Search Organizer Tool

Employment 101

After you watch the video, mark the box "Mark Complete" in the upper right corner of the learning module to move to the next item.

Complete



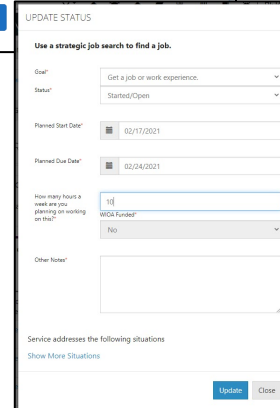
E101 Complete the activity response:

Update the career plan dates for "Use a strategic job search to find a job".

Complete the activity response: Update the career plan dates for "Use a strategic job search to find a job".

Open Illinois workNet Career Plan

Change Career Plan



UPDATE STATUS

Use a strategic job search to find a job.

Goal* Get a job or work experience.

Status* Started/Open

Planned Start Date* 02/17/2021

Planned Due Date* 02/24/2021

How many hours a week are you planning on working on this? 10

WGA Funded? No

Other Notes*

Service addresses the following situations

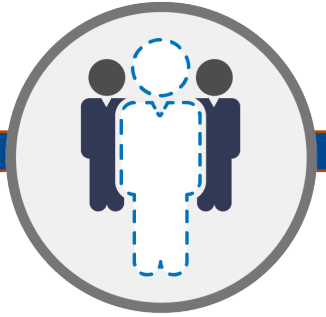
Show More Situations

Update **Close**

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
 - Adding a date you plan to finish.
 - Enter the 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.

● ● Find Jobs Unit

Lesson 2B3: Apply for a job.



Learn

Activity Steps

1. **Learn** the proper way to apply for a job.
 - a. On-line
 - b. In-person
 - c. Resume vs. application
2. **Learn** how to use the job tracker to tool to track the progress of your job search.
3. **Complete** this activity customer will update the career plan dates for the step "Apply for Jobs."

Duration - 7 - 20 minutes

More Resources

- Things you Need to Know when Applying for Jobs
- Troubleshooting Why You don't Get Interviews

Review

▶ **Learn** how to use the job tracker to tool to track the progress of your job search.



Complete

▶ **Complete** this activity response: Update the career plan dates for "Apply for Jobs."

▶ **Complete** this activity response: Update the career plan dates for "Apply for Jobs."

Open Illinois workNet Career Plan

UPDATE STATUS

Apply for Jobs.

Total Subsidized days for all items:

Goal*	Get a job or work experience.	Status*	Planned/Not Started (Scheduled)
Planned Start Date*	3/3/2021		
Planned Due Date*	3/3/2021		
How many hours a week will you be planning on working on this?	3.00	WIOA Funded*	No
Other notes*			

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

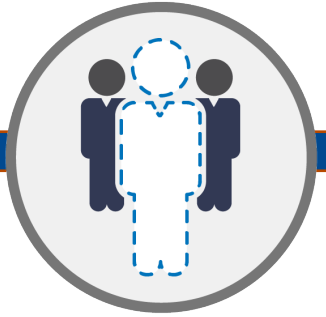
Update **Close**

i Update the step for your Career Plan by:

- Adding a date you want to begin.
- Adding a date you plan to finish.
- Enter the 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.

● ● Find Jobs Unit

Lesson 2B4: Interview.



Learn



Complete

Activity Steps

1. Learn about:

- The information needed to prepare for an interview.
- Ways to research the company before the interview.
- How to practice interviewing:
 - Questions
 - Nonverbal Communication
 - Location
 - Attire
- What to do during the interview
- Interview follow-up behavior

2. Complete this activity customer will update the career plan dates for the step "Prepare for an interview."

Duration - 10 – 30 minutes

More Resources

- Types of interview
- Interview clothes: Do's and Don'ts
- What to Do during an Interview
- What to Do After an Interview

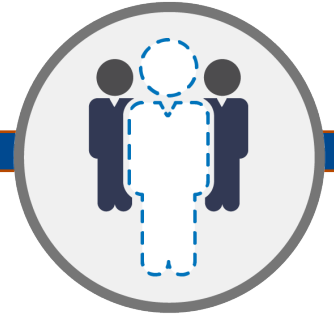


Update the step for your Career Plan by:

- Adding a date you want to begin.
- Adding a date you plan to finish.
- Enter the 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.

●● Find Jobs Unit

Lesson 2B5: Quiz

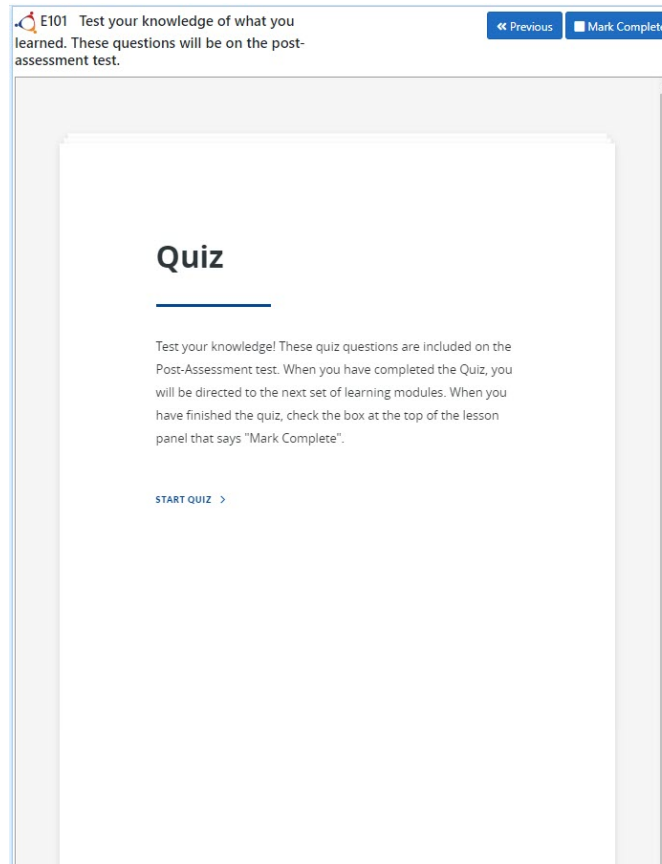


 **Complete**

Activity Steps

1. **Test** your knowledge of what you learned. These questions will be on the post-assessment test.

Duration – 5 minutes



Questions on the quiz will be on the Post Assessment. When you answer the question, you will be given the correct answer.

Mark the box at the top of the lesson panel that says “Mark Complete” when you have finished the quiz.