

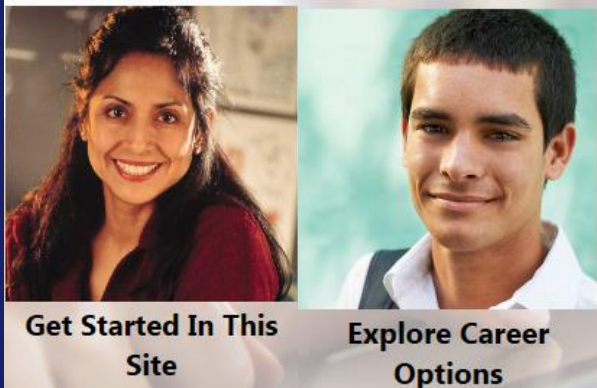


Work Readiness Assessment Tools and Resources

October 24, 2017

*Lacey Pollock – Southern Illinois University, Carbondale/Illinois
workNet*

Ways to Connect



Illinois workNet® is a portal to connect individuals, employers, and education, workforce and community partners to career planning, education and training, and employment resources and tools. The portal connects people to local and statewide in-person and online services.

- **Web Portal** – <http://www.illinoisworknet.com>



jobPrep Mobile App includes capabilities that assist job seekers with their employment needs, all from the convenience of a smartphone. The free app is available for downloading from iTunes, Google Play and Amazon.

- **jobPrep Mobile App** – <http://www.illinoisworknet.com/jobprep>



Today you will get:

Information

+

Free Tools

**To help your customers identify
and reach their career, training,
and employment goals.**





Top 4 Tips for Customers:

1. Translate Skills & Interests
2. Research Careers & Complete Assessments
3. Research Training
4. Be Prepared for the Job Market

Tip 1: Translate Your Skills and Interests to Careers

Career Cluster Inventory



Rate 80 activities as like very much, like, dislike, or not sure.
Results: Provides a graph indicating how your interests match up to each career cluster area.

Duration: 5-25 minutes

Interest Profiler



There are 180 activities. Choose if you like, dislike, or are unsure for each activity.
Results: Organizes interests into 6 categories of work.

Duration: 10-20 minutes

SKILLS Profiler



Select 35 skills and group them as very, moderate, or somewhat satisfying.
Results: Lists top 30 occupations that match your skills. Calculates Holland Personality Type.

Duration: 10-20 minutes

Work Importance Locator



Group 20 statements based on how important the work aspect is to you.
Results: Provides scores for 6 work values and occupations for each work value.

Duration: 5-15 minutes

Take the Skill and Interest Surveys. Available from My Dashboard

Career Clusters		Score
Arts, Audio/Visual Technology, and Communications		10
Transportation, Distribution, and Logistics		10
Finance		9
Government and Public Administration		9
Law, Public Safety, Corrections, and Security		9
Business Management and Administration		8
Hospitality and Tourism		8
Information Technology		8
Manufacturing		8
Science, Technology, Engineering, and Mathematics		8
Education and Training		7
Marketing		6
Architecture and Construction		5
Health Science		5
Human Services		5
Agriculture, Food, and Natural Resources		4

Tip 2: Research Careers & Complete Assessments

Careers, Wages & Trends

Agents and Business Managers

Career Clusters > Arts, Audio/Visual Technology, and Communications > Agents and Business Managers >

Job Facts & Wages | Skills & Training | Find Jobs & Information

Occupation is in demand for the following regions: **Northeast**

Agents and Business Managers - At a Glance

Agents and business managers advise writers, performers, and athletes on business details.

