



# Employment 101 – E101

*Generation 2*

**User Guide**



# Contents

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Employment 101 (E101) is a guided approach including assessments, articles, planners, and resources to help users reach their training and employment goals. The purpose of the Pre-Assessment is to check the user's knowledge while the Post-Assessment checks what the user has learned during the guided process, and to unlock a certificate of completion and digital badge.

### **Topics Covered:**

- Career Exploration
- Training Program Exploration
- Job Search Skills
- Essential Employability Skills
- Digital Literacy Skills
- Financial Literacy Skills
- Goal-Setting
- Violence Prevention and Awareness
- Networking and Volunteering Skills

### **Access to Assessments and Results:**

- Users access Pre- and Post-Assessments and saved results through **My Dashboard**. All saved results stay in the user's account. The Pre-Assessment is only taken one time. Users can retake and save Post-Assessment results an unlimited number of times.
- Users may access learning modules for E101 in any order but starting from the beginning will gain best results.
- Goals established during the completion of learning modules are saved to the user's Career Plan.

# Dashboard



# DASHBOARD



A screenshot of the Illinois workNet dashboard. At the top, there's a navigation bar with a 'MENU' icon, the 'ILLINOIS workNet CENTER' logo, and links for 'Search', 'Español', 'Partners', and 'Share'. Below this is a secondary navigation bar with 'My Dashboard', 'Messages (0)', 'Bookmarks', 'Resumes', and 'Skills &amp; Interests'. The main content area features a 'Personal Tools' section with a grid of icons: Dashboard, Profile, Password, Messages, Bookmarks, Assessments, Interests, Employment 101 (highlighted with a white border), Resumes, Disability Estimator, and Career Plan Tools. Below the tools is a row of six small images: a man, a city skyline, a man in a white shirt, a woman in a green safety vest, a construction site, and a woman at a desk. At the bottom, there are four colored buttons: 'Employer' (blue), 'Job Seeker' (orange), 'Virtual Job Fair' (dark blue), and 'Training &amp; Services' (purple).

**Login to your Illinois workNet account to access  
Employment 101 from My Dashboard.**

# DASHBOARD



**ILLINOIS workNet CENTER**  
americanjobcenter

Search Español Partners Share

My Dashboard Messages (175) Bookmarks Resumes Skills & Interests

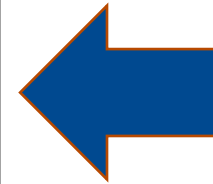
## CAREER TOOLS

Your Dashboard's Plans & Tools

About My Plans & Tools Compare Careers Compare Training Job Search Organizer Resume Builder Career Plan

Notes Assessments Employment 101

- Compare Careers**  
Use this tool to compare the career choices you make in Illinois workNet.
- Compare Training**  
Use this tool to compare the training selections you make in Illinois workNet.
- Job Search Organizer**  
Use this tool to track the activities related to jobs that you find on Illinois workNet, or add your own.
- Resume Builder**  
Use this tool to create and edit resumes, cover letters, portfolios and more.
- Career Plan**  
Use this tool to track steps and goals you create to help you achieve success in your chosen career field.
- Notes**  
Use this tool to keep track of things you need to do related to your career plan and job search plan.
- Employment 101**  
Use this tool to create a Career Plan, Job Search Plan and learn how to Achieve Success on the job.
- Assessments**  
Use these assessments and evaluations to understand where you are with your skills and experiences.



## Career Plan Tools

Tools used and explained within Employment 101 include:

- Assessments
- Career Plan
- Compare Careers
- Compare Training
- Job Search Organizer
- Notes
- Resume Builder

On any page in the Guide:

- Click the Illinois workNet icon to return to the homepage.
- Click Career Tools to return to the Career Tools page.

# Career Plan Tools



# NAVIGATION – Career Plan Tools



## **Compare Careers**

Use this tool to compare the career choices you make in Illinois workNet.

## **Compare Careers**

While working through E101, bookmark careers that interest you based on Skills and Interest Surveys. This tool allows you to put jobs in order of importance.



## **Compare Training**

Use this tool to compare the training selections you make in Illinois workNet.

## **Compare Training**

As you work through E101, bookmark trainings related to bookmarked careers. This tool allows you to put those training programs in order of importance.



## **Job Search Organizer**

Use this tool to track the activities related to jobs that you find on Illinois workNet, or add your own.

## **Job Search Organizer**

Bookmark jobs you are interested in while working through E101. This tool allows you to keep them organized as you apply, interview, and follow-up.



## **Resume Builder**

Use this tool to create and edit resumes, cover letters, portfolios and more.

## **Resume Builder**

Use the Resume Builder to create items needed to market yourself for a new job, like a resume or portfolio. Items can be shared with a career counselor for feedback and mentoring.



# NAVIGATION – Career Plan Tools



## Career Plan

Use this tool to track steps and goals you create to help you achieve success in your chosen career field.

## Career Plan

Track your created goals, and steps added to help achieve those goals. Add dates on steps to track your own. You may work with a career counselor to help complete your steps or goals.



## Notes

Use this tool to keep track of things you need to do related to your career plan and job search plan.

## Notes

Activities in E101 ask you to keep track of items for career and job search plans. Use the Notes feature to add/edit information to help with job applications and resumes or completing new hire paperwork.



## Employment 101

Use this tool to create a Career Plan, Job Search Plan and learn how to Achieve Success on the job.

## Employment 101

This learning system creates a Career Plan and Job Search Plan incorporating all tools described. Select this to go to the four-step guide for Pre-Assessment, learning modules, Post-Assessment, and certificates.



## Assessments

Use these assessments and evaluations to understand where you are with your skills and experiences.

## Assessments

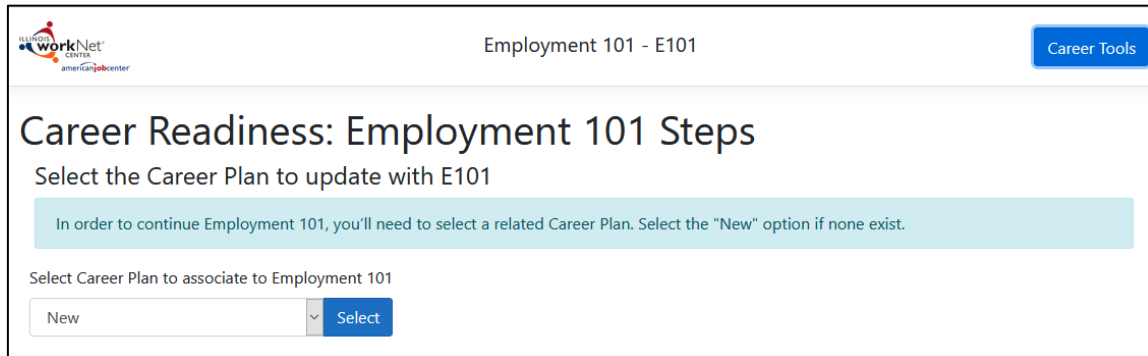
All assessments tracked in Illinois workNet are in this area including Skills & Interest Surveys, E101 results, Self-Evaluation, Worksite Evaluation, and other assessments tracked in workNet like TABE or Casey Life Skills.

# Navigation

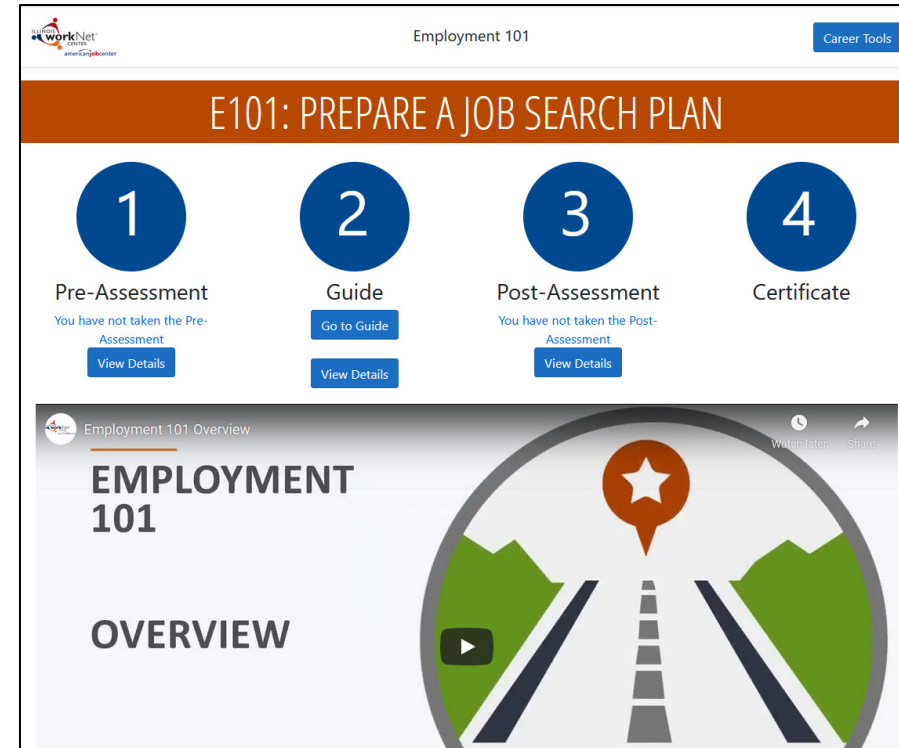


# NAVIGATION

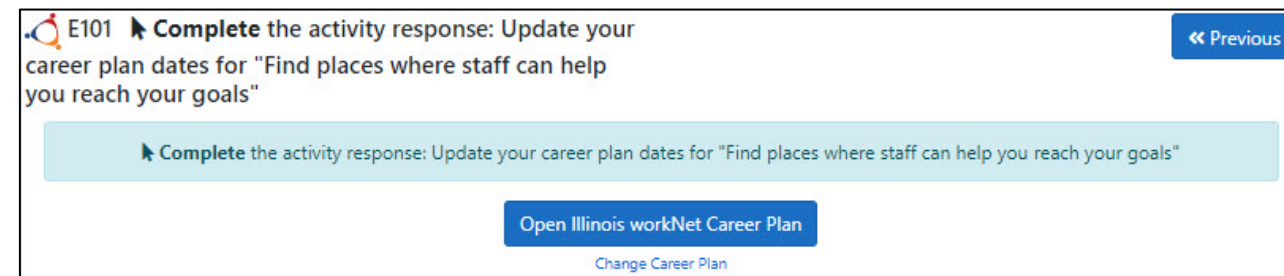
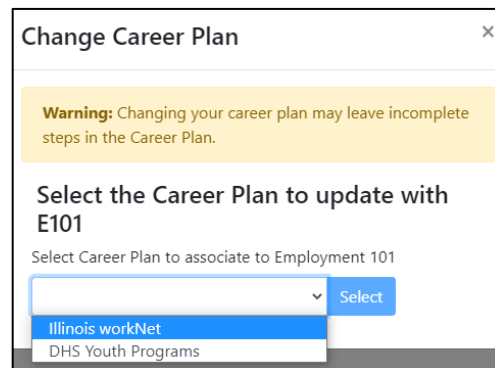
In **My Dashboard**, select the **Employment 101 – E101** icon, then select an appropriate career plan or create a new one.



A user should select **Step 1 Pre-Assessment** if required for a specific program OR select **Go To Guide** in **Step 2**.



In the lesson, select which Career Plan to associate the activity. If you initially selected the wrong one, it can be changed in the lesson.



# NAVIGATION

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Employment 101 Career Tools

## E101: PREPARE A JOB SEARCH PLAN

- 1**  
Pre-Assessment  
You have not taken the Pre-Assessment  
View Details
- 2**  
Guide  
Go to Guide  
View Details
- 3**  
Post-Assessment  
You have not taken the Post-Assessment  
View Details
- 4**  
Certificate

Employment 101 Overview

### EMPLOYMENT 101 OVERVIEW

Watch later Share

## 1. Take Pre-Assessment

Status shows:

You have not taken the Pre-Assessment.

OR

Your Pre-Assessment score.

Overview:

- Only take it once
- Not timed
- 25 multiple choice questions
- Assessment is graded, but doesn't count against you

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

## 2. Complete Guide

Follow steps to develop a Career Plan and Job Search Plan

Planning Tools:

- Skill and Interest Results
- Career and Training Research
- Resume and Portfolio Builder
- Job Search Organizer
- Budgeting
- Achieve Your Goals Notes

## 3. Take Post-Assessment

Link to Post-Assessment opens once Guide is complete.

