

# Youth Apprenticeship & Career Pathways Program Tools

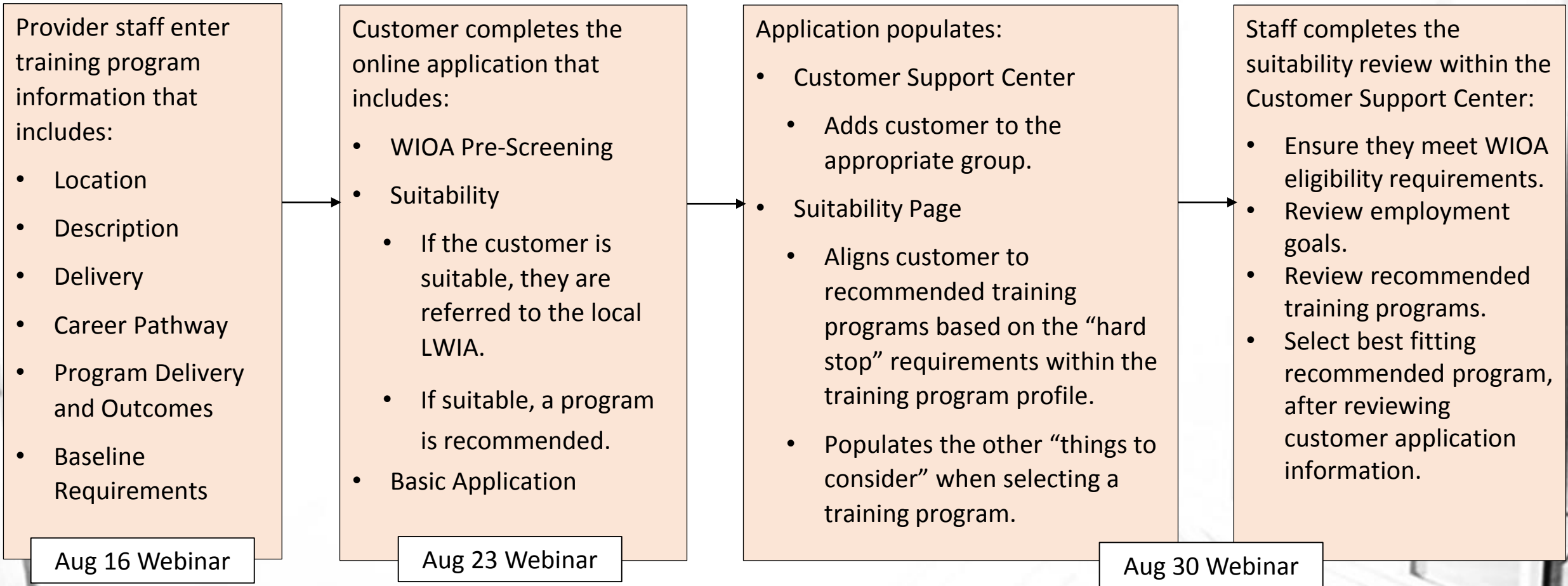
Suitability Page Overview  
August 2017



# Agenda

- Suitability Process Flow
  - Enter Training Program Data
  - Complete Online Suitability Application
  - Review Recommendations and Suitability Page
- Suitability Page Overview
- Next Steps

# Suitability Process Flow Overview



# Training Program Information Data Entry

## RESOURCES

Agencies **Training Programs**

Provider

[Filter](#) [Add Program](#)

Show  entries

Program Name	Length Of Program	Industry	Projected Number of Participants	Actual Enrollment	Contact Name	Options
Construction	3 weeks	Architecture and Construction	45	0	WPP Train10	<a href="#">Edit</a> - <a href="#">Remove</a>
Healthcare	5 weeks	Health Science	20	0	WPP Train10	<a href="#">Edit</a> - <a href="#">Remove</a>