Quick Facts: Agents and Business Managers	
Wages	Earn \$68,282 per year
Employment	Employment data are not available
10 Year Growth	Growth estimate is not available
Annual Openings	Annual openings data are not available

Preparation

An agent or business manager typically needs to:

- have a high school diploma or equivalent
- have at least a bachelor's degree
- have one to five years of related work experience

Working Conditions

Demand Occupations

Title	SOC Code	Description	Economic Development Region(s)							
Accountants and Auditors	13-2011	Examine, analyze, and interpret accounting records... Read More	Central, West Central, East Central, North Central, Northeast, Northern Stateline, Northwest, Southeast, Southern, Southwest, Statewide							
Hide LMI Information										
EDR	Employment (2010)	Employment Change (2010-2022)		Average Annual Job Openings Due to			Entry Hourly	Entry Annual	Education Level	On-the-Job Training Level
		Number	Percent	Growth	Replacements	Total				
Central	2189	125	5.7000%	12	47	59	\$19.16	\$39,850	Bachelor's degree	None
East Central	911	149	16.4000%	15	19	34	\$19.32	\$40,194	Bachelor's degree	None
North Central	2201	221	10.0000%	22	48	70	\$19.75	\$41,083	Bachelor's degree	None
Northeast	35780	4436	12.4000%	444	769	1213	\$21.09	\$43,877	Bachelor's degree	None

Tip 2: Research Careers & Complete Assessments

Pre- and Post-Assessment

Employment 101 Guide



Career Readiness: Employment 101 Guide

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 28% correct.

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- This assessment is graded but the grade is not counted against you

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

2. Complete Guide

Employment 101 Guide

Overview:

- Follow the steps to develop a Career Plan and Job Search Plan
- Use the resources to create a resume and portfolio

Planning Tools:

- Skill and Interest Results
- Career and Training Research
- Resume & Portfolio Builder
- Job Search Organizer
- Achieve Your Goals Notes
- S.M.A.R.T. Plan

3. Take Post-Assessment

Post-Assessment

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Unlimited number of attempts
- Highest score is saved
- Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

4. Download Certificate

Score 70% or higher on the Post-Assessment to earn a Certificate of Completion.

Plan To Reach Your Goals Completed 3 of 8 items.

View My Plans

My Overall Progress

Completed 3 of 8 items.

Prepare a Career Plan

Completed 3 of 3 items.

Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

Explore Careers ✓

Explore Training ✓

Get Qualified ✓

Prepare a Job Search Plan

Completed 0 of 2 items.

Organization and preparation are key factors to finding a job. Start preparing today.

Get Prepared

Find Jobs

Achieve Your Goals

Completed 0 of 3 items.

Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.

Start a Job

Set Financial Goals

Practice Skills For Success

Tip 3: Research Training

WIOA Approved Training Programs

Start Your Search

Search Type and Mode
Training Programs Search

Local Workforce Innovation Area
 Select an LWIA...

Keywords

Job Family and Related Occupations
 Select a Job Family... Select a Job Family to view Occupations

City or Zip Code [Lookup](#)
 City or Zip Code Within 10 Miles

Page Size
 25 Results per page

Training Program Type
 Select a Program Type ...

Sort Order
 Alphabetical

Search Reset Export Select up to 3 results to compare Glossary

Found 4650 results

.NET Programming Cert 22CQ [Add to Compare List](#)
 College of Lake County
 19351 W. Washington Street, Grayslake, IL 60030
[Map it](#)
 Cost: **\$3,560.00** *No performance data available.*
 Time: **32 weeks / 300 hours**
 Goal: **Industry Recognized Certification**
 Training Program Type: **Vocational**

04 Certification with Preschool Special Education Approval [Add to Compare List](#)
 Northern Illinois University
 DeKalb Main Campus, Normal Rd., DeKalb, IL 60115 [Map it](#)
 Cost: **\$6,848.00** *No performance data available.*
 Time: **32 weeks / 192 hours**
 Goal: **Other**
 Training Program Type: **Vocational**

Public & Private Training Programs

Search for Programs Below

Search Type
Public & Private Programs

City/ZIP **Radius**
 City or ZIP Code X 10 Miles

County
 Select County

Keyword
 Program or School Keyword

Job Family
 Select a Job Family...