Overview:

- Unlimited number of attempts
- Not timed
- 25 multiple choice questions
- Highest score is saved
- Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

## 4. Certificate & Badge

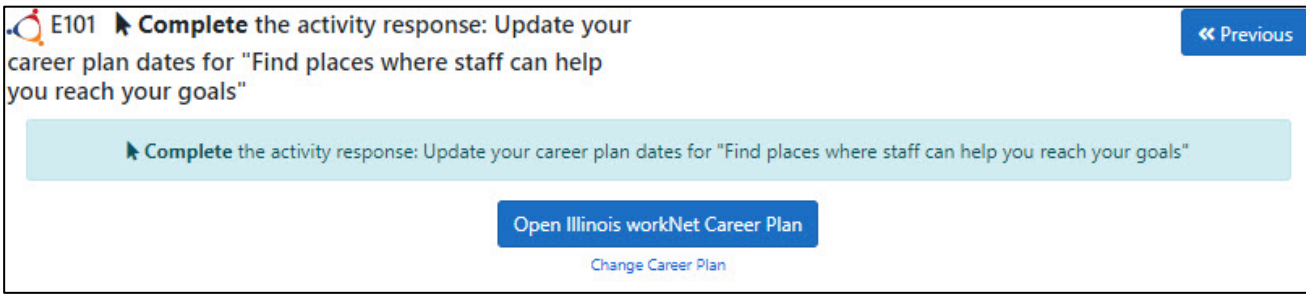
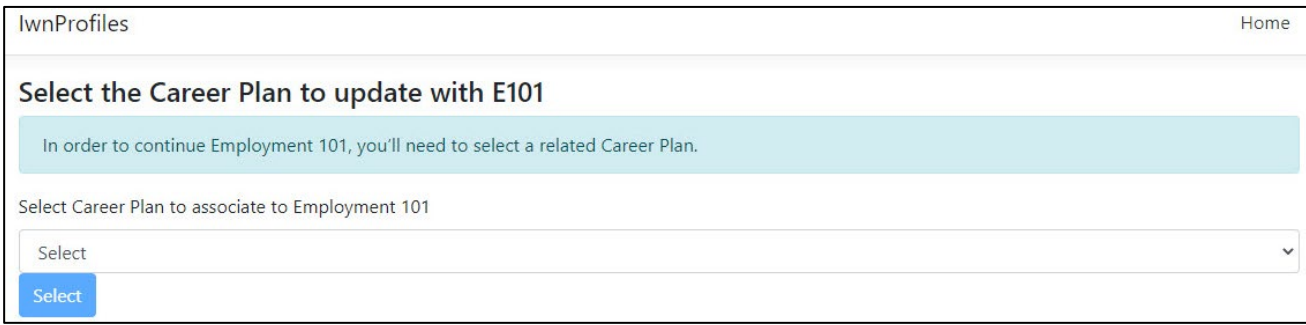
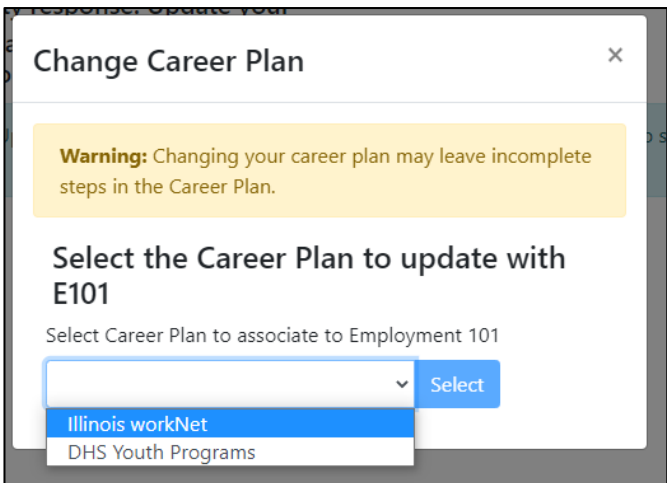
Once a score of 70% or better is attained on the Post-Assessment, the user can:

- Link to Certificate of Completion to print and/or download
- Link to Digital Badge to add to online accounts

# NAVIGATION

To begin, select a Career Plan on Illinois workNet to track activities in the correct plan.  
*Click the dropdown to select **Career Plan** > Click **Select***

In the lesson, select the Career Plan you want to associate the activity with. If you selected the wrong one initially, you may change it in the lesson.



# NAVIGATION

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Employment 101

Career Tools

## COMPLETE YOUR EMPLOYMENT 101 GUIDE

Return to Steps

Reset Guide

### Guide Overview


- This guide includes steps and activities - [Learn how each section is set up.](#)
- As you complete the steps and activities your information will be saved in Career Plan Tools - [Learn about your Career Plan Tool dashboard.](#)
- You can share your saved results if you are working with an instructor or advisor - [Learn how you can use this tool with your advisor](#)
- Complete the post-assessment. You can earn your certificate of completion - [Learn how to access your certificate.](#)

### My Overall Progress

0 / 8 Modules Completed

0% progress

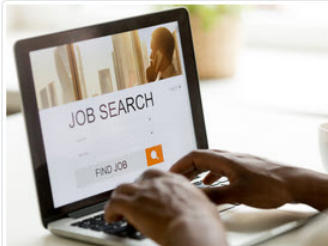
#### 1. Prepare a Career Plan



Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

- [Explore Careers](#)
- [Explore Training](#)
- [Get Qualified](#)


#### 2. Prepare a Job Search Plan



Organization and preparation are key factors to finding a job. Start preparing today.

- [Get Prepared](#)
- [Find Jobs](#)

#### 3. Achieve Your Goals



Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.

- [Start a Job](#)
- [Financial Literacy](#)
- [Skills for Success](#)

## Guide Page Provides:

- Link to user's Illinois workNet profile.
- Link to instructions for using the tool.
- **Career Tools** returns the user to Plans and Tools Dashboard.
- **Progress** reports the number completed out of 8 total learning modules.
- **Completion** gear shows the overall completion by learning modules.
- **Three sections** provides a brief overview and clickable links to each learning module and is checked as each model is complete.

- ✓ [Explore Careers](#)
- ✓ [Explore Training](#)
- ✓ [Get Qualified](#)

**Duration – 5 Minutes**

# NAVIGATION

The screenshot shows the Illinois workNet interface for the E101 module. At the top, there is a logo for workNet and the text "Employment 101 - E101" with a "Career Tools" button. Below this is a large orange banner with the text "E101: PREPARE A JOB SEARCH PLAN". Underneath the banner are navigation buttons: "Previous", "Menu", and "Next". The main content area is titled "Explore Careers" and contains a numbered list of four steps: 1. Discover careers that match your interests, 2. Explore jobs, required skills/credentials, and wage information, 3. Rank your career options, and 4. Test your knowledge. To the right of this list is a video thumbnail titled "E101 Section 1 Career Plan Overview" with the text "Why do I need a Career Plan?". Below the "Explore Careers" section is an "Activity Steps" section with a sub-header "Career and interest surveys can help you find a starting point for exploring careers." and a numbered list of three steps: 1. Learn about Career and Interest Surveys, 2. Complete the Career Cluster Inventory, and 3. Rate 80 activities as like very much, like, dislike, or not sure. Below the activity steps is a preview of the "Learn about Career and Interest Surveys" activity modal, which features the heading "Discover careers that match your interests." and a section titled "Explore Careers Introduction".

## Learning Module Provides:

- **Illinois workNet** icon takes the user back to the homepage.
- **Career Tools** directs user back to the tools screen.
- **Previous** button takes user to the previous section.
- **Menu** button lists options to return to the Guide or additional webpages, articles, and forms to review during the completion of E101.
- **Next** button takes user to the next section if they completed the current learning module.
- **Section Overview Video** explains why learning this section is important
- **Section Lessons** highlights where the user is currently and adds a checkmark to completed lessons.
- **Activity Steps** highlights what is currently visible in the activity modal.
- **Activity Modal** changes with each activity.

# NAVIGATION

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Employment 101 - E101 Career Tools

## E101: PREPARE A JOB SEARCH PLAN

« Previous Menu » Next »

### Explore Careers

1. Discover careers that match your interests
2. Explore jobs, required skills/credentials, and wage information
3. Rank your career options
4. Test your knowledge

E101 Section 1 Career Plan Overview  
Why do I need a Career Plan?  
Employment 101

### Activity Steps

Career and interest surveys can help you find a starting point for exploring careers.

1. Learn about Career and Interest Surveys.
2. Complete the Career Cluster Inventory.
  1. Rate 80 activities as like very much, like, dislike, or not sure.
  2. Look at the graph that shows how your interests match up to each career cluster area.
  3. Save your Career Cluster results to complete the activity response

E101 Learn about Career and Interest Surveys

## Discover careers that match your interests.

### Explore Careers Introduction

## Section Lessons:

The current lesson is highlighted and underlined. When the entire lesson is complete, a checkmark shows the lesson is finished.

## Activity Steps:

- The current step is highlighted and underlined. When the step is complete, a checkmark will show the activity is finished.
- Current activity shows in the modal window under activity steps.
- Most activities will automatically progress to the next activity. A few must be marked complete.



# NAVIGATION

**Steps and Goals:** Activities in E101 helps plan what needs done to achieve success in your career goals. Update Career Plan steps and create Goals for your situation.

## Updating Steps

E101 Complete the activity response: Update your career plan dates for "Find places where staff can help you reach your goals"

Complete the activity response: Update your career plan dates for "Find places where staff can help you reach your goals"

Open Illinois workNet Career Plan

- 1 Update the step for your Career Plan:
- Add date you want to begin
  - Add date you plan to finish
  - Enter number of hours you plan to work on your step
  - Enter any additional notes
  - Update Status to Started/Open when you add a date
  - Click the **Update** button to return to the learning module

UPDATE STATUS

Find places where staff can help you reach your goals.

Goal\* Get support to reach your goals.

Status\* Planned/Not Started (Scheduled)

Planned Start Date\*

Planned Due Date\*

How many hours a week are you planning on working on this?\*

	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
WIOA F	14	15	16	17	18	19	20
No	21	22	23	24	25	26	27
	28						

Other Notes\*

Add notes related to the step.

Service addresses the following situations

Show More Situations

Update Close

## Adding Goals

E101 Create goals to complete your job search plan. i.e. get dates for work experience, or request a recommendation to add to portfolio

Create goals to complete your job search plan. i.e. get dates for work experience, or request a recommendation to add to portfolio

Add Goal to Illinois workNet Career Plan

Change Career Plan

ADD NEW GOAL

Goal Statement \*

Category \*

Short/Long Term \*

Add Goal

### Select a Category:

- **Support Services:** Items like housing, medical, uniforms/tools, or childcare
- **Career Plan:** Items related to getting a job like creating a resume or job shadowing
- **Education/Training Plan:** Items related to learning new things like English, earning a GED, or career skills
- **Independent Living:** Items that allow you to pursue your choices
- **Referral to Services:** Items like helping with addiction or homelessness

### Select a Short- or Long-Term Timeframe:

- **Short-Term:** Refers to a few days and lasts up to a year
- **Long-Term:** Refers to 10 months or longer, or requires you to complete something before this goal can be completed

# NAVIGATION

**Notes:** Activities in E101 helps plan what needs done to achieve success in your career goals. Make Notes in activities to help remember items to do or find. Add Notes to Career Plan steps.

## Adding Notes

**Review** - What do you still need?

[Download Checklist](#)

Note \*

B I U x<sub>2</sub> x<sup>2</sup>

1. Experience:
2. Education:
3. Training:
4. Credentials:

Fill in the Notes for your plan.

Notes save as you type.

In the requested sections, enter Notes in the tool to help you complete Career Plan steps with more detail.

You may download the paper version by clicking the blue **Download Checklist** button.

Link: <https://www.illinoisworknet.com/DownloadPrint/Organize%20Your%20Job%20Search%20Checkl>

Notes are tracked in the Career Plan Tool – Notes.

UPDATE STATUS

Find places where staff can help you reach your goals.

