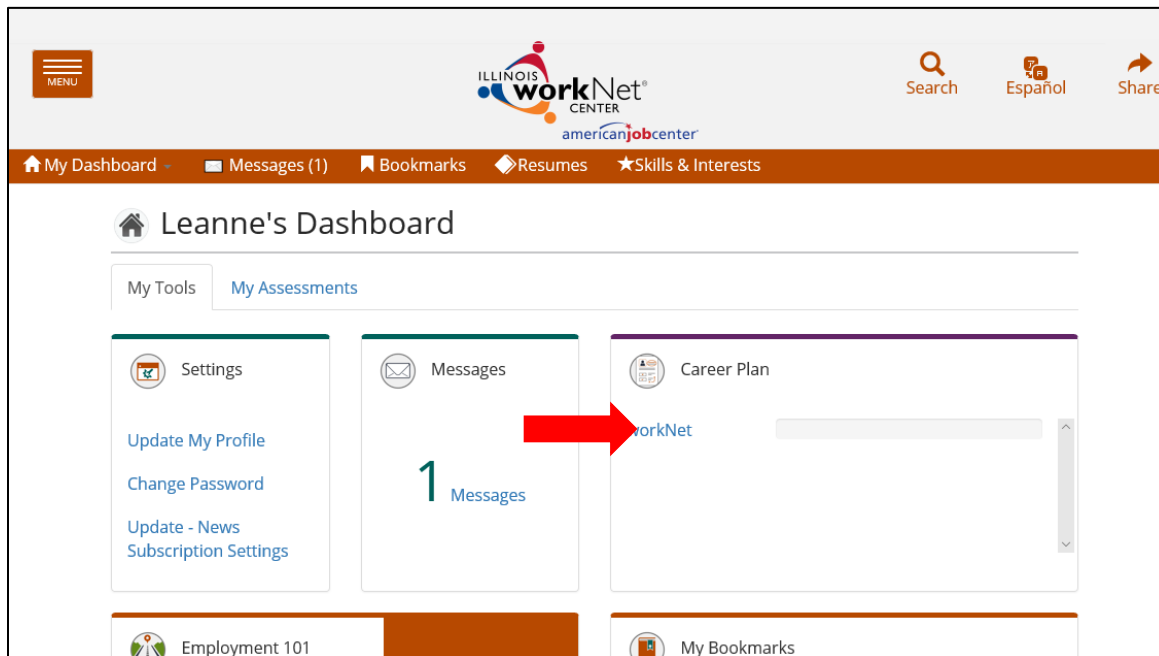


Purpose:

The Career Plan is a tool that you can use by yourself or with a career planner to:



- Review your skills, interests, work history, and support needs;
- Create goals based on your interests and support needs;
- Identify steps/services needed to achieve those goals; and
- Show your progress along the way.

How To Get To Your Career Plan

1. Log into www.illinoisworknet.com select **My Dashboard**.
2. Select **Dashboard**.
3. Select the **Illinois workNet Career Plan** in the **Career Plan Section**.

The bar next to your career plan will show your progress.

Getting Started

1. Your plan is pre-populated with four goals to help you prepare to find a job, find training, find support services, and find resources for independent living. It is also pre-populated with self-service steps for each of the four goals.
 - a. The steps provide links to related resources in Illinois workNet.
 - b. You can update the start/end dates, status, number of hours, and other instructions areas for the self-service steps
2. As you work with your career planner, they can view and add information to your career plan.
3. Once your first draft is complete, your career planner may ask you to agree to the plan.

- a. They may print a copy and have you sign it, or
- b. They may ask you to sign it electronically. That means that you must:
 - i. Go to your **Career Plan** and
 - ii. Select the **respond** link and choose to agree or disagree with the plan.

UPDATE AGREEMENT STATUS ✕

Status: I agree to the current goals/plans ▼

I have reviewed the goals, steps, start/end dates, and status.

I agree that I have participated in the development of my Individualized Services, Training, and Employment Plan (ISTEP). I am committed to following this plan and completing all of the steps listed in the plan.

Cancel
Save

Features Overview

All Career Plan menu tabs include the **Customer Goals/Plan Agreement** section. This is where you can:

- Agree or disagree to the plan.
- View the agreement status.
- Print a copy of your plan.