Search Clear Export

Mode
Search

Local Workforce Innovation Area
 Select LWIA

Economic Development Region
 Select Region

Page Size
 25 Results per page

Select a Job Family to view Occupations

Records 1 to 25 of 11237 Results

A .Net & Gaming Development Fundamentals Course
 Joseph Business School, The
 7600 West Roosevelt Road Forest Park, IL 60130 [Map it](#)
 Type of School: **Business**
 Provider Type: **Private**
 Degrees Offered: **Certificate of completion**

B .NET Programming
 College of Lake County
 Institutional Effectiveness, Planning, and Research, 19351 West Washington Street B200 Grayslake, IL 60030 [Map it](#)
 Type of School: **2-year college**
 Provider Type: **Public**
 Degrees Offered: **Certificate, Associate**

Tip 4: Be Prepared for the Job Market

Job Skills Guide

Job Skills Guides

Skills Employers Want

Make sure you have the skills employers want!

Academic skills, technical skills, and workplace "soft" skills provide a solid base for getting into a career. When you are searching for a job, it is important to recognize the skills that you have and include them in your resume and interview. Use those skills to show you are qualified for the job.

To succeed in the workplace, it is important to continue to enhance your skills. You can gain those skills through experience and training. Often, employers provide you with additional technical training. However, it is up to you to demonstrate that you have soft skills, such as a good work ethic and a great attitude.

Learn more about the skills and hear what employers have to say about those skills.



Academic Skills



Mathematics, Reading, Science and Technology, Writing

Technical Skills



Computer Literacy



Industry-wide Technical Skills

Workplace "Soft Skills"



Attendance and Self-Presentation



Career Advancement



Communications

Resume Writing Guide

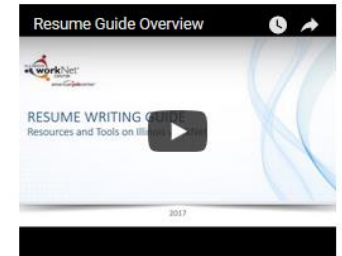
Resume Writing Guide

Prepare Your Resume

A resume is required for most jobs. Employers will look at your resume to get a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a first impression of your skills and abilities. That means it needs to be as perfect as possible.

Writing your resume can be intimidating. That's why breaking it down into chunks can help make it easier to tackle.

Below, you will find four articles on each step in the resume writing process. After this, you can also read about our Resume Builder tools.



Resume Writing Process



Get Prepared



Start Writing



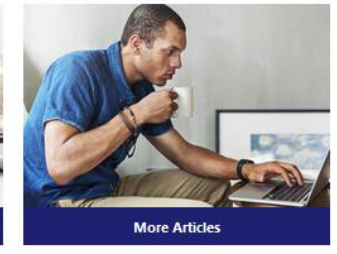
Customize Your Resume



Use Your Resume for Interview Prep



Illinois workNet Resume Builder Tools



More Articles

Tip 4: Be Prepared for the Job Market

Resume Builder

JobFinder

Illinois JobLink

How Can Illinois JobLink Help You?
Job Search

Source: Illinois Department of Employment Security.

Other Resources and Tools – Assessments

Skill and Interests Surveys



Career Exploration



Self-Accessed Assessment

Employment 101 Pre / Post-Assessments



Earn Career Development Certificate



Self-Accessed Assessment

NOCTI 21st Century Skills



Earn NOCTI Certificate



Partner Initiated Assessment

Observational Evaluation



Develop Workplace Skills During Training



Partner Initiated Assessment

Worksite Evaluation



Worksite Experience / Skill Development



Partner Initiated Assessment

As an Illinois workNet Partner you will have access to FREE Assessments.

An assessment is a process to assist customers in identifying:

- Strengths
- Employability and transferable skills
- Interests
- Work values
- Personal priorities for employment

You will have access to assessment overviews, customer guides, and partner guides for each assessment.

Other Resources and Tools – Service Finder

Find work support services and referrals in Illinois

Illinois workNet Service Finder

The Service Finder identifies locations in Local Workforce Innovation Areas (LWIA) that offer services through Illinois workNet Centers, affiliates, and other community partners. You will find locations that offer Workforce Innovation Opportunity Act (WIOA) services and can identify them by the use of the WIOA icon. [Click here for a statewide map that shows all of the WIOA sites in Illinois.](#) Use this search to find a location where staff are able to assist you in finding resources for your job search, career preparation, and referrals for work support such as financial aid, child care, and much more.