Goal\*

Status\*

Planned Start Date\*

Planned Due Date\*

How many hours a week are you planning on working on this?\*

	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
W/OA F	14	15	16	17	18	19	20
No	21	22	23	24	25	26	27
	28						

Other Notes\*

Service addresses the following situations

[Show More Situations](#)

[Update](#) [Close](#)

**i** Update the step for your Career Plan:

- Add date you want to begin
- Add date you plan to finish
- Enter number of hours you plan to work on your step
- Enter any additional Notes
- Update Status to Started/Open when you add a date
- Click the **Update** button to return to the learning module

# Pre-Assessment



# PRE-ASSESSMENT

IwnProfiles

## Take The Pre-Assessment

### Pre-Assessment

1. When you are exploring career choices, it's important to think about: \*

- The training you might need to get the job you want
- Whether the job is a good match for your personal interests
- Whether there are jobs like that around
- All of the above

2. Your resume tells employers about: \*

- Your work and education experience
- What you like to do
- The jobs you are applying for
- All of the above **Your Answer. (Incorrect)**

3. Which type of resume is best for people with little work experience? \*

- Chronological Resume
- Functional Resume

4. When you are applying for a job, it's fine to:

- Your social security number
- Your personal opinions and photos

Assessments will be listed here

Assessment Type	Score	Date Taken	View Results
Post-Assessment	84	9/1/2020	<a href="#">View Results</a>
Post-Assessment	92	10/23/2020	<a href="#">View Results</a>
Pre-Assessment	36	10/26/2020	<a href="#">View Results</a>

[SKILLS AND INTERESTS](#)

[Disability Benefits Estimator](#)

[NOCTI Results](#)

[Self-Evaluation](#)

[Observational Evaluation](#)

[Worksite Evaluation](#)

[Other Assessments](#)

## Step 1. Take Pre-Assessment

### Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- Assessment is graded but the grade is not counted against you

### Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

***Pre-Assessment is not required for users to complete the learning modules in the Guide.***

After taking the Pre-Assessment, answers marked incorrectly will show. User may access a list of assessments taken and may click the **View Results** button to see incorrect answers at any time.

Some programs require users to complete the Pre-Assessment for a knowledge gain comparison. Some program's Performance Measures relate to whether a specified score was achieved between Pre-Assessment and Post-Assessment.

Other assessments in Illinois workNet are available from the Assessments tab.

**Duration – 15-20 Minutes**

# Prepare a Career Plan



# ● Explore Careers Unit

## Lesson 1A1: Discover Careers that Match Your Interests



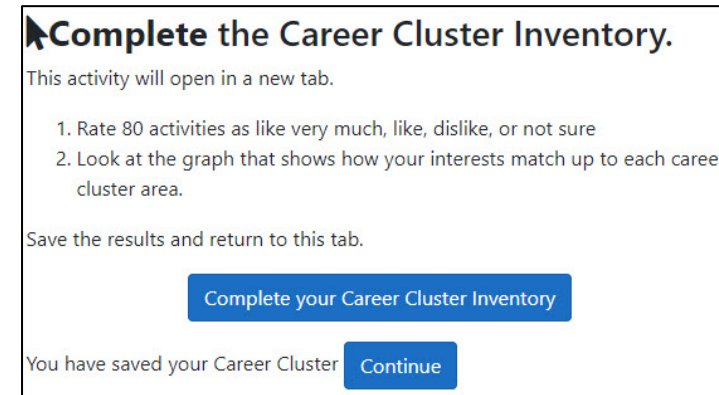
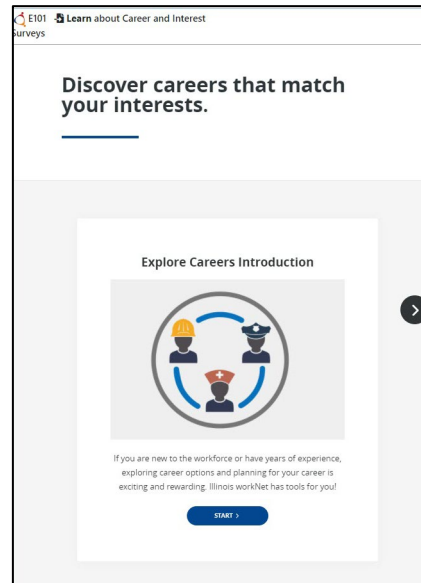
### Activity Steps:

Career and Interest Surveys help find a starting point for exploring careers.

1. **Learn** about Career and Interest Surveys.
2. **Complete** the Career Cluster Inventory:
  - a. Rate 80 activities as like very much, like, dislike, or not sure
  - b. Look at the graph to see how your interests match to each career cluster area
  - c. Save your Career Cluster results to complete the activity response

### More Resources:



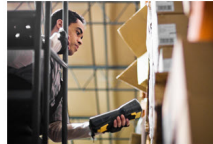
What You Should Know When Selecting Your Career Path



**i** Career Cluster Inventory is located on the partner site. Once Career Cluster Inventory is complete, save results. Return to Activity Steps and check the completed activity's box. Continue to next activity.

*Users are linked to surveys to identify career interests.*



Career Cluster Inventory	Interest Profiler	Work Importance Locator
		
Rate 80 activities as like very much, like, dislike, or not sure. <b>Results:</b> Provides a graph indicating how your interests match up to each career cluster area.	There are 180 activities. Choose if you like, dislike, or are unsure for each activity. <b>Results:</b> Organizes interests into 6 categories of work with a score between 0 and 30.	Group 20 statements based on how important the work aspect is to you. <b>Results:</b> Provides scores for 6 work values and occupations for each work value.
Duration: ⌚ 5-25 minutes	Duration: ⌚ 10-20 minutes	Duration: ⌚ 5-15 minutes

# ● Explore Careers Unit

## Lesson 1A2: Explore Jobs, Required Skills/Credentials, and Wage Information



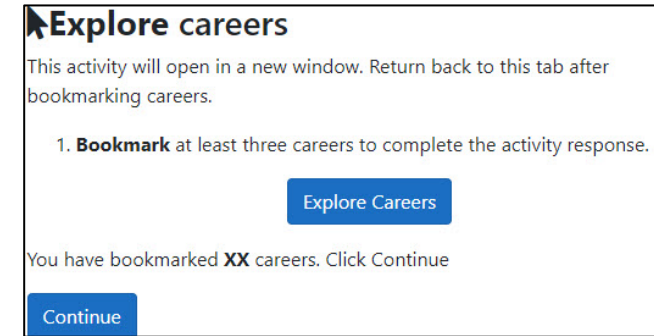
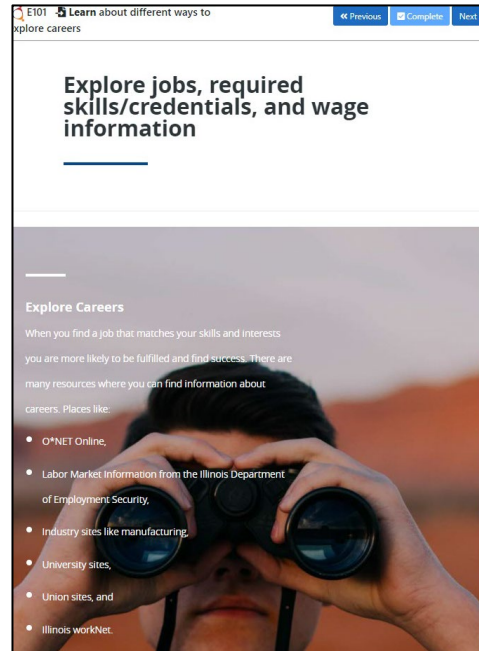
### Activity Steps:

Explore career pathways that match your interests.

1. **Learn** different ways to explore careers.
2. **Explore** careers.

Think about:

- Are there expected job openings or growth?
- How much job prep (experience, training, education) is needed?
- What are the working conditions?
- What are the wages?
- What are some similar jobs?




*Users are linked to explore careers they can bookmark.*



### More Resources:

What You Should Know When Selecting Your Career Path



To **BOOKMARK** any item in E101 activities or on Illinois workNet, look for the  **Bookmark This** icon in the upper right corner. Click the icon to save; locate all bookmarked items in the Bookmark section in "My Dashboard".

**Duration** – 15-45 Minutes

# ● Explore Careers Unit

## Lesson 1A3: Rank Your Career Options



### Learn

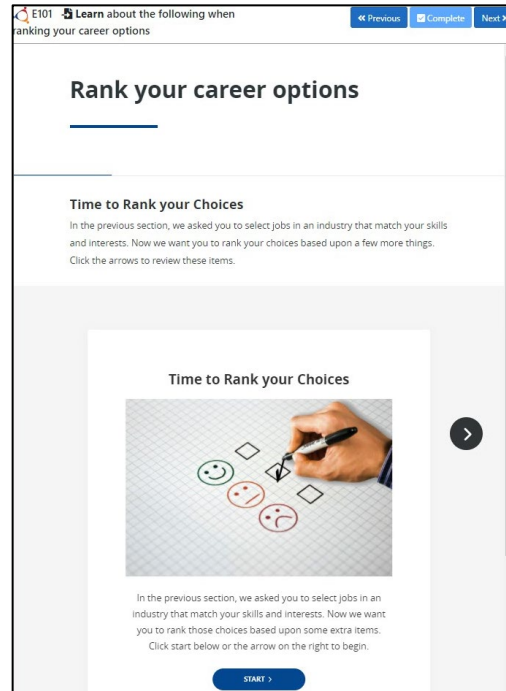
#### Activity Steps:

1. Learn about the following when ranking your career options:
  - a. Do you have a passion for the work?
  - b. Does this fit in with your current or desired lifestyle (e.g., family, location, hours, etc.)?
  - c. Does the job get you on a path towards your dream job?
  - d. Does it fit with your personality or work style (e.g., hands-on, technical, artistic, outgoing, quiet, organized, planning, etc.)?
  - e. Are you willing to put in the job prep effort (experience, training, and education)?

2. Rank your bookmarked careers to show your top three choices.

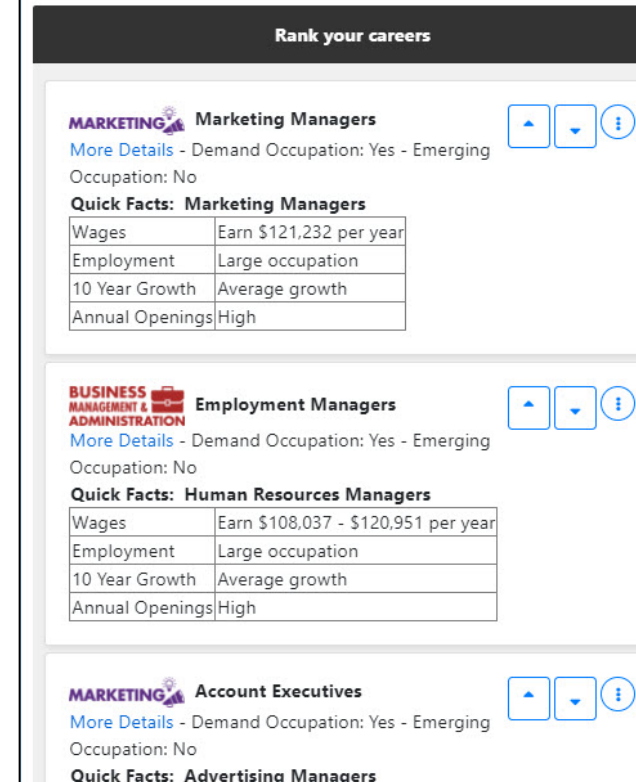
#### More Resources:

[How to Tackle a Career Change Head-On](#)



### Complete

Rank your bookmarked careers to show your top three choices.



**MARKETING** Marketing Managers  
More Details - Demand Occupation: Yes - Emerging  
Occupation: No  
Quick Facts: Marketing Managers

Wages	Earn \$121,232 per year
Employment	Large occupation
10 Year Growth	Average growth
Annual Openings	High

**BUSINESS MANAGEMENT & ADMINISTRATION** Employment Managers  
More Details - Demand Occupation: Yes - Emerging  
Occupation: No  
Quick Facts: Human Resources Managers

Wages	Earn \$108,037 - \$120,951 per year
Employment	Large occupation
10 Year Growth	Average growth
Annual Openings	High

**MARKETING** Account Executives  
More Details - Demand Occupation: Yes - Emerging  
Occupation: No  
Quick Facts: Advertising Managers



Rank your bookmarked careers in the Compare Careers section of Dashboard Menu. Click the up-or-down arrow to move the career choice or drag and drop up-or-down to rank choices. Click the three dots in a circle to remove the choice. When finished, check the box in "Mark Complete".



