

CAREER READINESS

SUMMER YOUTH EMPLOYMENT PROGRAM 2014



Summer
Youth Employment
Program 2014

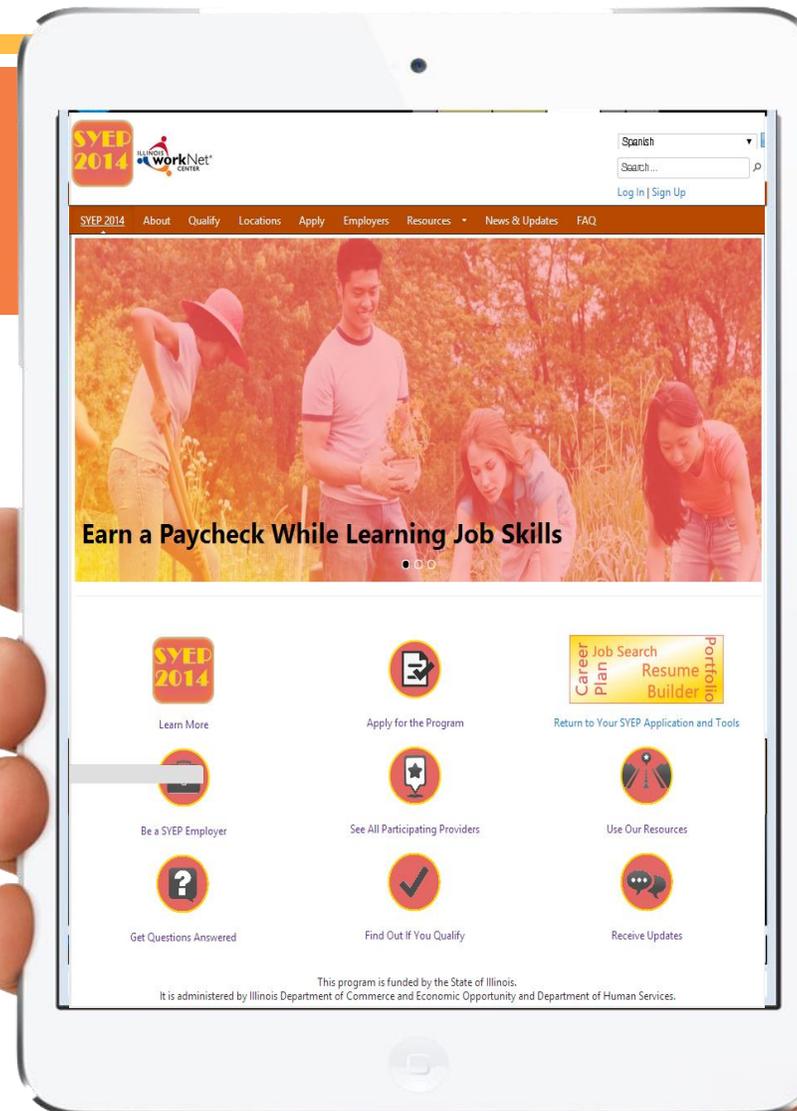
Evaluation

- OUTSTANDING
- Excellent
- Very Good
- Average
- Below Average

**SYEP
2014**

WHAT WE WILL COVER

- Workforce Partner Guide
- Youth SYEP Guide
- Youth Employment 101





Summer Youth Employment Program 2014

Evaluation

- OUTSTANDING**
- Excellent
- Very Good
- Average
- Below Average

YOUTH AGES 16-24

Youth qualify if they meet income requirements, receive a form of state assistance, or are graduates of the Lincoln's ChalleNGe Academy.



HOW IT WORKS

- Get Started
- Prepare a **Career Plan**
- Prepare a **Job Search Plan**
- Achieve your Goals
- Get Work Experience