For employers, connect to Business Service Teams (BST), which include services for hiring and placement, labor market information, and employee training. This is a free service for Illinois residents and employers.

[Directory](#)
[Embed on Your Website](#)
[Add or Edit Locations](#)

What can we help you find?

Search for Services using City, Zip, Keyword, and more...

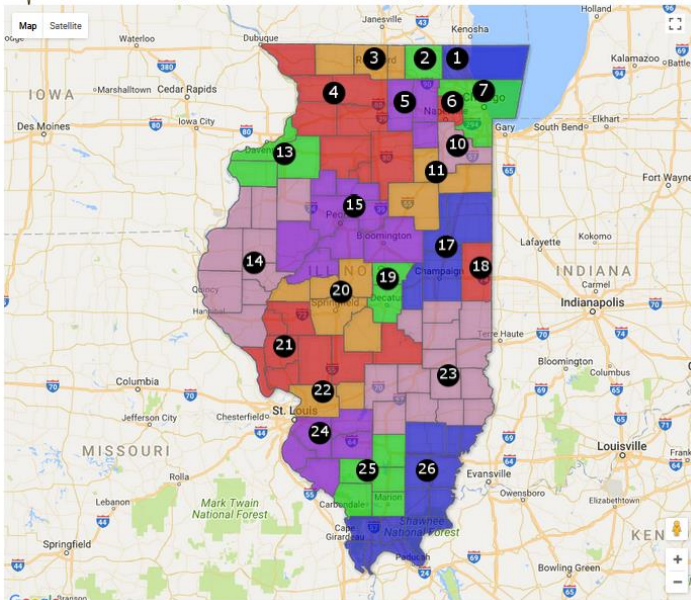
[X](#)
[Search](#)
[Export](#)
[Filters](#)
[Legend](#)

Find service locations and referrals near you by searching by city or zipcode, keyword of help you need, or name of service.

[List](#)
[Map](#)

Your Illinois workNet Center(s) based on the location entered.

Partner locations near you that serve individuals and/or employers.



Illinois workNet Center(s)

This is your Illinois workNet Center(s) based on the location you entered. Additional locations near you are listed below.

Illinois workNet Center-Springfield

Address: 1300 South Ninth Street Springfield, IL 62703

Phone: 217-524-5996

TTY/TDD: 800-526-0844

Hours: Open today 8:30 AM-4:30 PM

Website: [Visit Website](#)

This Location Serves:

- Immigrants
- Individual with a Disability
- Laid Off Worker
- Mature Worker
- Re-Entry/Ex-Offender
- Veteran
- Youth (Ages 14-25)

[Show more](#)

Services:

Services for Individuals

- Education and Training
- Individual Training Account (ITA)
- WIOA/Provider Performance Data

[Show more](#)

Map data ©2017 Google

Specializes in serving: VETS WIOA

[Bookmark This](#)

A proud partner of the AmericanJobCenter network

Other office locations near you

The Salvation Army

Address: 1600 E. Clear Lake Ave. Springfield, IL 62703

Phone: 217-525-2196

TTY/TDD: 800-526-0844

Hours: Open today 9:00 AM-4:00 PM

This Location Serves:

- Immigrants
- Mature Worker
- Re-Entry/Ex-Offender
- Veteran

Services:

Services for Individuals

- Job & Career Readiness Services
- Assistance Registering for Illinois JobLink
- Career Related Materials
- Labor Market Information (LMI)

[Show more](#)

Map data ©2017 Google

Specializes in serving: VETS

[Bookmark This](#)

Other Resources and Tools – Online Guides

Disability Employment Guide

Disability Employment Guide

Use the disabilityworks guide to connect to benefits and services, training, and employment information specific for individuals with disabilities. Whether you are a youth in transition or an adult job seeker the guides can help you reach your career, training and employment goals.