# ● Explore Careers Unit

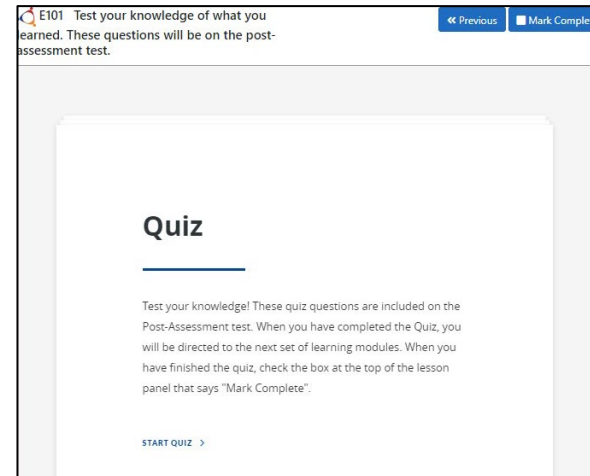
## Lesson 1A4: Quiz



### Activity Step:

**Test** your knowledge of what you learned.  
Questions will be on the Post-Assessment test.

## Complete



**i** After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” once quiz is finished.

**Duration** – 5 Minutes

# ●● Explore Training Unit



## Lesson 1B1: Explore Training Programs by Learning to Compare Pros and Cons



### Activity Steps:

1. **Learn** different ways to explore training programs.
2. **Search** Training Programs and bookmark at least three. Think about:
  - a. How long is the training program?
  - b. What is the cost?
  - c. How is the program offered (online/in person/combo)?
  - d. Where is it located?
  - e. After completing, do I earn a credential recognized by the industry?

**Duration** – 15-60 Minutes

#### More Resources:

- [Decision Making Process When Selecting a Training Program](#)
- [Credentials](#)

E101 Learn about different ways to explore training programs.

Lesson 1 of 1

### Explore and compare training programs.

How do you know which training program is right for you?

Trying to decide upon a training path is easier when you know the career path you want to follow. Some places to look for training are:

- community colleges,
- universities,
- apprenticeship opportunities,
- private training providers, and
- community organizations.

OR you can look at all the options in Illinois workNet.

Click on the pictures below to see what to think about when you are reviewing your options.

### Search Training Programs

This activity will open in a new tab.

1. Bookmark at least three training programs.
2. Return to this tab when complete.

[Explore Public & Private Training Programs](#)

[Explore WIOA Approved Training Programs](#)

You have bookmarked **XX** training programs. Click Continue

[Continue](#)

Bookmark items in E101 or on Illinois workNet. Look for the Bookmark symbol in the upper-right corner. Click the symbol to save an item to the correct Bookmark section in "My Dashboard."

### WIOA APPROVED TRAINING PROGRAMS SEARCH

These training programs are Workforce Innovation and Opportunity Act (WIOA) approved. Local Workforce Innovation Boards have identified them as programs that are qualified for WIOA-funded training. One of the requirements for many of these programs is that they lead to a credential. Use the searches below to review the results.

- WIOA eligible training programs
- Workforce Innovation Boards
- Training providers offer programs, and
- Demand occupations in the Region (EDR). Hover over the map to see the map by your county.

Illinois workNet Centers through which individuals who wish to apply for other services. To apply for other services, please refer to the WIOA Policy here.

#### AAS/Interactive & Social Media Marketing

**Overview**

Approved By LWIA: 14

Last Re-Certification Date: 4/25/2019

**Program Description**

For more information on what is included in Performance Measures, please refer to the WIOA Policy here.

[Bookmark This](#)

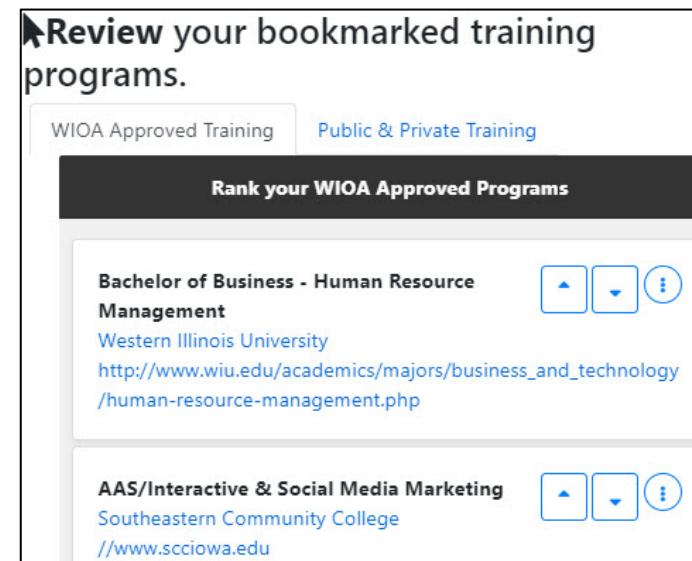
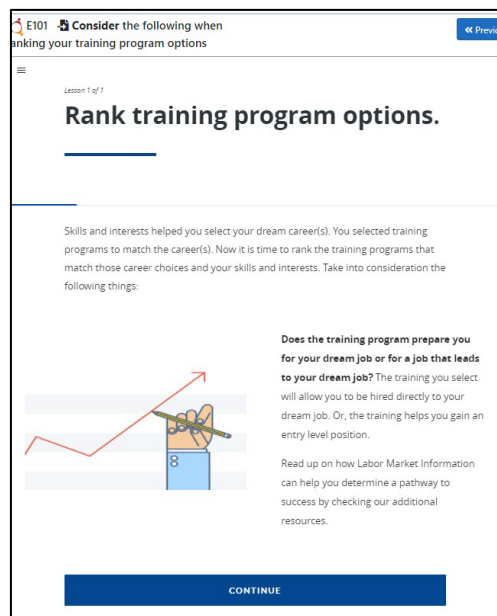
# ●● Explore Training Unit

## Lesson 1B2: Rank Training Program Options



### Activity Steps:

1. **Consider** the following when ranking training program options:
  - a. Does this program prepare you for your dream job or for a job that leads into your dream job?
  - b. Does this program offer course options that fit with your current situation (e.g., family, location, hours, transportation)?
  - c. Does it fit with your learning style (e.g., hands-on, technical, artistic, etc.)?
  - d. Are you willing to dedicate the required time to successfully complete the program?
  - e. Do you need additional education or training to meet the minimum program requirements?
2. **Review** bookmarked training programs.
  - a. Rank bookmarked training programs to show your top three choices.



**i** Rank bookmarked training programs in the Compare Training section of Dashboard Menu. Click an up-or-down arrow to move the career choice or drag and drop your choices up-or-down to rank them. Click the three dots in a circle to remove the choice.

### More Resources:

- [Decision Making Process When Selecting a Training Program](#)
- [How Can LMI Help You?](#)

**Duration – 10-20 Minutes**

# ●● Explore Training Unit

## Lesson 1B3: Research How to Pay for Training. Analyze Options



### Learn

#### Activity Steps:

1. **Learn** ways to pay for training and the financial aid process for college.

2. **Complete** the activity response by updating Career Plan dates for "Make a plan to pay for training and to support yourself while you are in training."

**Duration** – 5-15 Minutes

#### More Resources:

- [Ways to Pay for School](#)
- [5 Tips When Applying For Financial Aid](#)
- [7 Phases of College Financial Aid Award Packaging](#)

### Complete

#### Complete the activity response

Update your career plan dates for "Make a plan to pay for training and to support yourself while you are in training."

Update career plan dates in Illinois workNet Career Plan.

Open Illinois workNet Career Plan

**<< Click**



Update the step for your Career Plan by:

- Add a date you want to begin.
- Add a date you plan to finish.
- Enter the number of hours you plan to work on your step.
- Enter any additional notes.
- Update Status to Started/Open when you add a date.
- Click the **Update** button to return to the learning module.

# ● ● Explore Training Unit

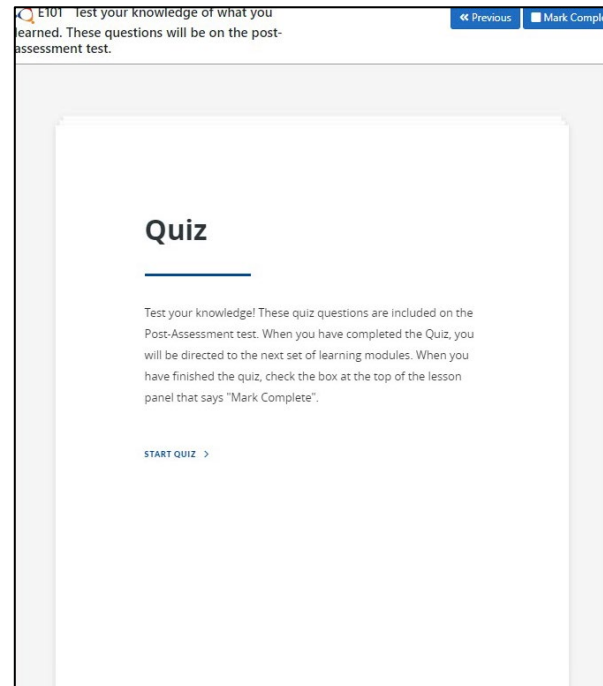
## Lesson 1B4: Quiz



### Complete

#### Activity Step:

**Test** your knowledge of what you learned. These questions will be on the Post-Assessment test.



Questions on the quiz will be on the Post-Assessment. After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says “Mark Complete” when you finish the quiz.

**Duration** – 5-10 Minutes

# ●●● Get Qualified Unit

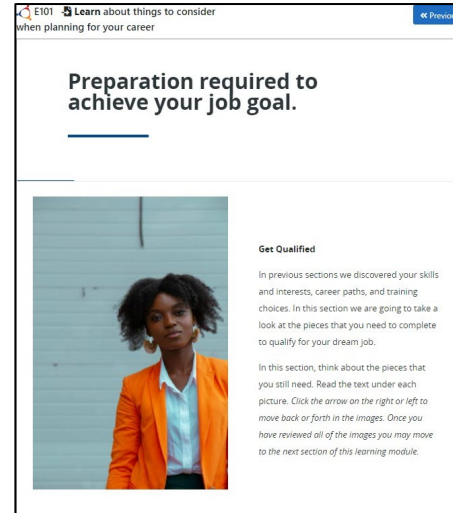
## Lesson 1C1: Decide What is Needed to Reach the Job Prep Level Required for Job Goal



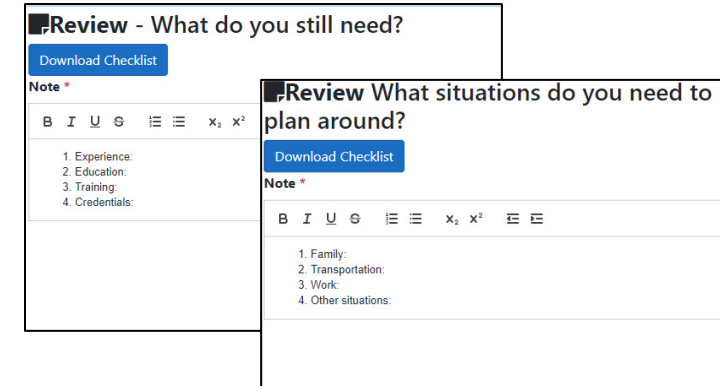
### Learn

#### Activity Steps:

1. **Learn** things to consider when planning for your career.
2. **Review:** What do you still need?
  - a. Experience
  - b. Education
  - c. Training
  - d. Credentials
3. **Review:** What situations do you need to plan around?
  - a. Family
  - b. Transportation
  - c. Work
  - d. Other Situations

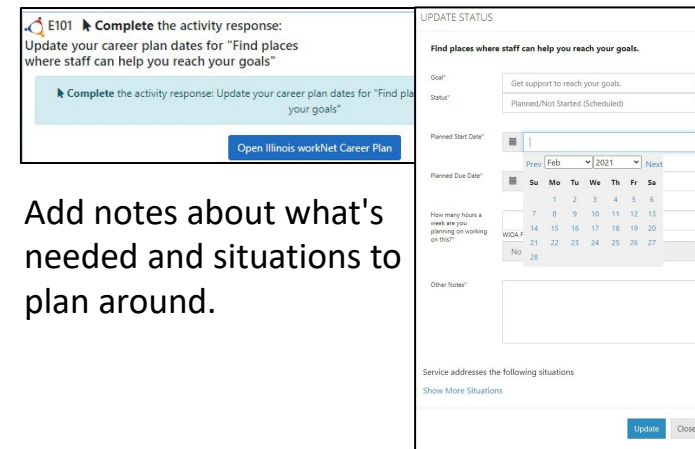


### Review



Fill in the Notes for your plan.  
Notes save as you type.

