# **Employment 101**

# Plan to reach your employment goals.

# Inside Employment 101

- A pre-assessment to check your current knowledge (but isn't required)
- A guided approach, resources, & planning tools
  - Career & Training Research 0
  - Job Search Organizer 0
  - Achieve Your Goals Notes  $\cap$
  - S.M.A.R.T. Plan  $\circ$

• Are not overwhelmed with too much information at once. Know exactly which field to complete in the planning tools.

• Can access all the information you need in one place.

- A post-assessment to check what you have learned & to unlock your Illinois workNet® Certificate of Completion
- An Illinois workNet Certificate of Completion to add to your resume & portfolio

# -Use A Guided Approach<sup>-</sup>

#### Follow simple steps that:

GET STARTED

www.illinoisworknet.com/

2. Log into your Illinois workNet

employment101.

account or sign up.

4. Select the link to your

3. Select "My Dashboard".

Employment 101 Guide.

1. Go to

- Provide guidance through the process.
- Present resources only related to that step.
- Show related planning tool sections.



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This means that you:

#### THE PROCESS

- 5. Take the pre-assessment.
- 6. Complete the Employment Guide.
- 7. Take the post-assessment.
- 8. Download the Certificate of Completion & add it to your resume & portfolio.



### WHEN YOU RETURN

- 9. Update your plans as they evolve.
- 10. Use the tools to organize your job search.
- 11. Track your job search progress.

## www.illinoisworknet.com/Employment101





Illinois **Department of Commerce** OFFICE OF EMPLOYMENT & TRAINING B Pritzker, Governo

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