Don't miss out on valuable compensation, benefits, and educational opportunities. You can also use it to connect to services in your community, including finding locations who specialize in serving individuals with disabilities.

Review each category in the Employment Guide or jump to the one that interests you most to get started today.



Find Available Benefits and Services

Connect

Start Here:

- To connect to disability specific assistance,
- Find resources for Health Care, Social Security and more , as well as
- How to use the Illinois Disability Benefits Estimator to determine eligibility options.



Develop a Financial Management Plan

Develop

How to Begin:

- Find out how to create and manage your personal budget,
- Learn about Ticket to Work, and
- Ways to save and plan for the future.



Explore Career and Training Opportunities

Explore

Here's How:

- To discover your skills and interests,
- Find a career field that matches, and
- How to find the right training program near you.



Get Organized and Search for Jobs

Prepare

Get Started:

- To create and update your resume,
- Prepare to master your job search, and
- The best ways to network and interview to reach your goals.

Money Management Guide

Use these Resources to Help you Manage your Money

Money is what most people want so they can use it to purchase the things they want. Those things may be houses, cars, clothes, fancy dinners, vacations, sports equipment, or electronic items.

People faced with individual life situations look at money differently. The person who is just entering the workforce has a different outlook than someone who has just been laid off. Someone retiring has a different perspective than someone re-entering the workforce after a long absence. The one common thread for all people is that we need to manage our money to achieve the things we want in life.

Select the option below that best fits your situation to find great resources and helpful information to help you with your current or future money management goals.



Getting Started for Youth

Get Started

Learn How To:

- Get started with managing money and saving,
- Keep a balance of fun and planning, and
- Start learn good money habits to help you now and in the future.



Financing Education and Training

Get Started

Learn How To:

- Determine the expenses and cost of school or training,
- Find ways to help pay for training programs, and
- Options for financial assistance for college or degree programs.



Money Tips for Small Businesses

Get Started

Learn How To:

- Find resources to help finance your small business,
- Find best practices and examples to help establish your finances, and
- Options for keeping good ongoing finances to help your small business thrive.



Managing Finances

Get Started

Learn How To:

- Create and manage your personal budget,
- Make informed money decisions, and
- Find ways to save and plan for the future.

Other Resources and Tools – Online Guides

Veteran Assistance Guide

Youth Guide

Veteran Assistance Guide

There are dedicated programs and services for Veterans nationally and in Illinois. Don't miss out on valuable compensation, benefits, and educational opportunities. Learn how to connect to services in your community, including finding Veteran Service Officers (VSOs) who are an excellent resource to assist you with various services, entitlements and programs.

Find out about different career options and how to translate your military skills to help you show you have the skills employers want. Learn about in demand occupations that interest you and if they are available near you.

Learn how to create great resumes and how to search for great jobs more efficiently and effectively. Get tips on networking and interviewing to help you land the right job.

Use all of these tools and tips to help you reach your career, training, and employment goals after your military service.



Connect

Start Here:

- To learn about Veteran specific assistance,
- Health Care, Pension, Home Loan Benefits, as well as
- How to identify and utilize both online and in-person assistance options.



Translate

How to Begin:

- Find out how your military skills translate to civilian jobs,
- Learn what skills employers are looking for, and
- What careers you are interested in and if they are growing.



Prepare

Here's How:

- To create and update your resume,
- Prepare to master your job search, and
- The best ways to network and interview.

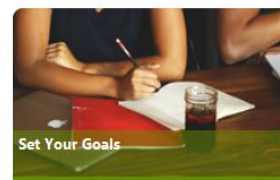
Youth Guide

Whether you are looking to explore careers, find training, or just get resume assistance, this guide can help. With quick and easy steps, you will learn more, gain skills and knowledge, and be prepared for the road ahead. Some of the topics we'll cover include:

- Find Skills and Interests
- Explore Careers
- Find Training
- Start a Resume
- Social Media and Networking
- Job Searching
- Interviewing
- Money Management and Other Supportive Services

Each step will provide you with overview information, a video, and resources you can use to complete the step. Get started today to get on the path to reaching your career, training and employment goals.