### Complete



Update the step for your Career Plan by:

- Add a date you want to begin.
- Add a date you plan to finish.
- Enter number of hours you plan to work on your step.
- Enter additional notes.
- Update Status to Started/Open when you add a date.
- Click the **Update** button to return to the learning module.

4. **Complete** the activity response. Update Career Plan dates for "Find places where staff can help you reach your goals".

**Duration** – 5-25 Minutes

#### More Resources:

- [Job Skills Guide](#)
- [Why Academic Skills Matter](#)
- [Why Computer Skills Matter](#)
- [4 Steps for Getting Started with the Illinois workNet Self-Assessment Tool](#)
- [Overcoming obstacles](#)
- [Job Search Plan \(PDF\)](#)

# ●●● Get Qualified Unit

## Lesson 1C2: Identify Employability Skills Required for All Careers



### Learn

#### Activity Steps:

1. **Learn** the employability skills that employers require.
2. **Recognize** skills that often transfer from one job to another (Examples: keyboarding, taking blood pressure, changing the oil in a car, or knowledge of Microsoft Office suite).
3. **Complete** the activity response by rating employability skill level.

**Duration** – 15-45 Minutes

#### More Resources:

- [Attention: Soft Skills Required](#)
- [Why Computer Skills Matter](#)
- [Stackable credentials](#)
- [Job Search Plan \(PDF\)](#)

**Employability skills required for all careers.**

**What are Employability Skills?**  
There are twelve skills that employers value in employees in addition to actual job skills. This section is going to give you a brief overview of each of them. For more details and some example scenarios to consider, click the link at the bottom of every skill section.

**Learn about Employability Skills**  
Click on each tab below to find out more about the skill listed on the tab. When you complete the first set of tabs move on to the next until you finish them all. You can link to the [Illinois workNet Job Skills Guide](#) for all of the skills.

### Review

**Recognize the skills that can often transfer from one job to another**

**Download Checklist**

**Note**

Some examples include Keyboarding, taking blood pressure, changing the oil in a car, or knowledge of Microsoft Office suite.

### Complete

**SELF-EVALUATION**

**PARTICIPANT**  
Participant David Kruse  
Review Date 7/20/2020

Current user is the participant  
 Current user is entering evaluation from participant

Foundation Skill / Performance Expectations	Not Really	A little/ Sometimes	I think so/ Most of the time	Yes to all/ Almost Always	Always
<b>Computer Literacy</b> - I can operate a computer, surf the internet, send/receive emails, and use computer software.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Attendance &amp; Dependability</b> - I have good attendance at school/work. I am on-time. I meet assigned deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Self-Presentation</b> - I take pride in being well-groomed. I know the right way to dress for work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Communication Skills</b> - I listen to others and consider their opinions. I speak clearly. I understand & follow directions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Independence &amp; Initiative</b> - I try to go above and beyond on school/work goals. I look for extra tasks when mine are complete.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Teamwork</b> - I work well with others. I ask questions of my work group. I try to help the group work smoothly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Positive Attitude</b> - My school/work attitude is positive. I am polite with others around me. I am flexible to change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Problem-Solving &amp; Critical Thinking</b> - I make good decisions. I can solve problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Work Ethic</b> - I treat other people and property with honesty, fairness, and respect. I accept responsibility for my decisions and actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Quality of Work</b> - I know my school/company goals. I work toward the goals by reviewing my work and using feedback I receive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments** - Please provide any additional comments related to your performance.

**Preview**

**i** Complete the Essential Employability Skills Self-Evaluation by reading each item and selecting one of the four options. Read the definition of each option by clicking the info bubble next to the choice.

# ●●● Get Qualified Unit

## Lesson 1C3: Identify Technical Skills



### Activity Steps:

1. Learn what are technical skills.
2. Identify industry wide technical skills required for the career pathway selected:
  - a. Credentials
  - b. Licenses
  - c. Continuing Education
  - d. Stackable Credentials
3. Complete this activity by updating Career Plan dates for "Learn about credentials you can earn and how to get them".

**Duration** – 5-30 Minutes

#### More Resources:

- [Why Industry-wide Technical Skills Matter](#)
- [Credentials: Have Evidence of Your Skills](#)
- [Job Search Plan \(PDF\)](#)



E101 Learn what are technical skills

### Technical skills required for some careers.

Industry Wide Technical Skills

Industry-wide technical skills make it possible for employees to move easily across jobs within an industry. Examples of jobs with related technical skills would be nursing, computer programming, and welding.

Technical skills are learned by hands-on experience combined with classroom situations. They may require:

- reading and math skills; you may need to brush up on these skills before continuing on your career path.
- computer skills; many jobs today rely upon computers, tablets or phone apps. You may need to learn keyboarding or job specific software to be successful in your employment.
- skills specific to the industry like drawing blood or welding.
- or all the above.



Identify industry wide technical skills required for the career pathway you selected

Download Checklist

Note \*

B I U ☒ ☐ ☒ ☒ x<sub>2</sub> x<sup>2</sup> ☒ ☒

1. Credentials:
2. Licenses:
3. Continuing education:
4. Stackable credentials:

Fill in the notes for your plan.  
The notes save as you type.



E101 Complete this activity: Update your career plan dates for "Learn about credentials you can earn and how to get them"

Open Illinois workNet Career Plan

Add notes about what credential, license, certificate, or degree you might need.

UPDATE STATUS

Learn about credentials you can earn and how to get them.

Goal: Get training to enhance your skills.

Status: Planned/Not Started (Scheduled)

Planned Start Date: 02/23/2021

Planned Due Date: 02/24/2021

How many hours a week are you planning on working on this? WOA Funded? No

Other Notes:

Service addresses the following situations  
Show More Situations

Update Close

Update the step for your Career Plan by:

- Add a date you want to begin.
- Add a date you plan to finish.
- Enter number of hours you plan to work on your step.
- Enter additional notes.
- Update Status to Started/Open when you add a date.
- Click the **Update** button to return to the learning module.



# ●●● Get Qualified Unit

## Lesson 1C4: Make a Plan to Reach Goals



### Activity Steps:

1. **Learn** about setting your goals and create a plan:
  - a. Careers
  - b. Training
  - c. Skills Needed
2. **Complete** this task by create a goal(s) and step(s) related to career, training, and skills needed.

- i** Create a Goal by:
- Typing in something that you want to achieve.
  - Select whether it applies to Career Plan, Education/Training Plan, Independent Living, Support Services, or Referral to Services.
  - Select Short-Term or Long-Term.

**Duration** – 10-30 Minutes

**Resource:**

- [How to Make SMART Goals](#)

# • Get Qualified Unit

## Lesson 1C5: Quiz

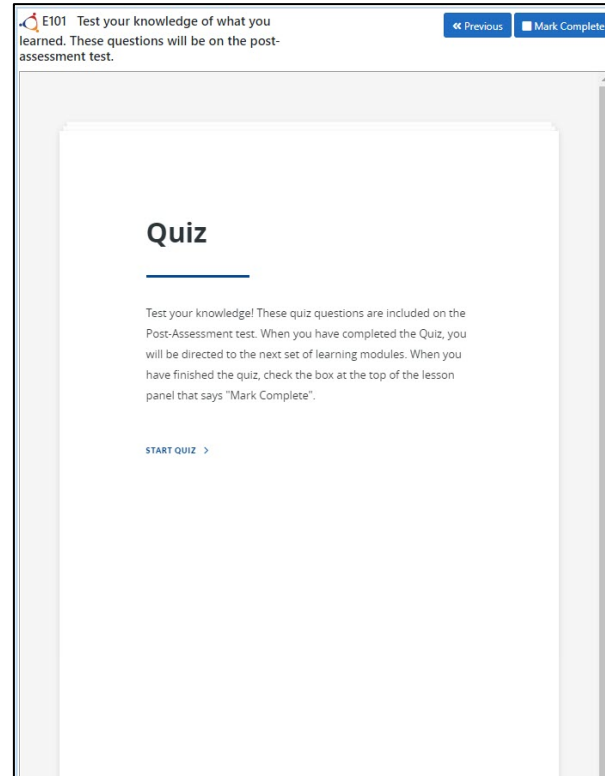


### Complete

#### Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.

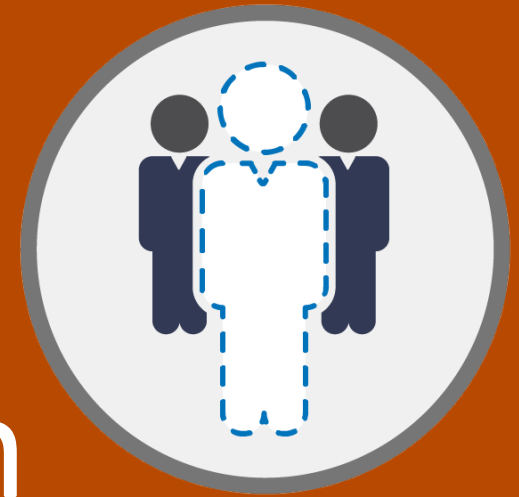
**Duration** – 5 Minutes



**i** After answering the question, the correct answer will be given.

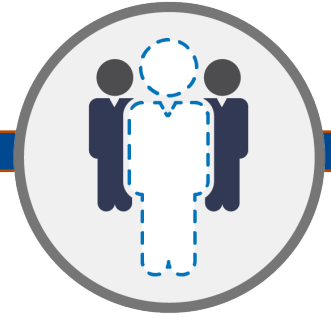
Mark the box at the top of the lesson panel that says “Mark Complete” when the quiz is finished.

# Prepare a Job Search Plan



# ● Get Prepared Unit

## Lesson 2A1: Get Organized



### Activity Steps:

1. **Learn** things you need to begin a job search.
2. **Identify:** Use the Notes tool to enter information about previous employment, education, licenses or credentials, references, and recommendations.
3. **Complete** the activity response by updating the Career Plan step called "Get Started: Learn how to prepare to find a job."
  - a. Set Start and End dates.
  - b. Include missing items on your checklist in the Notes portion of the step.

**Duration** – 5-20 Minutes

### More Resources:


- [The Nine Steps of your Job Search \(PDF\)](#)
- [Job Search Plan \(PDF\)](#)
- [Job Search checklist](#)



E101 Learn about the things you need to begin a job search. << Previous

### Get Organized

**Get Organized!**  
Career Search - done! Skills update - Planned! It is time to get organized for your job search! Review the items below to find out what you need to begin your job search and where to find them.



While you are reviewing the following items, make a list to help you track the items you have and the ones you need. If you have paper documents, add them to a folder.

Complete the content above before moving on.



E101 Identify Use the Notes tool to enter information about your previous employment, education, licenses or credentials, references, and recommendations.

Note \*

B I U G | E X, X' E E

Insert text here ...

Add notes about what you still need to get from the checklist for your job search.



E101 Complete the activity response, update your career plan step called "Get Started: Learn how to prepare to find a job." << Previous Complete Next >>

Complete the activity response, update your career plan step called "Get Started: Learn how to prepare to find a job."

Open Illinois workNet Career  
Change Career Plan

UPDATE STATUS

\*Get Started: Learn how to prepare to find a job.

Total Subsidized days for all items:

Goal\* Get a job or work experience. v

Status\* Started/Open v

Planned Start Date\* 3/2/2021

Planned Due Date\* 3/3/2021

How many hours a week are you planning on working on this? 10.00

WGA Funded\* No v

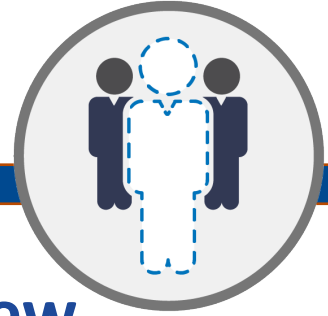
Other Notes\*

Update step for Career Plan by:

- Add a date you want to begin.
- Add a date you plan to finish.
- Enter number of hours you plan to work on your step.
- Enter additional notes.
- Update Status to Started/Open when you add a date.
- Click the **Update** button to return to the learning module.

# Get Prepared Unit

## Lesson 2A2: Prepare Resume



### Learn

### Identify

### Review

#### Activity Steps

1. **Learn** why everyone needs a resume.
  - a. Learn what keywords are
  - b. Learn what action words to use
  - c. Learn the types of resumes
2. **Identify** keywords and action words to use on your resume in the Notes Tool.
3. **Review** how to use the resume builder tool available on Illinois workNet.
4. **Complete** the activity response - update the career plan dates on "Prepare your resume." In the notes portion, include your keywords and the type of resume that is best for you.