Showing 1 to 2 of 2 entries

Previous  Next

© 2017 - Illinois workNet®

## RESOURCES

Agencies **Training Programs**

### ADD TRAINING PROGRAM FOR YOUTH BUILD MCLEAN COUNTY

Name \*

Description \*

What is your projected number of participants to serve? \*

Program Contact \*

Street Address 1 \*

Street Address 2

City \*

State \*

ZIP Code \*

Industry \*

# Online Suitability Application Overview

Illinois workNet  
HI, INTAKED -

## YOUTH APPRENTICESHIP APPLICATION

Pre-Screening Application

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

Illinois workNet h  
You will need to h  
This application c  
use solely in con  
penalized for you  
Individuals compl  
By completing the  
entered is accurat

I have read the T

Cancel Start

© 2017 - Illinois

Illinois workNet  
HI, INTAKED -

## YOUTH APPRENTICESHIP APPLICATION

Pre-Screening Application

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

Employment Goals Training Delivery Physical Demands Other Items

Some jobs have hiring requirements based on skills, policies, or laws. Make sure you get trained for a job where your history does not keep you from getting a job. For example, if you are a registered sex offender, you will not be able to get a job working with children.

Do you have 3 or more motor vehicle ticket/instances (excluding parking tickets) in the past three years? \*  Yes  No

Illinois workNet  
HI, INTAKED -

## YOUTH APPRENTICESHIP APPLICATION

Pre-Screening Application

Contact Information Information About You Education Level Employment History Potential Barriers Final Questions

Gender \*

Date of Birth \*

Military Status \*

Marital Status \*

Ethnicity \*  White  Hispanic

Select all that apply.

Illinois workNet  
HI, INTAKED -

## Complete Online Suitability Application

Customer Instructions - August 2017 v2

### ? WHY

**Why do you need to complete the online suitability application?**

It is important to find a program that is suitable for you. Suitable means "right for a particular purpose, person, or situation".<sup>1</sup> The online suitability application collects information about your skills, interest, abilities, and experiences. This information is used to find a training program that is "right" for your purpose (goals) and situation.

### i HOW

**How do you complete the Youth Apprenticeship and Career Pathway Online Suitability Application?**

1. Go to [www.illinoisworknet.com/YACPapply](http://www.illinoisworknet.com/YACPapply).
2. **Login** with your existing Illinois workNet account. If you do not have an Illinois workNet account, setup an account.
3. Read and agree to the **Terms of Use** to continue.
4. Complete the **Pre-screening** section of the application.

Illinois workNet  
HI, INTAKED -

## Pre-Screening Application

Agreement WIOA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

It is important to select a training program in an area in which you are interested. Complete the Career Cluster Inventory (5-10 minutes) to identify which career cluster(s) may be a good fit for you.

**STEP 1** Complete Career Cluster Inventory

- Rate 80 activities as: like very much, like, dislike, or not sure.
- This will open in a new window/tab.
- View the results graph to see how your interests match up to each career cluster.
- Come back to this page to complete step 2.

**STEP 2** Enter your top three career cluster results below:

First Choice \*

Second Choice \*

Third Choice \*

- a. Answer a few questions to make sure you are eligible for the program.
- b. If you are eligible, you will complete a skills and interest survey. This survey will show you which career pathways may be a good match for you.
- c. You will enter in your top three career pathways into the suitability application. The system will check to see if there is a training program for one or more of your selected pathways.



# Next Steps

- Enter training program information.
- Use Online Suitability Application and Suitability Page
- Attend Dashboard Overview and Technical Assistance Webinar Next Week

# Setting Up Your Account

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and create or log into your Illinois workNet account.
2. Make sure your organization's location is set up as a partner in the [Illinois workNet Service Finder](#).
3. Request to become a partner by sending an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com). Include the following information:
  - **Reason for the email: I would like to request an Illinois workNet partner account.**
  - **Your name as it appears in your Illinois workNet account.**
  - **Name of your organization as it appears in the Illinois workNet Service Finder.**
  - **Organization address and work phone number.**
4. We will review your request, confirm your information is accurate, and provide you with a partner account.