Use the [Youth Guide PDF](#) to get the same great information in a printable portable version.



Get Started

Here's How:

- Explore your skills and interests,
- Explore career pathways, and
- Find training.



Get Started

Here's How:

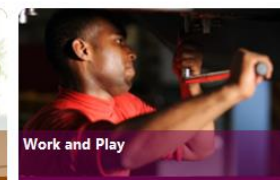
- Start a resume,
- Use social media as a marketing tool, and
- Network with people you know.



Get Started

Here's How:

- Beware of fraud and learn experiences from your job, good and bad,
- Fill out applications, and
- Ace the interview.



Get Started

Here's How:


- Spend your earnings wisely,
- Find supportive services, and
- Focus on success.

Other Resources and Tools – Articles


Find Articles on the Illinois workNet homepage and on the article pages within each menu of the site.

Articles & Tips


Keyword Search




Get In-Demand with Manufacturing Career Exploration



Social Media for Employers Social Media



YouTube for Job Seekers Social Media



Planning for the Future

These articles cover resources and tools that help people explore careers, their skills and interests, and plan for their future or job/career transition.

Use the articles below to get started! Filter by subject to get more specialized results.



Select your Article Topic

Select Your Filter



Get In-Demand with Manufacturing



Get a Competitive Edge



How Can LMI Help You?