**Duration** - 7 - 20 minutes

#### More Resources

- [Pick your Style, Resume Style that is](#)
- [Sample Resumes](#)
- [Resumes in a Custom World](#)
- [Keywords Are the "Key" to Your Resume Being Seen](#)
- [It's All About the Action - verb that is](#)

**Prepare your Resume**

**Resume**  
Your resume tells employers about your work and education experience. This activity will help you explore which resume might be best for you. The resume is what encourages employers to set up an interview with you.

**Pick a style of resume:**

**Generic Resume** - Highlights skills and accomplishments. This style of resume is great for people with limited work history, or who have gaps in employment history.

**Identify** Use the Notes tool to enter your Keywords and Action Words.

Note \*

Insert text here ...

**Review** how to use the resume builder tool available on Illinois workNet.

Illinois workNet Resume Builder Overview

Resume Builder Tool Overview

<https://youtu.be/Vjn8e-bNh-I>

### Complete

**Complete** the activity response - update the career plan dates on "Prepare your resume." In the notes portion, include your keywords and the type of resume that is best for you.

Complete the activity response - update the career plan dates on "Prepare your resume." In the notes portion, include your keywords and the type of resume that is best for you.

**UPDATE STATUS**

Prepare your resume.

Goal\* Get a job or work experience. Start\* Planned/Not Started (Scheduled)

Start Date\* [ ]

Planned Due Date\* [ ]

Weekly Hours\* [ ] WICA Funded\* No

Special Instructions

Service addresses the following situations  
Show More Situations

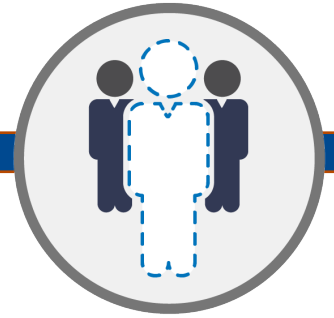
Update Close

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on each step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

- [Your best Generic Resume](#)
- [Resume: share and share alike](#)
- [Resume Writing Guide on IwN](#)
- [Job Search Plan \(PDF\)](#)
- [Videos to watch from YouTube playlist](#)

# ● Get Prepared Unit

## Lesson 2A3: Prepare your portfolio.



### Activity Steps

1. **Learn** what a portfolio is.
2. **Identify** what items you could include in a portfolio. (Some examples include your resume, images of projects you have completed, samples of your writing or PowerPoint skills, links to websites you designed, or photos of cars you repaired.)
3. **Complete** the activity response update the career plan dates for "Organize your information." In the notes section, type in items that you know you will include in your portfolio.

**Duration** - 12 – 25 minutes

### More Resources

- [Portfolio Basics \(2014\)](#)
- [Job Search Plan \(PDF\)](#)



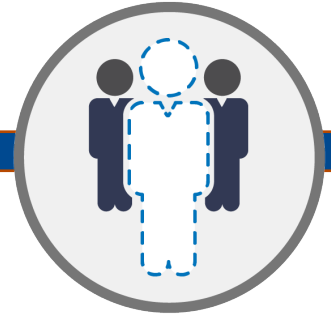
Fill in the notes for your plan.  
The notes save as you type.



- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on your step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

# ● Get Prepared Unit

## Lesson 2A4: Prepare a plan.



### Learn

### Complete

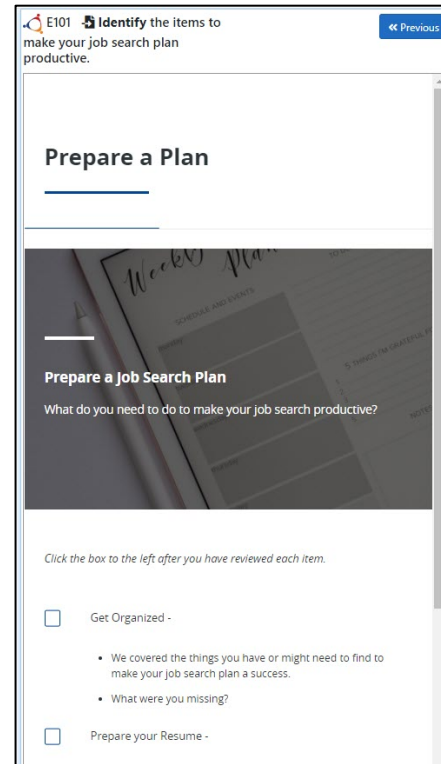
#### Activity Steps

1. **Learn** about the items to make your job search plan productive.
2. **Create** goals to complete your job search plan. i.e. get dates for work experience, or request a recommendation to add to portfolio

**Duration** - 5 - 10 minutes

#### More Resources

- [How to Make SMART Goals](#)
- [Tips for Youth – Setting Goals](#)
- [Setting Goals 101](#)



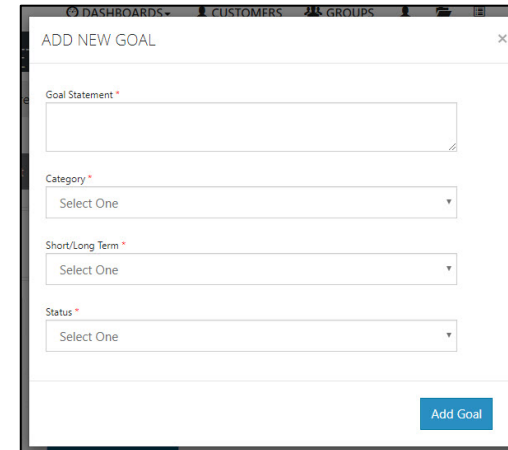
E101 Identify the items to make your job search plan productive. < Previous

### Prepare a Plan

**Prepare a Job Search Plan**  
What do you need to do to make your job search productive?

Click the box to the left after you have reviewed each item.

- Get Organized -
  - We covered the things you have or might need to find to make your job search plan a success.
  - What were you missing?
- Prepare your Resume -



DASHBOARDS CUSTOMERS GROUPS

### ADD NEW GOAL

Goal Statement \*

Category \*  
Select One

Short/Long Term \*  
Select One

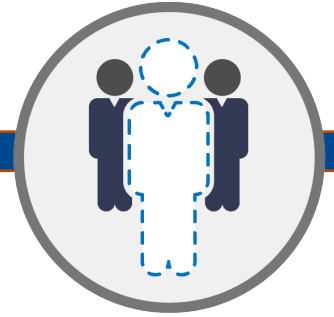
Status \*  
Select One

Add Goal

- i** Create a Goal by:
- Typing in something that you want to achieve
  - Select whether it applies to Employment, Education, Living Independently or Support Services
  - Select Short-term or Long-term

# ● Get Prepared Unit

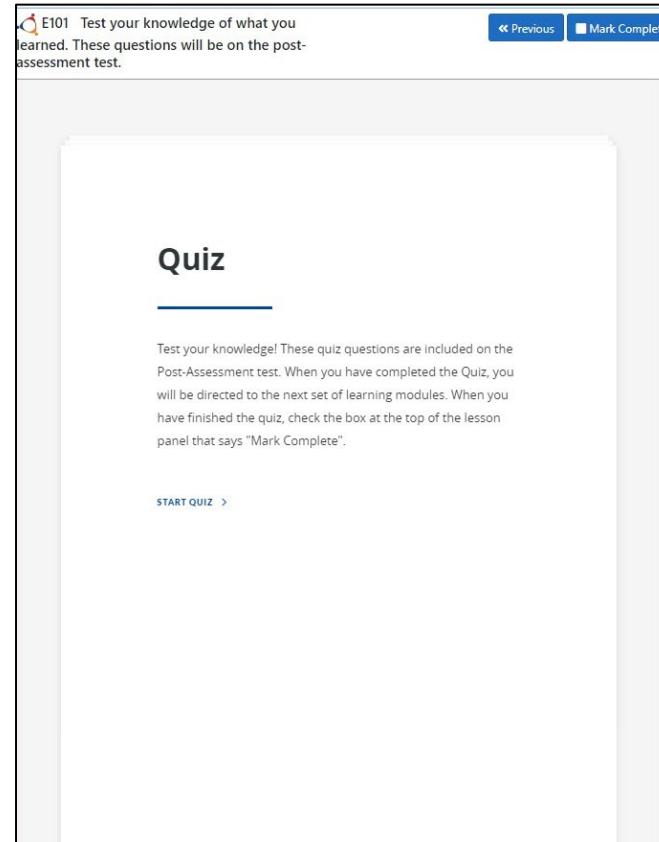
## Lesson 2A5: Quiz



### Complete

#### Activity Step:

**Test** your knowledge of what you learned. These questions will be on the Post-Assessment test.



After answering the question, the correct answer will be given.

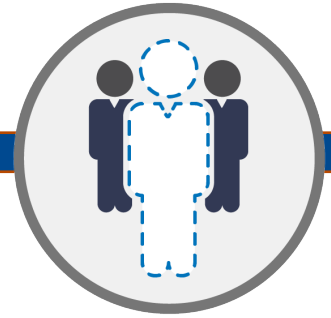
Mark the box at the top of the lesson panel that says "Mark Complete" when the quiz is finished.

**Duration** – 5 Minutes



# ●● Find Jobs Unit

## Lesson 2B1: Network.



### Learn

#### Activity Steps

##### 1. Learn about:

- a. The ways to Network
  - i. Virtually
  - ii. In-Person
- b. Learn about elevator speeches
- c. Learn about additional networking material
  - i. Networking card
  - ii. Networking handbill

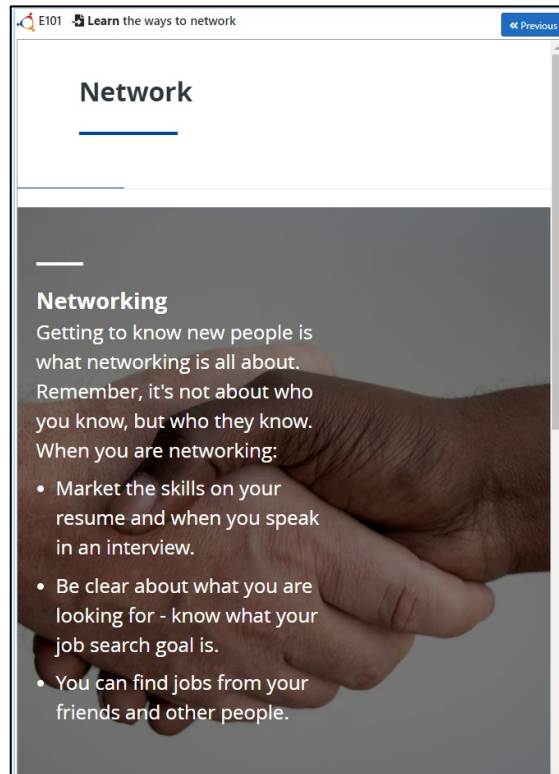
##### 2. Identify places to begin networking.

##### 3. Complete the activities update the career plan dates on Marketing Yourself.

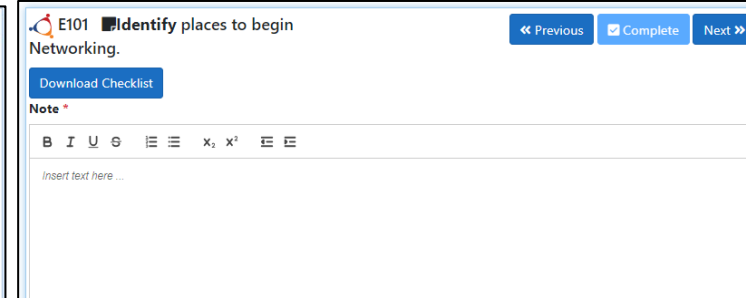
**Duration** - 5 – 15 minutes

#### More Resources

- [Start with Why - Simon Sinek](#)
- [30 Second Elevator Speech](#)
- [Get Prepared to Network](#)
- [Introducing Yourself to Others](#)
- [Marketing Your Skills](#)
- [2020 is the Year Everyone Learned to Connect Virtually](#)

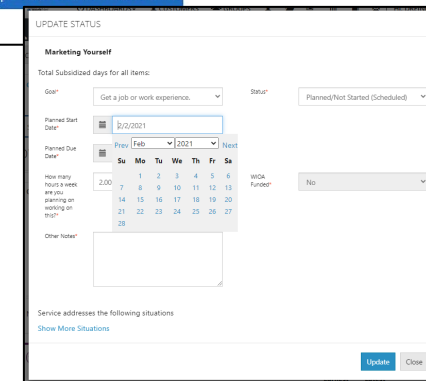
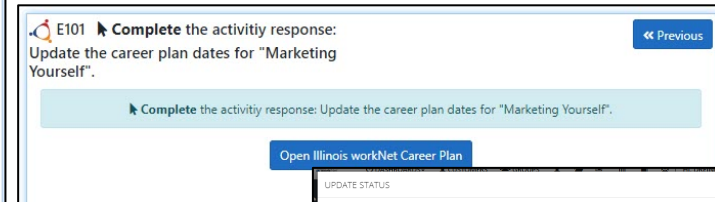


### Identify



Fill in the notes for your plan.  
The notes save as you type.

