Prescreening Invitation Notifications & Prescreening Page 1Introducation Page

This document provides draft text that will be used for invitation emails, text messages, and the welcome page of the prescreening form, all designed to engage users and set expectations. It also outlines key points in the process where users will be asked to acknowledge or consent to specific items. This content was collaboratively crafted to be customer-centered, asset-based, and written at a 5th–6th grade reading level, with key contributions from subject matter experts.

# **Email** when Career Planner Invites Customer to Complete Prescreening

Subject: Take the Next Step Toward Your Career & Education Goals

Hi [[FirstName]],

We’re excited to help you take the next step toward reaching your career goals. You have been invited by {{Local Office Name}} to complete a short prescreening form .

Your next step is to complete a quick **5–10 minute prescreening form** to get started.

**Why take 5 minutes today?**

Because this form helps us understand your strengths, interests, and any support you might need, so we can connect you with the best resources and opportunities.

🎯 **[Start Prescreening Form Now]**

Or copy and paste this link into your browser:

{{ContinueUrl}}

You can return to this form anytime within the next **XX days** and pick up where you left off.

**Have questions or need help?**

[Find your local American Job Center](https://www.illinoisworknet.com/servicefinder) — we're here to help!

Let’s take the next step together.

# **Text** when Career Planner Invites Customer to Complete Prescreening

Thanks for getting started, {{FirstName}}! Begin your prescreening here: {{ContinueUrl}}. We’re here if you need help—just reach out!

# **Email** when Customer Accesses the Self-Service Prescreening (Welcome Page)

Subject (for email): Let’s Get Started with [finding a new job / training for a new career / furthering your education — dynamically inserted based on selection].

We’re excited to support you as you take the next step to [find a new job / train for a new career / further your education — dynamically inserted based on selection].

Your next step is to complete a quick **5–10 minute prescreening form** to get started.

**Why take 5 minutes today?**

Because this form helps us understand your strengths, interests, and any support you might need, so we can connect you with the best resources and opportunities.

🎯 **[Start Prescreening Form Now]**

Or copy and paste this link into your browser:

{{ContinueUrl}}

You can return to this form anytime within the next **XX days** and pick up where you left off.

**Have questions or need help?**

[Find your local American Job Center](https://www.illinoisworknet.com/servicefinder) — we're here to help!

Let’s take the next step together.

### **Text** when Customer Accesses the Self-Service Prescreening (Welcome Page)

Thanks for getting started, {{FirstName}}! Begin your prescreening here: {{ContinueUrl}}. We’re here if you need help—just reach out!

# First Page of the Prescreening (Introduction Page)

Welcome, {{Customer Name}}!

Ready for your next step to reach your career goal? The American Job Centers are here to help. Whether you want training, work experience, or other free services, we’re ready to support you.

To get started, please fill out this quick **5–10 minute prescreening form**. This helps us learn about you so we can connect you with the best programs and help.

**Your information is safe and private.** You can read more in our [Privacy Policy]. We only use your information to find the right help for you.

Need help or special accommodations? Your local American Job Center can help you in person with filling out forms, language support, or disability services.

**Not ready to apply? That’s okay!** You can still visit your local American Job Center anytime for free help with:

* Job search tips
* Writing your resume
* Using a computer to explore jobs
* And more!

[Find your local American Job Center](https://www.illinoisworknet.com/servicefinder)

Thanks for choosing us. We look forward to helping you move forward in your career!

# Notes on Acknowledgment & Consent

We identified that we will work with John Barr and Rachelle Powel to ensure all required acknowledgements, outside of any dictated by DoIT are in place.

## Prescreening –

Last question upon submission of prescreening:

Before you finish, please review and agree to the following:

☐ I confirm that the information I provide is true and complete.

☐ I understand my personal information will be kept private and shared only with authorized agencies as allowed by law. See our [Privacy Policy].

☐ I know that WIOA services are free if I qualify, and I will inform the program if my situation changes.

Update footer to include:

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

## Application –

Last question upon submission of applications:

☐ I have read and understand the full [Terms & Conditions], including my rights, responsibilities, privacy protections, and how to file a complaint.

☐ I confirm that the information I provided is accurate to the best of my knowledge.

## Eligibility Certification –

This is the last step prior to receiving service and where we will include the Equal Participation of Faith-Based Organizations and Written Notice of Beneficiary Protections requirements and provide both a digital and paper way of providing this information. This will be flushed out more in the eligibility certification work.