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Get Started

Apply Online
Meet Your Advisor
Complete the Pre-assessment
Complete The Program



Prepare A Career Plan

Explore Careers
Explore Training
Get Qualified



Prepare A Job Search Plan

Prepare
Find Jobs



Achieve Your Goals

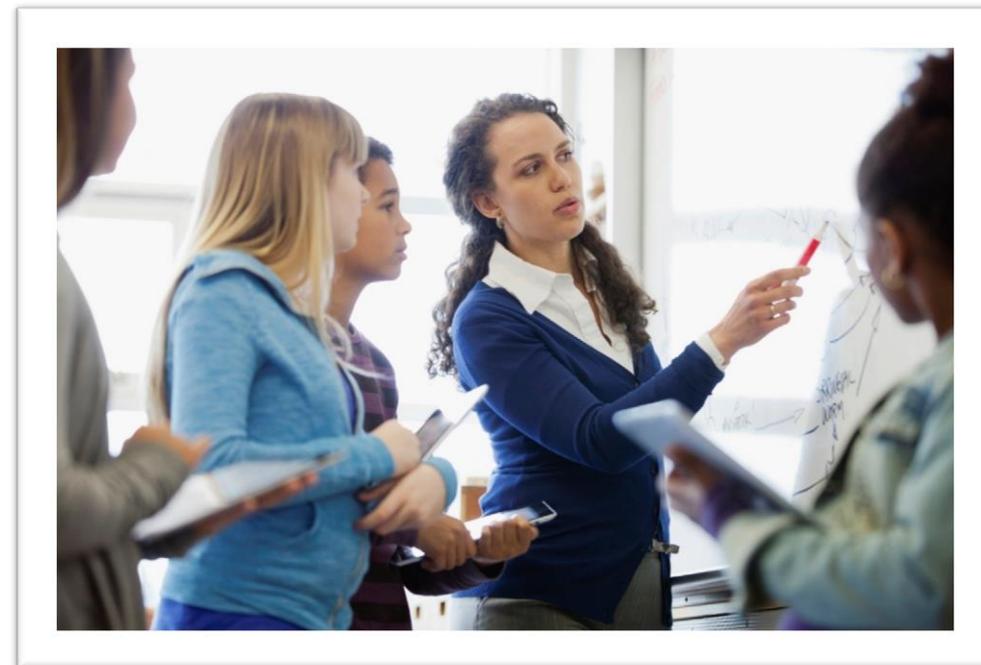
Start A Job
Set Financial Goals
Skills For Success



Get Work Experience

Earn \$9/ Hour
Learn Job Skills
Network For Future Jobs





WORKFORCE PARTNER GUIDE

**SYEP
2014**

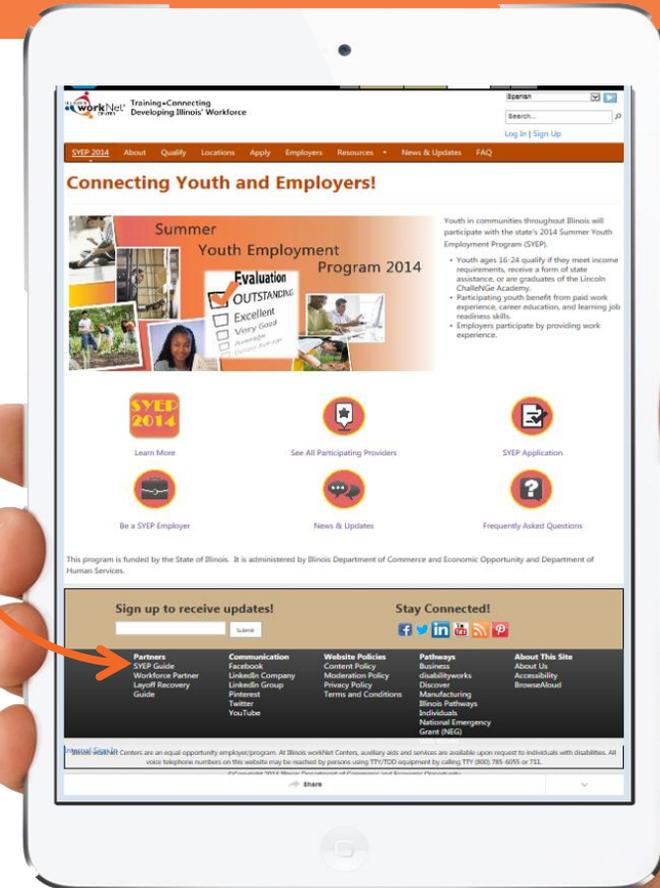
YOUR TOOLS

**SYEP
2014**

- Use the SYEP Guide as your main resource.
- To access it, click the link in the footer of the SYEP website.



<http://www2.illinoisworknet.com/SYEP2014/Pages/SYEPguide.aspx>



THE GUIDE

- Workforce Partners need to log-in – it's at the top.
- Access all of the tools you will need in the guide.
- Resources and steps to help you through the process.

Summer Youth Employment Program 2014
Workforce and Education Partner Online Guide

Program Implementation Information: - Forms
- Instructions
- Resources
- Updates
- Videos

Get Started

Sign into SYEP Partner Tools (This sign in is for providers only. It is not for youth or customers.)

All Resources

- SYEP 2014 Updates
- Training & Webinar Registration
- Frequently Asked Partner Questions
- Archived Training Videos
- Full List of Resources

Guidance By Category

- Get Started**
 - Grant Information
 - Site Setup
 - Youth Application/Intake
 - Program Guide
- Career Readiness**

Archived Training Webinars

PLAYLIST Summer Youth Employment Pr

Archived Violence Prevention and Awareness Webinars

THE GUIDE

- All the resources you need!
 - Check the updates for the latest news and changes.
 - Register for webinars.
 - Check the FAQ.
 - Find the Archived materials.
 - Check out the full list of resources with active links.