### Complete

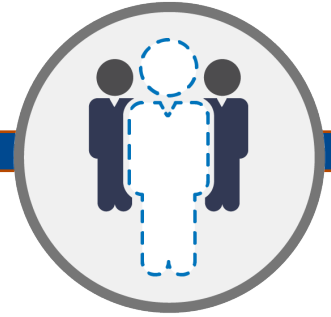


Update the step for your Career Plan by:

- Adding a date you want to begin.
- Adding a date you plan to finish.
- Enter the number of hours you plan to work on your step.
- Enter any additional notes.
- Update Status to Started/Open when you add a date.
- Click the **update** button to return to the learning module.

# ● ● Find Jobs Unit

## Lesson 2B2: Search for job openings.



### Learn

#### Activity Steps

1. Learn about places to search for job openings:
  - a. Job boards
  - b. Niche sites
  - c. Company posts
  - d. Associations
  - e. Social media
2. Learn how to track / organize job search.
3. Complete this activity update the career plan dates for the step "Use a strategic job search to find a job."

Duration - 7 – 15 minutes

#### More Resources

- [Job Search in the Digital Age Webinar - Staying motivated](#)
- [Job Search Plan \(PDF\)](#)

### Review

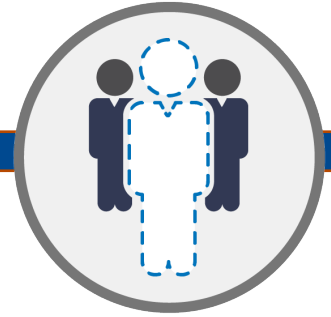
After you watch the video, mark the box "Mark Complete" in the upper right corner of the learning module to move to the next item.

### Complete

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on your step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

# ● ● Find Jobs Unit

## Lesson 2B3: Apply for a job.



### Learn

#### Activity Steps

1. **Learn** the proper way to apply for a job.
  - a. On-line
  - b. In-person
  - c. Resume vs. application
2. **Learn** how to use the job tracker to tool to track the progress of your job search.
3. **Complete** this activity customer will update the career plan dates for the step "Apply for Jobs."

**Duration** - 7 - 20 minutes

#### More Resources

- Things you Need to Know when Applying for Jobs
- Troubleshooting Why You don't Get Interviews

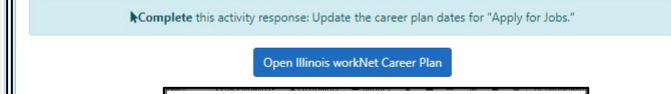
### Review

▶ **Learn** how to use the job tracker to tool to track the progress of your job search.



### Complete

▶ **Complete** this activity response: Update the career plan dates for "Apply for Jobs."

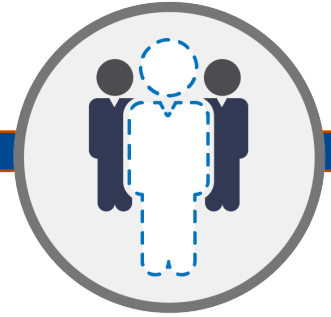


UPDATE STATUS	
<b>Apply for Jobs.</b>	
Total Substituted days for all items:	
Start*	Get a job or work experience. Status* Planned/Not Started (Scheduled)
Planned Start Date*	3/3/2021
Planned Due Date*	3/3/2021
How many hours a week are you planning on working on this?*	3.00 W/OA Funded* No
Other Notes*	
Service addresses the following situations <a href="#">Show More Situations</a>	
<b>Update</b> <b>Close</b>	

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on your step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

# ● ● Find Jobs Unit

## Lesson 2B4: Interview.



### Activity Steps

#### 1. Learn about:

- The information needed to prepare for an interview.
- Ways to research the company before the interview.
- How to practice interviewing:
  - Questions
  - Nonverbal Communication
  - Location
  - Attire
- What to do during the interview
- Interview follow-up behavior

#### 2. Complete this activity customer will update the career plan dates for the step "Prepare for an interview."

**Duration** - 10 – 30 minutes

**Interview**

**Are you ready for an interview?**

This activity will help you prepare for an interview. Once your resume gets you called for an interview, your ability to shine at an interview is what will get you the job!

We will cover:

- What you need for the interview
- How to research the company before the interview
- Practice interviews
- What to do during the interview
- What to do after the interview

*Flip each of the cards below to learn about information needed to prepare for an interview.*

**E101 Complete this activity response:**  
Update the career plan dates for "Prepare for an interview."

**Complete this activity response:** Update the career plan dates for "Prepare for an interview."

[Open Illinois workNet Career Plan](#)

**UPDATE STATUS**

**Prepare for an interview.**

Goal: Get a job or work experience.

Status: Planned/Not Started (Scheduled)

Planned Start Date: [Calendar]

Planned Due Date: [Calendar]

How many hours a week are you planning on working on this?  
WICA F No 28

Other Notes: [Text Area]

Service addresses the following situations  
[Show More Situations](#)

[Update](#) [Close](#)

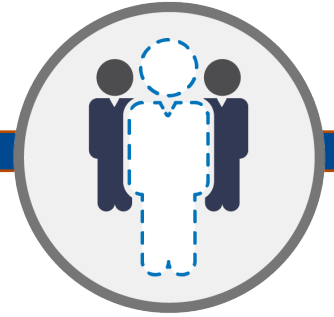
- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on your step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

### More Resources

- Types of interview
- Interview clothes: Do's and Don'ts
- What to Do during an Interview
- What to Do After an Interview

# ●● Find Jobs Unit

## Lesson 2B5: Quiz

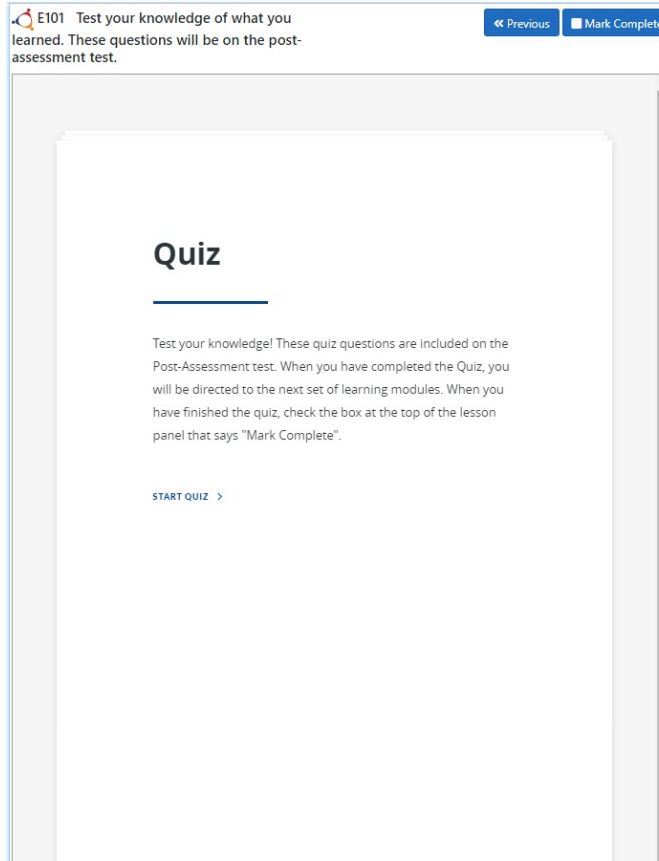


### Complete

#### Activity Steps

1. **Test** your knowledge of what you learned. These questions will be on the post-assessment test.

**Duration** – 5 minutes

A screenshot of a web-based quiz interface. At the top, there is a header with a small icon, the text "E101 Test your knowledge of what you learned. These questions will be on the post-assessment test.", and two buttons: "Previous" and "Mark Complete". Below the header is a large white box with the title "Quiz" and a horizontal line underneath. The text inside the box reads: "Test your knowledge! These quiz questions are included on the Post-Assessment test. When you have completed the Quiz, you will be directed to the next set of learning modules. When you have finished the quiz, check the box at the top of the lesson panel that says 'Mark Complete'." At the bottom of the white box, there is a button that says "START QUIZ >".

Questions on the quiz will be on the Post Assessment. When you answer the question, you will be given the correct answer.

Mark the box at the top of the lesson panel that says “Mark Complete” when you have finished the quiz.

# Achieve Your Goals

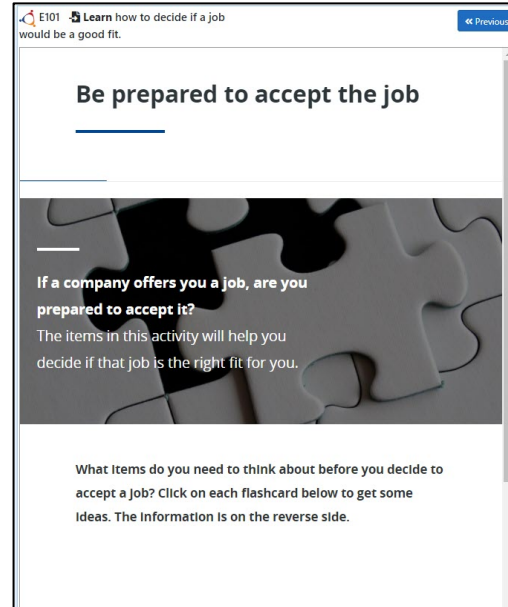


# ● Start Your Job Unit

## Lesson 3A1: Be prepared to accept the job.



### Learn



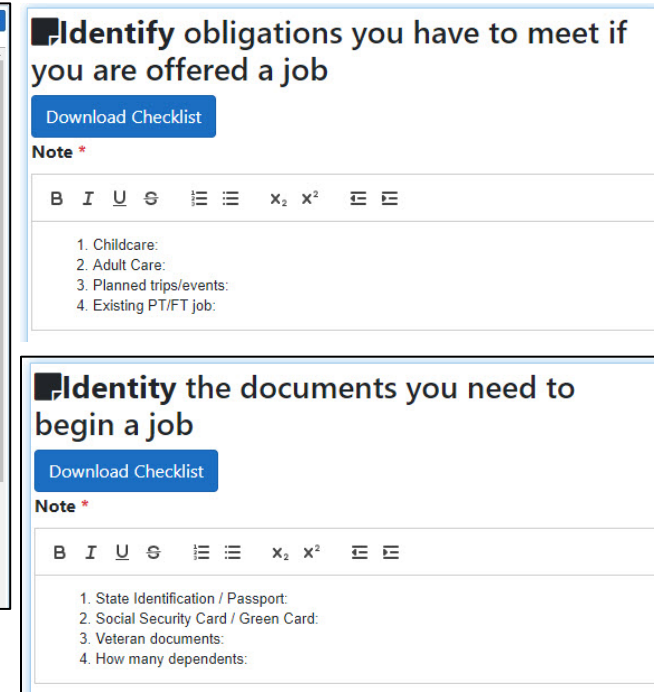
Learn how to decide if a job would be a good fit.

### Be prepared to accept the job

If a company offers you a job, are you prepared to accept it?  
The items in this activity will help you decide if that job is the right fit for you.

What items do you need to think about before you decide to accept a job? Click on each flashcard below to get some ideas. The information is on the reverse side.





### Note



**Identify obligations you have to meet if you are offered a job**

[Download Checklist](#)

**Note \***





B I U S   x<sub>2</sub> x<sup>2</sup>  

1. Childcare:
2. Adult Care:
3. Planned trips/events:
4. Existing PT/FT job:

**Identify the documents you need to begin a job**

[Download Checklist](#)

**Note \***

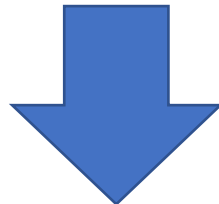
B I U S   x<sub>2</sub> x<sup>2</sup>  

1. State Identification / Passport:
2. Social Security Card / Green Card:
3. Veteran documents:
4. How many dependents:

Fill in the notes for your plan.

