

The Big Picture – Illinois workNet Beta Website

It was time for an update and change to the website that can connect business with job seekers. Here is the overall description of where to find the tools you can use to find a job OR to find a new employee. Our menu includes components for both job seekers and business. Each menu section includes items that are interactive, as well as, blog articles related to the main menu item, related videos, and a searchable resource list. Let's go over each menu section:

Explore Careers

Explore
Careers

Training &
Credentials

Qualify for
Jobs

Job Openings
& Recruiting

Network &
Connect

Layoff
Assistance

Updates &
Help



This menu is for job seekers to help them establish a career path they wish to follow. The menu includes the following components:

1. **Skills and Interest Surveys** – a short series of questions you answer to provide the information needed to determine how your current skills, interests, and work preferences combine to help you select a career area, or a new career path.
2. **Career, Wages & Trends** – helps you examine career and labor market information to plan for training, complete job applications, or find anticipated job openings and wage trends.
3. **Employment 101** – is a step-by-step series of articles and exercises to help you establish your employment goals and how you can reach them.

Training & Credentials

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This menu is for job seekers and business. Job seekers just starting out may need additional career training. Current employees or those individuals choosing to change career paths may need to find training resources as well. This menu includes the following components:

1. **Training Programs** – find postsecondary programs approved by the Illinois Community College Board, Illinois Board of Higher Education, or Local Workforce Boards.
2. **Apprenticeship Opportunities** – this resource provides a list of apprenticeship organizations that may have open paid, on-the-job training combined with classroom training.
3. **Adult Education Opportunities** – A list of free resources that provides career advancement or personal fulfillment options.
4. **Employer-Based Training Programs** – Business may benefit from programs and services to upgrade employee skills, thereby averting layoffs.

Qualify for Jobs



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This section is for job seekers and business. Skills you need to perform your job successfully include more than specific job skills. This menu section provides resources that include:

1. **Job Skills Guide** – This interactive section provides definitions and resources for academic skills, technical skills and nine workplace or “soft skills” that employers want demonstrated by their best employees.
2. **Digital Literacy Guide** – these resources help you be able to use digital technology, communication tools or networks to locate, evaluate, use, and create information.
3. **Prepare your Resume** – Employers review your resume to get a summary of your education and work experience. This menu section helps you create a resume that will present your skills and abilities in the best format. This section also provides a link to our Illinois workNet Resume Building Tool.

Job Openings & Recruiting



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This section is for job seekers and business. A number of resources are available to help you find or post jobs, find employees, or start your own business. The menu section provides resources that include:

1. **Illinois workNet Job Finder** – A successful job search begins with an overall good job search strategy. Find every job posted on the Internet with this job finder powered by Indeed.
2. **Illinois JobLink** – internet based job search tool and job posting resources for employers, individuals, and veterans through our partners at the Illinois Department of Employment Security.
3. **Featured Employers** – Submit your open positions to our page where qualified applicants will easily find you.
4. **Start a Business** – It may be time for you to break out of the employee mold. This menu item provides resources for you to begin your own business or help your existing business grow.
5. **Recruiting and Hiring** – Whether you are hiring your first employee or your hundredth, these resources explore recruiting and hiring opportunities.
6. **Employer Hiring Credits** – Hire a new employee and your business may be eligible for a tax credit or hiring incentive.

Network & Connect

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This section is for job seekers or business. The resources help you network and connect to the services and opportunities to meet your next employee or employer. This menu section includes:

1. **Event Calendar** – Search by month or day for events in your area. Add upcoming events in your area like job fairs, workshops or training events from this page.
2. **Illinois workNet Service Finder** – Find a location where staff are able to assist you in finding resources for your job search, career preparation, and work support such as financial aid, child care, and much more. For employers, connect to business services including hiring and placement, labor market information, and employee training. This is a free service for Illinois residents and employers.
3. **Student and Trade Connections** – Networking is one of the best ways to find a new job or employee. Find and participate in an organization or association in your career field.
4. **Social Media Guide** – Social media is a great way to find new connections, build a network, or find new jobs or employees. This page offers a number of resources focused on the major social media platforms.

Layoff Assistance

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This section is for job seekers and business. This menu includes resources for those who are going through the process of finding a new job after a lay-off. The menu items in this section include:

1. **Company Layoff Search** – Each company in Illinois who has processed a layoff is listed in this resource. Find information specific to a company in this section.
2. **Layoff Recovery Step Guide** – Similar to our Employment 101 guide for individuals new to the workforce, these are steps used by people to follow experiencing a lay-off.
3. **Rapid Response Layoff Reporting & Services** – Rapid Response is a federal service strategy that coordinates services with an employer and employee representative(s) to maximize efforts and avert a planned layoff and/or minimize disruption for individuals and communities in dislocation events.
4. **WARN Reporting & Services** - A WARN layoff is a plant closure or mass layoff. Under state law, employers must notify the state when they plan to lay off workers. This law is known as the [WARN Act](#). This section gives detail on the law and how to comply with it.

Updates & Help

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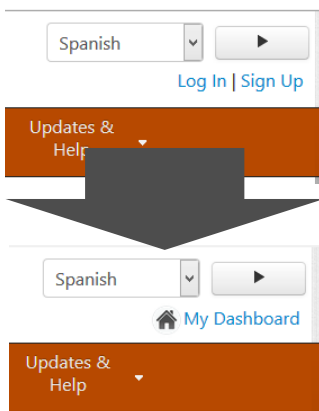


This section is for anyone that uses Illinois workNet. This menu section offers assistance and overall resources, and includes:

1. **News and Updates** – The latest news articles, along with our archive, sign-up for updates, and ability to search by category.
2. **Download and Print** – is a resource section for all of the items that are available to any user to download to their own computer or print for use. It is searchable by audience, subject, type of document, or item number.
3. **disabilityworks** – these are resources for anyone with a disability. The page provides links to disabilityworks.com and explains the resources you will find on the site.
4. **Veterans Step Guide** – similar to our Layoff recovery guide, these steps help a veteran make a smooth transition from military life back to civilian work life.
5. **jobPrep Mobile App** – this is information about our mobile version of Illinois workNet available on Android and iOS.
6. **Success Stories** – an amazing collection of testimonies to the value of State of Illinois programs. Read about them, or submit your own.
7. **FAQ** – is the frequently asked questions section with answers. If you cannot find what you are looking for, submit your question. We will provide the answer AND your question and answer may be added to the FAQ for others to view.
8. **Glossary** – There may be a term for which you do not know the definition. This page provides definitions to all of the workforce related terms used on Illinois workNet.



My Dashboard



Access your dashboard from the top right corner of the main menu. Once logged in, you will see:

1. **Settings** – includes areas to update your profile, change your password, and update subscription settings.
2. **Tools** – this is the space where applications you used during your interactive experiences with Illinois workNet are stored. When you want to return to an application like Employment 101 or the Resume Builder, just log-in to your Illinois workNet account.