**SYEP
2014**

All Resources



[SYEP 2014 Updates](#)



[Training & Webinar Registration](#)



[Frequently Asked Partner Questions](#)



[Archived Training Videos](#)



[Full List of Resources](#)

PROVIDERS: Check to see if your location information is correct.

If not, email syep2014@illinoisworknet.com.

CAREER READINESS

**SYEP
2014**

- Use the tools in this segment to help the Youth with their Career Readiness planning.



Career Readiness

- Career Readiness Overview
- Activities
- Assessment Results
- Youth Success Stories

STEPS

- The steps:
 - Prepare
 - Complete Pre-Assessment
 - Complete Employment I01 Guide
 - Complete Post-Assessment
 - Download Certificate

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Career Readiness



Resources for providing career readiness assessments and activities.

[Back To Partner Guide](#)

Details	Resources <i>**indicates resources coming soon</i>
<p>Step: Prepare</p> <p>Responsible Person(s): Provider Staff (responsible for career readiness)</p> <p>Description: Review Employability Guide, Review Career Plan, Job Search Plan, and Achieve Your Goals Instructor Guides.</p> <p>Decide implementation (complete in one week or complete over several weeks).</p> <p>Note: Each participant will need a computer. They will need to use the Illinois workNet account that was used to complete their SYEP online application.</p>	<p>Achieve Your Goals Instructor Guide**</p> <p>Career Plan Instructor Guide (PDF)</p> <p>Employment 101 Guide</p> <p>Help Youth Recover Their Illinois workNet Username and Password (PDF)</p> <p>Job Search Plan Instructor Guide (PDF)</p>
<p>Step: Youth Complete Pre-assessment.</p> <p>Responsible Person(s): Provider Staff Youth Participants</p> <p>Description: Direct youth to their pre-assessment. Youth must complete the pre-assessment in the NEW SYEP 2014 site.</p> <p>IMPORTANT! - Do NOT direct them to the same site that was used in SYEP 2013.</p> <p>Explain the pre-assessment.</p> <p>Explain the pre-assessment.</p>	<p>Youth: How To Access Your Pre-assessment (PDF)</p> <p>SYEP Pre/Post-assessment Overview (PDF)</p>
<p>Step: Complete Employment 101 Guide.</p> <p>Responsible Person(s): Provider Staff Youth Participants</p> <p>Description: Provide an overview of what to expect and the purpose.</p> <p>Direct Youth to their Employment 101 Guide.</p> <p>Youth complete the Employment 101 Guide.</p> <p>Violence Awareness and Prevention Webinar held on June 25 was recorded. The second violence prevention webinar will be held on July 8.</p>	<p>About the Employment 101 Guide**</p> <p>Achieve Your Goals Instructor Guide**</p> <p>Career Plan Instructor Guide (PDF)</p> <p>Employment 101 Guide</p> <p>Help Youth Recover Their Illinois workNet Username and Password (PDF)</p> <p>How To Access Your Employment 101 Guide (PDF)</p> <p>Job Search Plan Instructor Guide (PDF)</p>
<p>Step: Complete Post-assessment and download Certificate of Completion.</p> <p>Responsible Person(s): Provider Staff Youth Participants</p> <p>Description: Direct youth to their post-assessment.</p> <p>Explain the post-assessment.</p> <p>Youth complete the pre-assessment.</p>	<p>Youth: How To Access Your Post-Assessment (PDF)</p> <p>Printing Your Certificate of Completion**</p> <p>SYEP Pre/Post-assessment Overview (PDF)</p>



PREPARE

**SYEP
2014**



- Employability Guide
- Career & Job Search Plan
- Schedule “Seat Time”

- Use the SYEP guide for student career readiness development.
- Instructor guides (.pdf) are available for the modules in the SYEP Partner Guide.

Summer Youth Employment Program 2014

**SYEP
2014**

Career Readiness Instructor Guide
Preparing a Job Search Plan

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COMPLETE PRE-ASSESSMENT

SYEP
2014



- Direct Youth to Pre-Assessment
 - Find an Overview of the Pre/Post-Assessment
 - The Guide provides a link to access Pre-Assessment
- Explain the Test
- Youth Complete the Pre-Assessment



EMPLOYMENT 101 GUIDE

SYEP
2014



- What should Youth Expect from this segment
- Direct Youth to the Guide
- Youth Complete the Guide
- Watch Violence Prevention Webinar

Employment 101 *(What is this?)*

Dream Explore Get Qualified Get a Job Achieve Goals

Plan To Reach Your Goals

My Overall Progress *Completed 3 of 8 items.*

Prepare a Career Plan *Completed 2 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 1 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

POST-ASSESSMENT & CERTIFICATE

SYEP
2014



- Complete the Post-Assessment
- When finished the youth will receive a certificate of completion.

