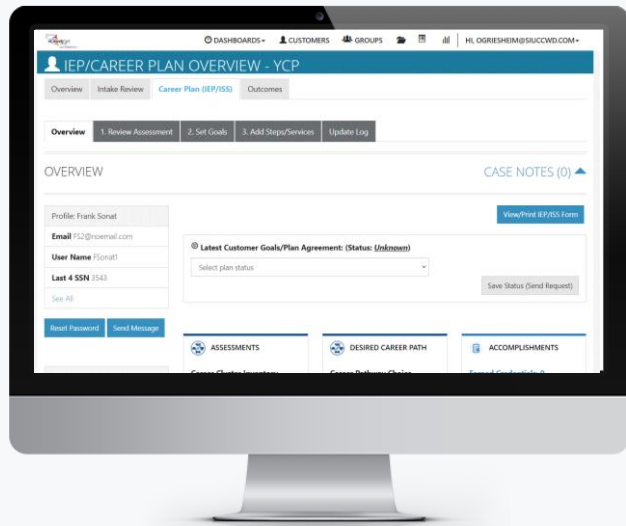




# Youth Career Pathways Creating a Career Plan

[www.illinoisworknet.com](http://www.illinoisworknet.com)

# CREATING A CAREER PLAN IS COMPRISED OF 3 MAIN STEPS:



01 Review Assessments

02 Set Goals

03 Add Steps/Services

 **STEP 1**

---

# REVIEW ASSESSMENT

# REVIEW ASSESSMENT

The screenshot shows a web application interface for reviewing assessments. At the top, there is a header bar with a user profile icon and the text "IEP/CAREER PLAN COMPLETE ASSESSMENTS - YCP". Below this, there are several navigation tabs: "Overview", "Intake Review", "Career Plan (IEP/ISS)", and "Outcomes". The "Career Plan (IEP/ISS)" tab is currently selected. Underneath, there is a secondary set of tabs: "Overview", "1. Review Assessment", "2. Set Goals", "3. Add Steps/Services", and "Update Log". The "1. Review Assessment" tab is active. The main content area is titled "COMPLETE ASSESSMENTS" and includes a link for "CASE NOTES (0)". On the left side, there is a profile card for "Frank Sonat" with fields for "Email" (FS2@noemail.com), "User Name" (FSonat1), and "Last 4 SSN" (3543). Below the profile card are buttons for "Reset Password" and "Send Message". To the right of the profile card, there are tabs for "Add/View Assessments" and "Summary". The "Add/View Assessments" tab is active, displaying a list of steps: "1. Conduct and review assessment results.", "2. Summarize assessment results", and "3. As appropriate, conduct additional assessments to complete goal identification for the customer." Below this list is a button labeled "Add Assessment Summary". At the bottom of the interface, there is a section titled "ILLINOIS WORKNET ASSESSMENTS" with a sub-section for "SKILLS AND INTERESTS".

<b>SKILLS &amp; INTERESTS</b>	<b>EMPLOYMENT GOALS</b>	<b>EDUCATION LEVEL</b>	<b>EMPLOYMENT -RELATED INFORMATION</b>
<b>BARRIERS TO EMPLOYMENT</b>	<b>DISABILITY BENEFITS ESTIMATOR</b>	<b>EMPLOYMENT 101</b>	<b>NOCTI RESULTS</b>
<b>SELF- EVALUATION</b>	<b>OBSERVATIONAL EVALUATION</b>	<b>WORKSITE EVALUATION</b>	<b>ADD ASSESSMENTS</b>

 STEP 2

---

# SET GOALS

# SET GOALS

The screenshot shows a web application interface for setting goals. The main page has a header 'IEP/CAREER PLAN SET GOALS - YCP' and a navigation menu with tabs: Overview, Intake Review, Career Plan (IEP/ISS), and Outcomes. Below this is a secondary navigation bar with buttons: Overview, 1. Review Assessment, 2. Set Goals (highlighted), 3. Add Steps/Services, and Update Log. The main content area is titled 'SET GOALS' and contains a profile card for Frank Sonat, instructions on writing goals, and an 'Add Goal Statement' button. A modal window titled 'ADD NEW GOAL' is open, showing a form with fields for Goal Statement, Category, Short/Long Term, and Status, and an 'Add Goal' button. A red arrow points from the 'Add Goal Statement' button on the main page to the 'Add Goal' button in the modal.

Profile: Frank Sonat  
Email FS2@noemail.com  
User Name FSonat1  
Last 4 SSN 3543  
See All  
Reset Password Send Message

Goals should be written so they address barriers, employment gaps, and lack of credentials that can be earned to advance the customer through their education to a measurable and attainable goal.

Use completed assessment information to develop goals with the customer's overall initial plan. If additional changes are made to the customer's plan, the goals should be updated.

