



Completing the Getting Started Assessment



Purpose

This document is intended to explain how to access and complete the Getting Started Assessment in the IWDS 2.0 System.

Audience

This document is designed to guide both trainers and end users through the process of accessing and completing the Getting Started Assessment in the IWDS 2.0 system.



Navigate to Customer Profile – Intake Page

- Log into IWDS 2.0. ([Link](#))
- From the Customers page, select the Customer last name. The customer must have an application.
- In the customer profile, expand the Intake section using the arrow and select **Go to Intake**.

Preferred Name	Preferred Communication Method	Primary Phone Number	Email
DW	N/A	(999) 888-7777	DWtest1@fakemail.com

Program(s)	Application Status	Application Date	Est. Exit Date
WIOA - Adult, WIOA - Dislocated Worker	Applicant	N/A	N/A

What Area Do you Want to Work In?

Overview

Intake

Not Started Active Not Used Complete

[Go to Intake](#)

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Getting Started Assessment

- Select **Start** under the Getting Started Assessment Tab.
- The left side of the page displays each page. There is also a progress bar across the top.

- **Note** - These pages can be done in any order, but Employment through Ready to Enroll must be completed before unlocking Health through Additional Demographics pages.

- **Introduction Page** – The introduction page provides and overview and guidance for Career Planners for completing the Assessment.

- **Note** – The assessment pulls high level details from the prescreen and application to help guide the conversation and confirm accuracy

- **Employment Expectations** – This page helps staff get a better understanding of the customer's employment expectations before moving deeper into understanding their goals, skills, and background. This can help career planners have more informed conversations about how WIOA can

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support this customer with their career and education goals.

Skills Assessment – This page contains the WorkNet Interest Profiler. This is a 30-question survey that helps identify the career fields the customer may be best suited for. At the end of the application customers receive a link inviting them to complete the skills and interest survey.

- Select **Start New Quiz** to administer the Skills Assessment with the customer. Select **Submit** when complete.
- If completed, there will be **View Results** and **View Illinois Careers** buttons.

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Goals Tab – The Goals page drives discussion with the customer about whether their identified career goal is still the right one.

- The system will pull up information about that career – whether it's in demand, what it pays, what it requires.

Education History – The Education history tab is used to capture credentials the customer already has. There is a limit of 5 recent credentials. This information is used in other parts of the assessment moving forward.

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Employment History –

The Employment history tab can pull work history from Illinois workNet if the customer has used that feature. If not, Search for employers using Dunn & Bradstreet - enter the name and zip code, select the match, and the address auto-fills.

Getting Started Assessment: DW Kelly > Assessment progress 33%

Employment History

We've pulled in some information you shared earlier to help guide this part of the conversation:
Current Employment Situation: I don't have a job, but I'm looking for one
Dislocation job information: Hod Carriers Local 577; Timing Device Assemblers and Adjusters; 2025-08-15; 2025-09-17; 2025-09-17; Yes; 9385; 813930 - Labor Unions and Similar Labor Organizations; Timing Device Assemblers and Adjusters; Yes, UI Profilee

Show all fields

Please share your work history.
 You don't need to list every job—we will need to know any jobs you have had in the last year as well as any others related to the kind of work you're looking for.

Employer	Job Title	Start Date	End Date	Actions
No jobs added yet. Click "Add Job" to add your work history.				

+ Add Job

Ready to Enroll – This page is the end of Part 1 of the Getting started Assessment. This important step ensures the staff understand what moving on from this page means and if enrolling the customer is the correct next step.

Getting Started Assessment: DW Kelly > Assessment progress 42%

Ready to Enroll!

You've learned a lot about this customer — their goals, work history, and what they bring to the table. Now is the time to decide if enrolling them in the program is the right next step.

Before you continue, ask yourself:

- Does this customer want to work toward employment or a new career?
- Are they ready and willing to build a plan together?

If the answer is yes, enrolling them is a great way to connect them with the support, tools, and services that can help them move forward.