Certificate of Completion

Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha Telger

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

June 15, 2014

Participant learned about the skills and qualities that effective employees possess including the following topics:

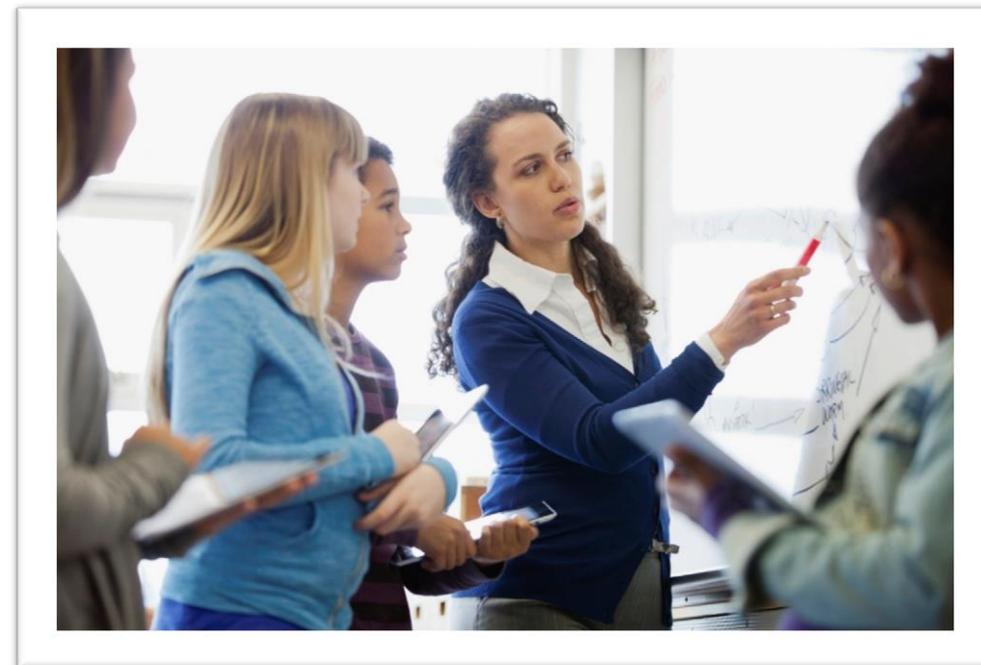
Communication	Demonstrating Work Ethics and Behavior
Maintaining Professionalism	Maintaining Interpersonal Relationships
Solving Problems and Critical Thinking	Working as a Member of a Team
Maintaining a Safe and Healthy Work Environment	

Activities cover the following topics:

Career and Training Program Exploration	Applying for Jobs
Finding Training Programs to Qualify for Careers	Interviewing
Setting Goals	Networking
Preparing a Resume and Portfolio	Starting a Job
Finding Job Openings	Managing Money
	Gaining Skills for Success



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THROUGH THE EYES OF YOUTH

ENROLLED YOUTH PARTICIPANTS

**SYEP
2014**

YOUTH SYEP ACCOUNT



Youth can access their career readiness tools in their SYEP account.

CAREER READINESS PRE-ASSESSMENT

SYEP
2014

Youth can access the Pre-Assessment through their SYEP account.

Application **Career Readiness** Work Experience Resume & Portfolio Builder

Career Readiness

Complete the Pre-Assessment

Take the **Pre-Assessment**

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

Outcomes: Topics Covered:

Application Career Readiness Work Experience Resume & Portfolio Builder

Pre-Assessment

1. When you are exploring career choices, it's important to think about: *

- a) The training you might need to get the job you want
- b) Whether the job is a good match for your personal interests
- c) Whether there are jobs like that around
- d) All of the above

2. Your resume tells employers about: *

- a) Your work and education experience
- b) What you like to do
- c) The jobs you are applying for
- d) All of the above

3. Which type of resume is best for people with little work experience? *

- a) Chronological Resume
- b) Functional Resume
- c) Combination Resume
- d) None of the above

4. When you are applying for a job, it's fine to post this kind of personal information on websites: *

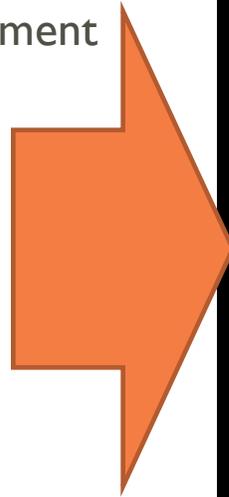
- a) Your social security number
- b) Your personal opinions and photographs
- c) A summary of your skills and experience
- d) All of the above