How to Tackle a Career Change Head-On



Great Tools are More Reliable than Luck - Explore Your Skills



LMI and the Job Search

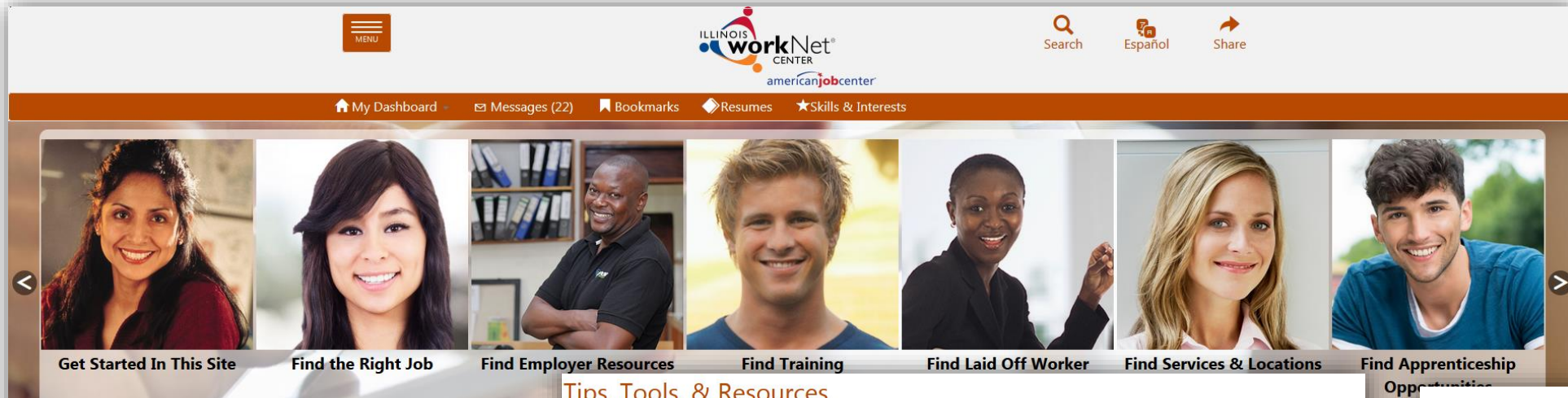


Conquering Business Challenges Through LMI



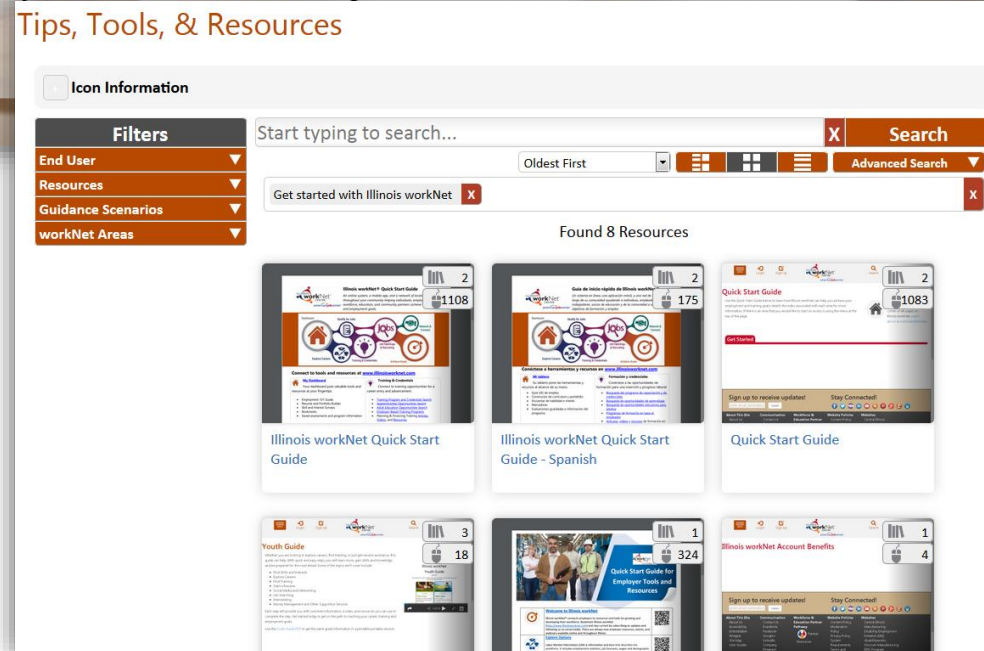
Setting Goals 101

Other Resources and Tools – User Guides



1. Select A Scenario

2. Select a Resource



3. View/Print Resource

ILLINOIS workNet CENTER americanJobcenter

Step-By-Step Guide for **Applying for Jobs**

Work Experience + Adult OR Youth

Purpose: Use the interactive tools, articles, videos, and related resources to:

1. Be able to communicate (written and verbal) your technical, transferable, and workplace skills through your experiences.
2. Locate job openings and research the positions.
3. Customize the way you communicate your skills based on job requirements.
4. Organize your job search by tracking your applications, follow-up activities, and interviews.
5. Evaluate your progress and modify your approach as needed.

Steps:	Find It Here: www.illinoisworknet.com
1. Locate job openings using the Illinois workNet JobFinder , Illinois JobLink , and Featured Employers tools. Bookmark job openings that interest you. Bookmarks are saved in your Dashboard.	Job Openings & Recruiting My Dashboard
2. Research the positions and the companies. Learn about the qualifications for the job, the products or services offered by the company, and their competitors. This will help you understand how you can contribute to the success of the company.	Job Openings & Recruiting
3. Think about the skills and experience you have that can benefit the company. Look at the Job Skill Guide and Digital Literacy Guides to see what is important to employers. Include these skills in your resume and interview.	Qualify for Jobs
4. Customize your resume and cover letter based on the job requirements and your research. Use the resume builder to create and store your customized resumes.	My Dashboard (Resume Builder)
5. Apply for the position. See the Employment & Hiring Planning page for tips on how to apply for jobs.	Job Openings & Recruiting
6. Organize your job search by tracking your applications, follow-up activities, and interviews. You can use the Employment 101 Guide Job Search Plan or Job Search Record Worksheet.	My Dashboard (Resume Builder)



Thank You!

Illinois workNet®

Visit: www.illinoisworknet.com

Email: info@illinoisworknet.com

Monday – Friday

8:00 A.M. – 4:30 P.M.

Emails are checked and responded to each business day.

<https://www.illinoisworknet.com/Pages/Contact-Us.aspx>