**Add Goal Statement**

**ADD NEW GOAL**

Goal Statement \*

Category \*

Short/Long Term \*

Status \*

**Add Goal**



STEP 3

ADD

STEPS/SERVICES



# ADD STEPS/SERVICES

The screenshot shows a web application window titled "IEP/CAREER PLAN ADD STEPS/SERVICES - YCP". The interface includes a navigation bar with tabs for "Overview", "Intake Review", "Career Plan (IEP/ISS)", and "Outcomes". Below this is a secondary navigation bar with tabs for "Overview", "1. Review Assessment", "2. Set Goals", "3. Add Steps/Services", and "Update Log". The main content area is titled "ADD STEPS/SERVICES" and includes a "CASE NOTES (0)" link. On the left, a user profile sidebar displays information for Frank Sonat, including email (FS2@noemail.com), user name (FSonat1), and last 4 SSN (3543). The main area features a "STEP 1: Add Step/Service" section with a highlighted "Add Step/Service" button. Below it is a "STEP 2: Assign to goal" section with a search box and a table header for "Step/Service", "Note", "Status", and "Other Items". The table currently shows "No data available in table". At the bottom, it indicates "Showing 0 to 0 of 0 entries" and provides "Previous" and "Next" navigation options.

# ADD STEPS/SERVICES

IEP/CAREER PLAN ADD STEPS/SERVICES - YCP

Overview Intake Review **Career Plan (IEP/ISS)** Outcomes

Overview 1. Review Assessment 2. Set Goals **3. Add Steps/Services** Update Log

ADD STEPS/SERVICES CASE NOTES (10) ▲

Profile: Mary Conrany

**Email**

**User Name** MConrany

**Last 4 SSN** 7894

See All



Reset Password Send Message

**STEP 1: Add Step/Service**

Add Step/Service

**STEP 2: Assign Step/Service(s) to goal**

Search:

Step/Service	Note	Status	Other Items
Placed in Adult Secondary Education  		Not Set	

Showing 1 to 1 of 1 entries

Previous 1 Next

# ADD STEPS/SERVICES

Overview Intake Review **Career Plan (IEP/ISS)** Outcomes

Overview 1. Review Assessment 2. Set Goals **3. Add Steps/Services** Update Log

ADD STEPS/SERVICES CASE NOTES (10) ▲

Profile: Mary Contry

**Email**

**User Name** MContry

**Last 4 SSN** 7894

[See All](#)

[Reset Password](#) [Send Message](#)

**STEP 1: Add Step/Service**

[Add Step/Service](#)

**STEP 2: Assign Step/Service(s) to goal** Search:

Step/Service	Note	Status	Other Items
Placed in Adult Secondary Education <a href="#">✎</a> <a href="#">✖</a>		Not Set	

Showing 1 to 1 of 1 entries Previous **1** Next

**STEP 3: Manage Step/Service(s) in goal**

STEPS FOR: EARN GED (1)



# ADDITIONAL PAGES

# OVERVIEW

The screenshot shows a web application interface for a user named Frank Sonat. At the top, there are navigation tabs: Overview (selected), 1. Review Assessment, 2. Set Goals, 3. Add Steps/Services, and Update Log. The main content area is titled 'OVERVIEW' and includes a 'CASE NOTES (0)' link with an upward arrow. On the left, a profile card displays: Profile: Frank Sonat, Email: FS2@noemail.com, User Name: FSonat1, Last 4 SSN: 3543, and a 'See All' link. Below this are 'Reset Password' and 'Send Message' buttons. A 'Related Instructions' box contains a 'Career Plan Overview' link. On the right, there is a 'View/Print IEP/ISS Form' button. The central section is titled 'Latest Customer Goals/Plan Agreement: (Status: *Unknown*)' and features a dropdown menu labeled 'Select plan status' and a 'Save Status (Send Request)' button. At the bottom, there are three summary cards: 'ASSESSMENTS' with 'Career Cluster Inventory' (Not Complete), 'Employment 101 - Pre' (Not Complete), and 'Employment 101 - Post' (Not Complete); 'DESIRED CAREER PATH' with 'Career Pathway Choice' (None), 'Occupation 1' (None), and 'Occupation 2' (None); and 'ACCOMPLISHMENTS' with 'Earned Credentials: 0', 'Completed Goals: 0', and 'Completed Services: 0'.

# UPDATE LOG

Overview Intake Review **Career Plan (IEP/ISS)** Outcomes

Overview 1. Review Assessment 2. Set Goals 3. Add Steps/Services **Update Log**

## UPDATE LOG

CASE NOTES (10) ▲

Profile: Mary Contry

**Email**

**User Name** MContry

**Last 4 SSN** 7894

[See All](#)

[Reset Password](#) [Send Message](#)

Section	Action	Date	User
Build a plan	Placed in Adult Secondary Education	12/2/2021 20:37	Olivia Miller
Build a plan	Updated Step Status Tab - Alternative School/Dropout Recovery Services	12/1/2021 10:59	Olivia Miller
Build a plan	Alternative School/Dropout Recovery Services	12/1/2021 10:59	Olivia Miller
Build a plan	Updated Step Status Tab - Placed in Adult Secondary Education	12/1/2021 10:55	Olivia Miller



---

# THANKS FOR VIEWING!

## YOUTH CAREER PATHWAYS PY2021

Contact us:

 (217) 303-5855

 Olivia.Miller@siu.edu

# youth career pathways