5. After a job interview, following up with an employer by phone, email, or in a letter is: *

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CAREER READINESS GUIDE

- Youth Access Employment 101 Guide
 - Career Plan
 - Job Search Plan
 - Achieve Goals



Application | Career Readiness | Work Experience | Resume & Portfolio Builder

Career Readiness

Complete the Pre-Assessment

You have taken the Pre-Assessment and received a score of 20% 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

Complete the SYEP Career Readiness Guide

Go to your:

- [Employment 101 Guide](#)

View your:

- [Career Plan](#)
- [Job Search Plan](#)
- [Achieve Goals Notes](#)

Outcomes:

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

Topics Covered:

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

Complete the Post-Assessment

You have taken the Post-Assessment and received a score of 88% correct. You can take the [Post-Assessment](#) again and the higher score will be kept.

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

What you see from the Youth's log-in.



ENROLLED YOUTH – COMPLETE EMPLOYMENT 101

- Use the SYEP guide (Employment 101) for student career readiness development.
- Instructor guides are available for the modules.
- Resources and plans are all in one place.
- Track progress.
- Must be signed into an Illinois workNet account to enter and save plans.

Employment 101 (What is this?)



My Overall Progress

Completed 3 of 8 items.

Prepare a Career Plan

Completed 2 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 1 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

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LESSON LAYOUT/FEATURES



Progress Bar

These all open within the guide.

1. Steps
2. Resources:
 - Articles
 - Videos
 - Links to Sites

Indicate when step is complete.

Build your plan small pieces at a time.

Enter data while looking at resources in the same window.

Fields associated with the steps appear in the plan section.

Full view is available.



PREPARE A CAREER PLAN

**SYEP
2014**

EXPLORE CAREERS

SYEP
2014

- Discover Careers that match your interests.
- Explore job requirements.
- Identify your soft skills.
- Identify your technical and/or transferable skills.

Prepare a Career Plan

Explore Careers

[← Back to Guide](#)

Large Medium Small

Recommended Steps

Completed 0 of 4 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

<input type="checkbox"/> 1. Discover careers that match your interests	Done <input type="checkbox"/>
<input type="checkbox"/> 2. Explore jobs, required skills/credentials, and wage information	Done <input type="checkbox"/>
<input type="checkbox"/> 3. Identify your soft skills that are required for all careers	Done <input type="checkbox"/>
<input type="checkbox"/> 4. Identify your technical skills, transferable skills, and personal beliefs	Done <input type="checkbox"/>

Career Plan

Build your Career Plan here.

Career Title

Career Interest

Agriculture, Food, and Natural Resources

Save Changes

EXPLORE TRAINING

SYEP
2014

- Identify training programs.
- Compare training programs.

Prepare a Career Plan

Explore Training

[← Back to Guide](#)

Large Medium Small

Recommended Steps

Completed 0 of 2 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

+ 1. Identify training programs for careers that match your skills and interests Done

- 2. Compare the pros and cons for the training programs Done

1. Review facts about specific training programs and record you results.
 - [Decision Making Process When Selecting a Training Program](#)
 - [Find Training Programs](#)
2. Identify realistic options to pay for training.
 - [How To Make Informed Student Loan Decisions](#)
3. Identify realistic options to support yourself while you're in school.
 - [Support Yourself While In Training](#)
4. Consider the facts and identify the pros and cons for each training program.
 - [Identify Pros And Cons](#)

Career Plan

Build your Career Plan here.

You must [create a Career Item](#) before you can use this section.

Illinois School

Training Plan's Official Name

Estimated Total Cost

Available Financial Aid

GET QUALIFIED

SYEP
2014

- Analyze your options.
- Make a Plan.
- Apply for programs & Financial Aid.
- Complete training.
- Earn credentials.

Prepare a Career Plan

Get Qualified

— [Back to Guide](#)

Large Medium Small

Recommended Steps

Completed 0 of 4 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

- 1. Analyze your options** Done
- 2. Make a plan** Done
 1. Make S.M.A.R.T. goals
 - [Career Planning For High Demand Jobs](#)
 - [How To Make S.M.A.R.T. goals](#)
 2. Identify strategies for staying motivated.
 - [Staying Motivated](#)
 3. Identify roadblocks to achieve your goals and strategies for dealing with those issues.
 - [Overcoming Obstacles](#)
- 3. Apply for programs and financial aid** Done
- 4. Complete training and earn credentials** Done

Career Plan

Build your Career Plan here.

S.M.A.R.T. Plan

Short-Term Goals can be accomplished in a day, a week, or a few months.

Long-Term goals can be accomplished in a semester, a year, five years, or twenty years.