What happens when you enroll: Saving information on the next page will automatically add the **Initial Assessment of Skill Levels & Other Needs and Comprehensive and Specialized Assessments services**, enroll the customer in the program, and include them in **performance tracking**.
 If you're not sure yet, select Cancel to go back and gather more information before making this decision.

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.

Assessment progress 42%

End Assessment Cancel Continue and Enroll →

- Clicking **Continue and Enroll** will enroll the customer into the program, initial and comprehensive assessment services are added to the career plan automatically and will include the customer in performance tracking.
 - Note** – if not moving to enroll the customer, click **End Assessment**. This action also automatically closes the application.

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Part 2 of Getting Started Assessment – After Continue and Enroll, Part 2 of the Assessment opens which covers the customer’s unique needs that will shape the recommended supportive services for the career plan.

Health – This page seeks more information about the a customer’s health needs if flagged in the prescreen or application. The customer’s previous answers are displayed at the top of this page.

Getting Started Assessment: DW Kelly > Assessment progress 42%

Health

We've pulled in some information you shared earlier to help guide this part of the conversation:
 Health Needs: I have a disability, I have a health condition
 Accommodation Needs: —

[Show all fields](#)

You flagged some health needs, do you need any support to be successful in work or to go to school or training? *

Yes No

Are there any kinds of benefits or general health items you need assistance with?

Select

You shared that you have a disability. To help us better support you, please tell us what type(s) apply to you. (You may select all that apply, or choose not to answer.)

Transportation – This page seeks more information on previously answered transportation questions. Any previously answered questions will pull through to this page to eliminate repeat questions.

Child & Dependent Care – This page seeks more information on previously answered child and dependent care questions. Any previously answered questions will pull through to this page to eliminate repeat or unnecessary questions.

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Legal Needs – This page seeks more information on previously answered Legal Needs questions. Any previously answered questions will pull through to this page to eliminate repeat or unnecessary questions.

Money Needs – This page seeks more information on previously answered Money Needs questions. Any previously answered questions will pull through to this page to eliminate repeat questions.

Veteran Information – The veteran page collects some additional veteran information. If someone has a veteran status, then several questions will be shown on this page. If not, then there is minimal additional information to be collected.

Additional Demographics – The Additional Demographics section captures federal reporting data that was intentionally moved out of the prescreen and application to keep those questions focused on eligibility. It still must be collected – it just lives here now.

- Select **Complete Assessment** when finished.

Getting Started Assessment: DW Kelly > Assessment progress 83%

Introduction

- ✓ Employment Expectations
- ✓ Skills Assessment
- ✓ Goals
- ✓ Education History
- ✓ Employment History

Ready to Enroll

- ✓ Health
- ✓ Transportation

Childcare & Dependent Care

- ✓ Legal Needs
- ✓ Money Needs
- ✓ Veteran Information

Additional Demographics

Do you feel that your culture, customs, or the language you speak make it hard for you to get or keep a job?

Yes No

Do you or your family work in farming or fish industry?

No, this does not apply to me.

Career planner notes and observations.

Add text

Characters remaining: 500

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Assessment progress 83%

← Previous Save and Exit **Complete Assessment**

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Selecting **Complete Assessment** will move directly to the customer's Career Plan and Recommendations Tab to begin building the Career Plan.

- **Note** – the Getting Started assessment can be accessed again via the Intake section of the application.

Customer Profile: DW Kelly

Preferred Name	Preferred Communication Method	Primary Phone Number	Email
DW	N/A	N/A	dwkelly@fakemail.com

Program(s)	Application Status	Application Date	Est. Exit Date
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What Area Do you Want to Work In?

Career Plan

Recommendations | Plan | Signatures

Purpose of the Recommendations Page
The Recommendations page provides personalized suggestions to support career planning. These suggestions are based on each person's data, such as their interests, skills, past activities, and assessment results.

Use this page to start conversations with customers. Treat recommendations as guidance, not final decisions. Review each suggestion and adjust it based on the person's needs and preferences. You can accept, change, or ignore any recommendation based on what works best for the individual.

Required Assessments >

Recommended Goals, Steps, & Services >

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