CUSTOMER GOALS/PLAN AGREEMENT

Latest Status: Your career planner has sent an electronic request to agree to your updated ISTEP. [Respond](#)

Download ISTEP

Skills, Intrests & Experiences
Plan Goals and Steps
Accomplishments
Job Leads
Update Log

The **Skills, Interests & Experience** tab is where you can:

- View assessment results that were used to identify your goals and steps.
- View assessment results to show your progress when you are in the program.

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

✓ Select a topic to see saved information about your skills, intrests and experiences.

SKILLS AND INTERESTS

EMPLOYMENT GOALS

SITUATIONS

DISABILITY BENEFITS ESTIMATOR

EMPLOYMENT 101

NOCTI RESULTS

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

Assessments Not Available Through Illinois workNet

MORE ASSESSMENTS

The **Plan Goals and Steps** tab is where you can view:

- A summary of your goals and planned steps to reach those goals.
- Related Illinois workNet resources for some steps.
- Your progress and planned completion dates.

Goal	Steps	More Info	Earliest Start Date	Latest Due Date	Status
Get training to enhance your skills.	Show Next Steps				Not Started
Get a job or work experience.	Show Next Steps				
Get support to reach your goals.	Show Next Steps				
Living independently.	Show Next Steps				

Goal	Steps	More Info	Earliest Start Date	Latest Due Date	Status
Get training to enhance your skills.	Hide Next Steps				Not Started
Update	Organize your information.	Collect/document your work history, education/transcripts, certifications, license(s), references, letters of recommendation, Identify your job/technical skills, transferable skills, soft skills, military skills.	3/4/2019	3/22/2019	Successful Completion
Update	*Get Started: Learn how to prepare to find a job.	Use Prepare to Find a Job Guide to learn about • Organizing your information;	3/4/2019	3/8/2019	Successful Completion

The **Accomplishments** tab is where you can:

- View a summary of your earned credentials, completed goals, and completed steps/services.
- View a checklist of Resume Builder items that are saved in your account.
- Easily access the Resume Guide.
- Easily access the Resume Builder to update to your resume with your new skills, work history, and earned credentials.

Remember to update your resume as you gain more skills, experience, and credentials. Use the Resume Builder and Guide to get started.

COMPLETED GOALS LIST

No Completed Goals

EARNED CREDENTIALS LIST

No Earned Credentials

COMPLETED SERVICES LIST

- Use your skills and interest to explore careers.
- Prepare a job search plan.
- Prepare your resume.

The **Job Leads** tab is where you have easy access to:

- Job search tools.
- Job search related articles
- Your bookmarked Job Finder job postings.

Use these resources to help you find job openings.

ARTICLES AND TIPS

- o [Ace Your Interview](#)
- o [Things you NEED to Know When Applying for Jobs](#)
- o [Older Workers Month](#)
- o [Dealing with Inappropriate Interview Questions](#)
- o [Do You Need a Work Permit?](#)
- o [Building an Online Presence for Your Business](#)
- o [Top Tips for Screening Potential Employees](#)
- o [Reasons to Choose Re-Entry Candidates](#)
- o [Breaking Down the Job](#)

BOOKMARKED JOBS

You can bookmark jobs directly in the Illinois workNet job finder. ([Go to Job Finder](#))

The **Update Log** tab is where you view a history of changes made to your career plan.

Section	Action	Date	User
Build a plan	Updated Step Status Tab - Attend adult education and literacy classes.	9/4/2018 at 14:29	WPP Train10
Set Goals	Updated Goal - Earn forklift certificate and get a job in a warehouse.	9/4/2018 at 14:29	WPP Train10
Build a plan	Updated Step Status Tab - Start permanent employment as part of this program.	9/4/2018 at 14:28	WPP Train10
Build a plan	Updated Step Status Tab - Work with a mentor.	9/4/2018 at 14:27	WPP Train10
Build a plan	Work with a mentor.	9/4/2018 at 14:26	WPP Train10
Build a plan	Start permanent employment as part of this program.	9/4/2018 at 14:21	WPP Train10
Build a plan	Attend adult education and literacy classes.	9/4/2018 at 14:20	WPP Train10

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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. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.