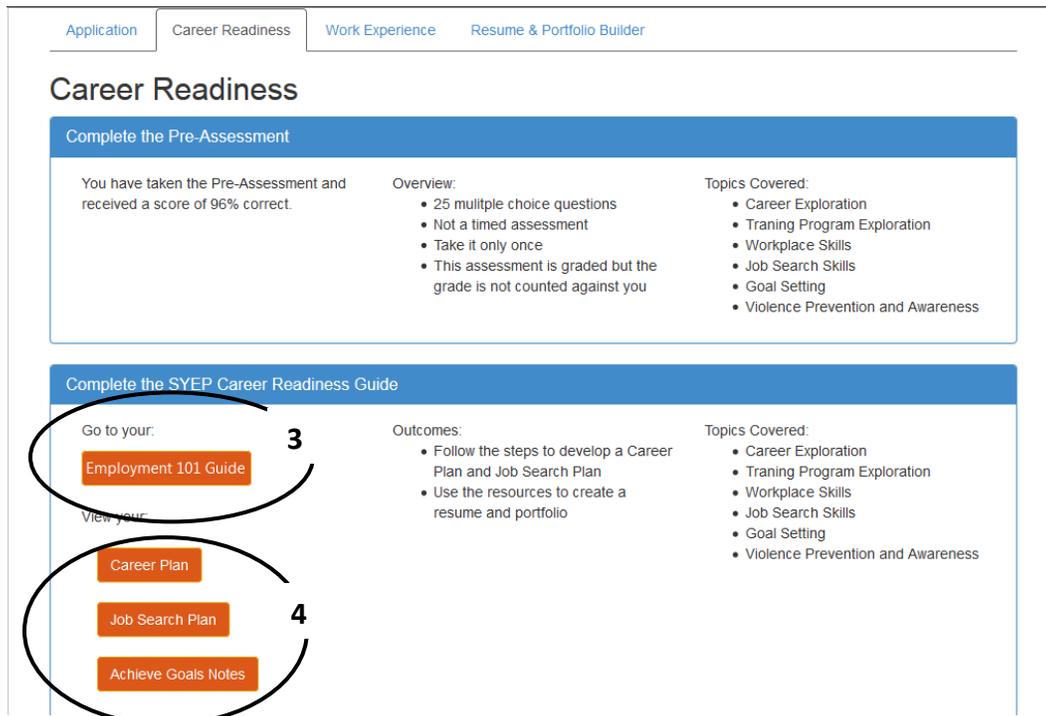


Community and Summer Youth Employment Program Employment 101 Guide

1. What is your starting point?	
Did you just submit your application?	Are you returning to your account?
<p>You will go directly into your account. You will be on the application tab.</p> 	<p>Go to www.illinoisworknet.com/syep2014 and select the link to return to your SYEP account.</p>  <p>Return to Your SYEP Application and Tools</p>

2. Select the Career Readiness tab at the top of the page.
3. Select the button for the Employment 101 Guide.
4. As you work through the guide and save your information you will develop a Career Plan, Job Search Plan and notes for achieving your goals. You can go directly to those plans from your Career Readiness page.



The screenshot shows the 'Career Readiness' section of the application. At the top, there are navigation tabs: 'Application', 'Career Readiness', 'Work Experience', and 'Resume & Portfolio Builder'. The 'Career Readiness' tab is active.

Under the 'Career Readiness' heading, there are two main sections:

- Complete the Pre-Assessment:** This section indicates that the user has taken the pre-assessment and received a score of 96% correct. It includes an overview of the assessment (25 multiple choice questions, not timed, one-time use, graded but not counted) and a list of topics covered: Career Exploration, Training Program Exploration, Workplace Skills, Job Search Skills, Goal Setting, and Violence Prevention and Awareness.
- Complete the SYEP Career Readiness Guide:** This section includes a 'Go to your:' button for the 'Employment 101 Guide' (circled in red and labeled with a '3'). Below this, there is a 'View your:' section with three buttons: 'Career Plan', 'Job Search Plan', and 'Achieve Goals Notes' (circled in red and labeled with a '4'). This section also includes an overview of outcomes (developing a Career Plan and Job Search Plan, creating a resume and portfolio) and the same list of topics covered as the pre-assessment section.