Specific

Write your specific goals using action words. For example:

- "Begin training program for mechatronics"
- "Earn MSSC Safety Credential"

Enter a Goal...

Measurable

Identify your milestones so that you know if you are staying on target. For example:

- Complete FAFSA
- Apply for training programs

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END RESULT: A CAREER PLANNING TOOL

SYEP
2014

Explore jobs, required skills/credentials, and wage information. [Edit Career Information](#)

	CNC Machining Manufacturing	Industrial Machinery Mechanics Manufacturing	Welding Manufacturing
Employment Outlook	High	High	High
Wages	\$35-50K/yr	\$45-57K/yr	\$29-37K/yr
Things you like	working with hands problem solving	working with hands problem solving Ability to find jobs across Illinois	working with hands Ability to find jobs
Things you dislike	working 3rd shift	working 3rd shift being on-call	working up to 70 h
Pros & Cons (based on my skills/beliefs)	Pro - Allows me to contribute to the company/project by creating something that is precise and tangible. It is American made and helps to create other American jobs.	Pro - Allows me to contribute to the company/project by keep production running safely and efficiently. This will hcompanies keep jobs in America.	Pro - Allows me to by manufacturing companies keep j Cons- This job ma my family.

Explore Training [Edit Training Information](#)

	Tool and Die Technology	Industrial Mechanics	Electromechanical Engineering Technology
Training Program	CNC Machining	Industrial Mechanics	Industrial Machinery Mechanics
Related Occupations	CNC Machining	Industrial Mechanics	Industrial Machinery Mechanics
Program length	6mo-2 yrs	6mo-2 yrs	2-4 yrs
Notes	in tool and die technology prepare people to make metal parts and tools by operating machines. Students learn to make special tools, dies, jigs, and fixtures that can be used to finish metal components. Students also learn to adjust and maintain machine tools.	study pnueumatics and hydraulics and learn to weld and braze. look for programs that teach you hoe to maintain industrial machines used in manufacturing (not diesel-powered heavy equipment) May need purchase your tools Employers usually pay for training to update skills.	Students learn to use computers, math, and science to design systems. As a technologist, you implement the designs of the engineers. You render the designs as computer-generated drafts. You turn those drafts into specifications. Then, you work with machinists and technicians to build a machine that meets the specifications. you might gather data on mechanical stress in a robotic arm. You might test the wear on different materials used in a bearing. As a technician you also may calibrate and repair equipment.
Illinois Schools	Illinois Central College	Southwestern Illinois College	Lake Land College
Program Name	Machinery Tool Technology	Industrial Maintenance Mechanics Certificate	Mechanical Electrical Technology
Length of program	72 weeks	52 weeks	64 weeks
Estimated Total Cost	\$8,930.00	\$5,640.00	\$9,784.00
Types of Financial Aid Available	Pell Grants Illinois Monetary Award Program Federal loans(Stafford, PLUS, etc) Institutional Scholarships	Pell Grants Illinois Monetary Award Program Federal loans(Stafford, PLUS, etc)	Pell Grants
Consider the career and training and rate your Return on Investment (ROI)	4	5	3

S.M.A.R.T. Plan [Edit Plan Information](#)

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PREPARE FOR A JOB SEARCH PLAN



**SYEP
2014**

GET PREPARED



- Get organized
- Prepare your resume
- Prepare your portfolio
- Prepare a plan

Prepare a Job Search Plan

Get Prepared

[-- Back to Guide](#)

Recommended Steps Completed 0 of 4 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

1. Get organized

2. Prepare your resume

1. Select the type of resume and start filling in the sections with your education, experience, work history, and credentials.
 - Pick Your Resume - Resume Style That Is
 - Youth Resume Examples and Resume Builder
2. Customize your resume based on the job description and requirements.
 - Resumes In a Custom World
 - Keywords Are the "Key" to Your Resume Being Seen
 - It's All About the Action - Verb That Is
 - Optimal Resume Builder Has Samples Tool!
3. Each customized resume should be proofread by a minimum of two people (other than you).
 - Resume Checklist
4. Distribute your resume.
 - Resume: Share and Share Alike
 - Share Your Resume Through Optimal Resume Builder
5. Add your share links to your Job Search Plan.
6. Review the videos below.

Job Search Plan

Have you put together your initial Resume?

Done

Provide a link to the resume you created in Optimal Resume:

My Resume URL

Done

Done

You are in the Document Center

Logged in as: **Natasha Telger** [Logout](#)

Create a new document or manage your existing documents. [Need Help?](#)

Looking for a job? Make your resume searchable by employers! Follow 3 easy steps. [Play Video](#)

RESUMES Create New Resume Manage Your Resumes manufacturing <input type="button" value="Delete"/>	LETTERS Create New Letter Manage Your Letters No Letters	PORTFOLIOS Create New Portfolio Manage Your Portfolios No Portfolios
ASSESSMENTS	INTERVIEWS	VIDEO RESUMES

Youth Tools Menu

[Application](#) [Career Readiness](#) [Work Experience](#) [Resume & Portfolio Builder](#)

FIND JOBS

SYEP
2014

- Network
- Search for job openings
- Apply for a job
- Interview

Prepare a Job Search Plan

Find Jobs

[← Back to Guide](#)

Recommended Steps Completed 0 of 4 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

- 1. Network** Done
- 2. Search for job openings** Done
 1. Search multiple online search engines and job boards.
 - Illinois workNet Indeed Job Search
 2. Search for job postings using social media.
 - LinkedIn
 - Twitter
 - Facebook
 3. Go to company and trade association websites. Many companies have a "Careers" or "Jobs" link in the footer of their website.
 - Caterpillar
 - DOT Foods
 - American Welding Society
 - National Institute for Manufacturing
 4. Look for job postings in the newspaper, business windows, and/or flyers posted on job boards.
- 3. Apply for a job** Done

Job Search Plan

Job Search Records
Use this to keep track of your Job Searches.
You haven't added any Job Search Records yet.

Employer Information

Application Information

Submitted On

Submitted To

Submitted Cover Letter
 Done

Submitted Customized Resume
 Done

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END RESULT: TOOLS TO ORGANIZE THEIR JOB SEARCH



Job Search Plan

Get Prepared [update this section](#)

Yes No Have you collected/documented the following items to get ready for your job search?

<input type="checkbox"/> work history	<input type="checkbox"/> job/technical skills	<input checked="" type="checkbox"/> references
<input checked="" type="checkbox"/> education/transcripts	<input checked="" type="checkbox"/> transferable skills	<input type="checkbox"/> letters of recommendation
<input type="checkbox"/> certifications	<input type="checkbox"/> soft skills	
<input type="checkbox"/> license(s)	<input type="checkbox"/> military skills	

Yes No Have you put together your initial resume?
Provide a link to the resume you created in [Optimal Resume](#)

Yes No Have you started your electronic portfolio?
Provide a link to the portfolio you created in [Optimal Resume](#)

Yes No Have you prepared and practiced your elevator speech?
Elevator Speech:

Set Goals and Plan Next Steps [update this section](#)

Short Term goals can be accomplished in a day, week, or a few months. Write S.M.A.R.T. Goals.

Specific - Write your specific goals using action words. (For example: Apply for five jobs this week. Make 3 connections through volunteering.)

Goal 1 [Remove](#)

Measureable - Identify your milestones so that you know if you are staying on target. (For example: Complete resume. Write elevator speech. Go to networking event.)

Steps to achieve goals	Target Date	Done
		<input type="checkbox"/>

[Remove](#)

Attainable - Are these goals realistic? Are you going to have to make some sacrifices to reach the goals? Do you have a support system in place to help you reach your goals?

Possible Issue That Will Slow Me Down	Strategy to Stay Motivated

[Remove](#)

Possible Roadblock to Achieving My Goals	Solution

[Remove](#)

Realistic - Have you researched what it takes to reach your goals? Are you committed to the goals?

Timely - If you haven't already set deadlines for your goals add them now.

Job Search Records

[Add New Job Search Record](#)

Select your job search record to update details and track your progress.

Employer Name	Application Date	Interview	Offer
Memorial Medical Center	4/15/2014	not yet	not yet
SIUC	3/15/2014	yes	not yet
Rehab Center	3/15/2014	yes	Declined Offer

DEVELOP A JOB SEARCH PLAN



Job Search Record

Employer Application Interview

Employer Information

Name:

Address:

Phone Number:

Mission:

Vision/Overall Goal:

URL/Web Address:

Other Information: Example: Competitors, Products, Company Size/locations, Recent News

Source of Job Lead: Friend/Family LinkedIn Other
 Online Job Board/Search Facebook
 Newspaper Twitter

Job Search Record

Employer Application Interview

Application Information

This application was submitted on:

This application was submitted to:
 Contact Information

Submitted a customized cover letter: No Yes Link

Submitted a customized resume: No Yes Link

Provided link to portfolio: No Yes Link

Provided link to a customized webpage: No Yes Link

Job Description:

Did you follow-up? No Yes

Purpose of Phone Conversation	Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

TIP: If you are not getting interviews, look to see if:
 • You are qualified for the jobs for which you are applying.
 • Your resume is keeping you from getting an interview. Is your resume customized for the job and typo free?

Job Search Record

Employer Application Interview

Interview Information

Interview Status: Still waiting No interview Yes

Interview Date:

Interview Type: In Person Group Panel Phone Other

Interviewer Name:

Interviewer Title:

Location:

Materials To Bring:

Post Interview

Date to Call Back:

Decision Date:

Follow-up Thank You Letter Submitted: No Yes

Additional Information To Submit: Application Work Samples
 References Other
 Portfolio

Take Notes To Prepare For Your Next Interview

For example: What was the most difficult question(s)? What was the focus of the interview? What other information did you get during the interview?

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ACHIEVE YOUR GOALS

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START A JOB

SYEP
2014

- Be prepared to accept the job.
- Get ready for your first day.

Achieve Your Goals

Start a Job

[← Back to Guide](#) Large Medium Small

Recommended Steps

Completed 0 of 2 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

<input type="checkbox"/> 1. Be prepared to accept the job	Done <input type="checkbox"/>
<input type="checkbox"/> 2. Get ready for your first day	Done <input type="checkbox"/>

1. Be prepared to accept the job

1. Fill out paperwork. Know what to consider when reviewing benefit (insurance and investment) options.
 - Ready To Fill Out Forms For Your New Job?
2. Get to know your coworkers and environment.
 - Get To Know The Work Culture In Your New Job
3. Learn about the performance review criteria and process.
 - New Job Tip #1: Understand Expectations
 - Be Safe In Your New Job

SET FINANCIAL GOALS

SYEP
2014

- Start a savings or checking account.
- Determine your financial goals.
- Create, monitor & adjust your budget.

Achieve Your Goals

Set Financial Goals

[← Back to Guide](#)

Large Medium Small

Recommended Steps

Completed 0 of 3 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

- + 1. Start up a savings or checking account Done
- 2. Determine your current financial status and set goals Done
 1. Figure out how much money you have right now.
 2. What are your expenses?
 3. How much credit card debt do you have?
 - [What You Need To Know Before Applying For a Credit Card](#)
 4. What is your income?
 5. What are your financial goals?
 - Emergency savings
 - Paying off debts
 - Saving for future purchases
- + 3. Create, monitor, and adjust your budget Done

Achieve Your Goals

Money Management Notes

Save Changes

PRACTICE SKILLS FOR SUCCESS

SYEP
2014

- Violence prevention and awareness.
- Continue to build your skills.
- Volunteer

The screenshot shows a web application titled "Achieve Your Goals" with the subtitle "Practice Skills For Success". The interface includes a navigation bar with "Home", "Company Layoff Search", "Layoff Recovery Step Guide", "Trade Programs", "Employers", "FAQ", and "News". A "Log In | Sign Up" link is also present. The main content area is titled "Recommended Steps" and includes instructions: "For each item below: 1. Click on the item and perform the activity. 2. Record your results in the form to the right. Remember to save your changes! 3. Mark the 'Done' box next to the item." The first step is "1. Violence prevention and awareness", which has three sub-items: "1. Prevent violence in school and the workplace" (with a link to "Prevent Violence at Schools and Work"), "2. Recognize bullies and your role" (with a link to "Bully Recognition 101"), and "3. Respond appropriately" (with a link to "You Can Prevent Violence"). A "Done" checkbox is visible next to the step title. To the right, there is a form titled "Achieve Your Goals" with the subtitle "Violence Prevention Notes". The form has a "Save Changes" button. The bottom of the screenshot shows a social media sidebar with icons for Facebook, Twitter, and Email, and a large red octagonal "STOP" sign with the text "The Violence" below it.

POST-ASSESSMENT

SYEP
2014

Application Career Readiness Work Experience Resume & Portfolio Builder

Career Readiness

Complete the Post-Assessment

You have taken the Post-Assessment and received a score of 88% correct. You can take the [Post-Assessment](#) again and the higher score will be kept.

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 Safety

Print Certificate of Completion

Download Certificate of Completion

Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha Telger

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

June 15, 2014

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication	Demonstrating Work Ethics and Behavior
Maintaining Professionalism	Maintaining Interpersonal Relationships
Solving Problems and Critical Thinking	Working as a Member of a Team
Maintaining a Safe and Healthy Work Environment	

Activities cover the following topics:

Career and Training Program Exploration	Applying for Jobs
Finding Training Programs to Qualify for Careers	Interviewing
Setting Goals	Networking
Preparing a Resume and Portfolio	Starting a Job
Finding Job Openings	Managing Money
	Gaining Skills for Success



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<http://www.illinoisworknet.com/SYEP2014>

- Upcoming Webinars

- Youth Work Experience – July 2 @ 1PM
- Program Reports & Payroll – July 2 @ 2:30PM
- Violence Prevention Webinar – July 8 @ 2 PM
- Technical Assistance Webinars – July 2, 9, 16, 30
August 13, 20 10:30-11AM



Join Us!



THANKS FOR YOUR TIME

Please forward additional questions to
info@illinoisworknet.com