The notes save as you type.

## Continue



### Activity Steps

1. **Learn** how to decide if a job would be a good fit.
  - a. Review items in the Career Interest Survey about what is important in a job.
  - b. Learn about documents you need to begin a job.
  - c. Learn about obligations.
2. **Identify** obligations you have to meet if you are offered a job. For example:
  - a. Childcare
  - b. Adult Care
  - c. Planned trips/events
  - d. Existing PT/FT job
3. **Identify** the documents you need to begin a job.

# ● Start Your Job Unit

## Lesson 3A1: Be prepared to accept the job.



### Complete

#### Activity Steps - continued

4. **Complete** this activity - customer will update the career plan dates for the step "Prepare to Accept a Job." Note what documents you need and obligations to plan for to be ready to start a new job.

**OPTION** - Create a goal for your obligations.

**Duration** - 10 – 30 minutes

#### More Resources

- [Get To Know the Work Culture in Your New Job](#)
- [Job Search Plan \(PDF\)](#)

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on your step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

### Option

- i** Create a Goal by:
- Typing in something that you want to achieve
  - Select whether it applies to Employment, Education, Living Independently or Support Services
  - Select Short-term or Long-term



# ● Start Your Job Unit

## Lesson 3A2: Get ready for your first day.



### Activity Steps

#### 1. Learn:

- The type of paperwork you will complete on your first day.
- The best way to meet coworkers and supervisors,
- The rules of your new job - employee handbook
- About your job expectations.

#### 2. Identify your expectations of the job (Some examples include paid a fair wage, opportunity for promotion, steady hours, work well with boss or co-workers.)

#### 3. Complete this activity - you will update the career plan dates for the step "Learn about filing taxes." Note on the step the paperwork you need to get to start your new job.

**Duration** - 7 – 20 minutes



**Get Ready for your First Day**

**Your First Day!**  
This activity will go over all the things you need to do on the first day of your new job.

**Documents You Need to Complete**  
Every job will ask you to complete some paperwork. The following items are things you will need to be prepared to fill out.

**START**



**Identify your expectations of the job**

**Download Checklist**

**Note \***

Some examples include paid a fair wage, opportunity for promotion, steady hours, work well with boss or co-workers.

Fill in the notes for your plan.  
The notes save as you type.



**Complete the activity response: Update your career plan dates for 'Learn about filing taxes'**

**Mark Complete**

[Open Illinois workNet Career Plan](#)

**UPDATE STATUS**

**Learn about filing taxes.**

Goal\* Living independently

Status\* Planned/Not Started (Scheduled)

Planned Start Date\* 03/29/2021

Planned Due Date\*

How many hours a week are you planning on working on this? WDA Funder\* No

Other Notes\*

Service addresses the following situations  
Show More Situations

**Update** **Close**

### More Resources

- [Ready to Fill Out forms for Your New Job](#)
- [Get To Know the Work Culture in Your New Job](#)
- [Job Search Plan \(PDF\)](#)

- 
- Update the step for your Career Plan by:
    - Adding a date you want to begin.
    - Adding a date you plan to finish.
    - Enter the number of hours you plan to work on your step.
    - Enter any additional notes.
    - Update Status to Started/Open when you add a date.
    - Click the **update** button to return to the learning module.

# ● Start Your Job Unit

## Lesson 3A3: Keep your new job.



### Activity Steps

1. **Review** workplace skills and actions to keep your new job and learn about job performance criteria for your new job.
2. **Identify** possible career ladder moves based upon your chosen career path.
3. **Complete** this activity you will update the career plan dates for the step "Career Advancement".

**Duration** - 5-15 minutes

### More Resources

- [New Job Tip #1: Understand Expectations](#)
- [Be Safe in Your New Job](#)
- [Job Search Plan \(PDF\)](#)



Add notes about future achievements you could gain.

- i** Update the step for your Career Plan by:
- Adding a date you want to begin.
  - Adding a date you plan to finish.
  - Enter the number of hours you plan to work on your step.
  - Enter any additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **update** button to return to the learning module.

# ● Start Your Job Unit

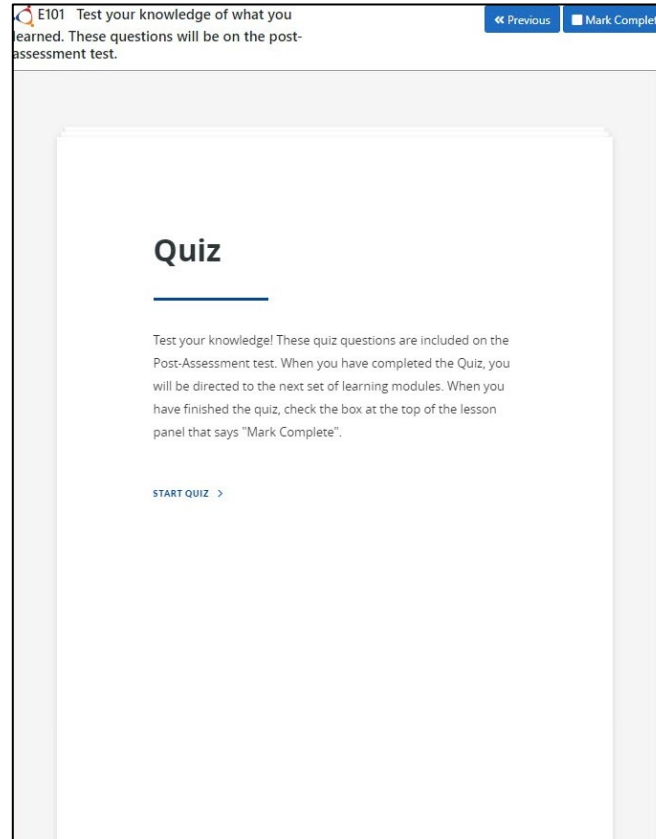
## Lesson 3A4: Quiz



### Activity Step:

**Test** your knowledge of what you learned. These questions will be on the Post-Assessment test.

## Complete



When you answer the question, you will be given the correct answer.

Mark the box at the top of the lesson panel that says "Mark Complete" when you have finished the quiz.

**Duration** – 5 Minutes

# Financial Literacy Unit

## Lesson 3B1: Start a Savings or Checking Account



### Activity Steps:

#### 1. Learn

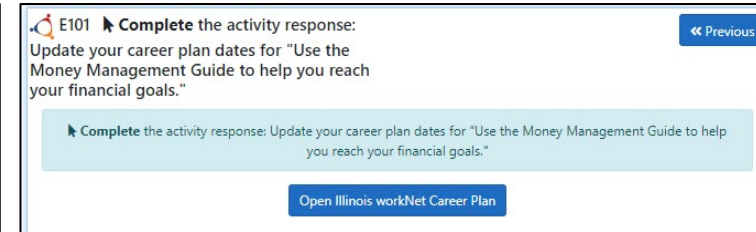
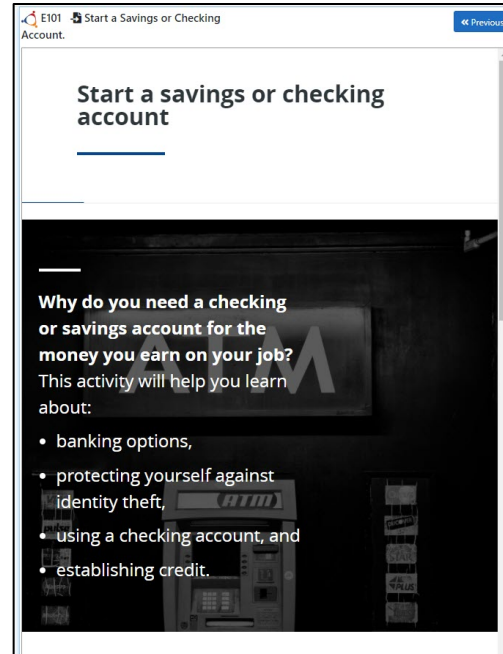
- About banking opportunities.
- How to protect against identify theft.
- Why and how to use a checking account
- The proper way to establish credit

#### 2. Complete this activity by the customer updating the Career Plan dates for the "Use the Money Management Guide to help you reach your financial goals."

**Duration** – 5-15 Minutes

#### More Resources:

- [The Nine Steps of your Job Search \(PDF\)](#)
- [Job Search Plan \(PDF\)](#)



- Update step for your Career Plan by:
- Add a date you want to begin.
  - Add a date you plan to finish.
  - Enter number of hours you plan to work on your step.
  - Enter additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **Update** button to return to the learning module.

# Financial Literacy Unit

## Lesson 3B2: Determine Current Financial Status and Budget



### Activity Steps:

#### 1. Learn

- About wage ranges by reviewing wage ranges for careers selected.
- How to monitor expenses to stay within budget.
- How to adjust budget to remain in balance.

#### 2. Identify Financial Goals

- Emergency Savings
- Paying Off Debt
- Saving for Future Purchases

#### 3. Identify:

Use the Notes tool or download the basic budget worksheet, or make a copy of the basic budget worksheet in Google Drive to identify:

- Current Assets
- Current Expenses
- Credit Card/Other debt
- Income



E101 Determine your current financial status and set goals to create monitor and adjust your budget.

### Determine your current financial status and set goals to create, monitor and adjust your budget

What can you buy with a dollar? Not much these days. That is why you need to set financial goals and create a budget.

This activity will help you learn about:

- Wage ranges for careers,
- Identifying the items to help you plan a budget,
- Monitoring expenses, and
- Adjusting to keep your budget in balance.

Click on each card to see a definition of financial terms on the back of the card.



E101 Identify financial goals

Note \*

Insert text here...

Fill in the notes for your plan.  
The notes save as you type.



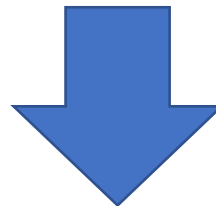
Identify

Download the **Basic Budget Worksheet** and identify your emergency savings, debt, and saving for future purchases.

[Download Basic Budget Worksheet \(XLS\)](#)

[Make a Copy of Basic Budget Worksheet \(Google Drive\)](#)

Continue



Basic Budget Worksheet

Enter the information next to the line in the budget to see what your flexible spending allowance is:

	Monthly Income	Monthly Expenses	Flex Allowance	Actual	Actual	Actual	Actual
			Amount + Item 1 2	January	February	March	April
<b>Income</b>							
Monthly paychecks							
Child Support/Maintenance							
Pensions/IRA							
Other income							
Subtotal	0.00	0.00	Actual/Month Total	0.00	0.00	0.00	0.00
			Over Under Budget	0.00	0.00	0.00	0.00
<b>Expenses</b>							
<b>Home</b>							
Mortgage or rent							
Homeowner's/renter's insurance							
Property taxes							
Home Repairs/Maintenance							
Home Owner Association fees							
Home improvements							
Subtotal	0.00	0.00	Actual/Month Total	0.00	0.00	0.00	0.00
			Over Under Budget	0.00	0.00	0.00	0.00
<b>Utilities</b>							
Electricity							
Water/Overseas							
Home/Garage Cell							
Telephone							
Internet							
Subtotal	0.00	0.00	Actual/Month Total	0.00	0.00	0.00	0.00
			Over Under Budget	0.00	0.00	0.00	0.00
<b>Food</b>							
Dinner							
Breakfast, Lunches, Snacks							
Subtotal	0.00	0.00	Actual/Month Total	0.00	0.00	0.00	0.00
			Over Under Budget	0.00	0.00	0.00	0.00

# Financial Literacy Unit

## Lesson 3B2: Determine Current Financial Status and Budget (Continued)



### Complete

#### Activity Steps: *continued*

4. Complete this activity by updating the Career Plan dates for the step "Getting and staying out of debt."

The screenshot shows a web interface for updating a career plan. At the top, there's a navigation bar with a search icon, the text 'E101 Complete the activity response: Update your career plan dates for "Getting and staying out of debt."', and buttons for '<< Previous' and 'Mark Complete'. Below this is a blue button labeled 'Open Illinois workNet Career Plan'. The main content area is a modal window titled 'UPDATE STATUS' with a close button. It contains the following fields:

- Goal: Living independently. (dropdown)
- Status: Planned/Not Started (Scheduled) (dropdown)
- Planned Start Date: 03/25/2021 (calendar icon)
- Planned Due Date: 04/09/2021 (calendar icon)
- How many hours a week are you planning on working on this?: (text input)
- WIGA Funded: No (dropdown)
- Other Notes: A text area containing the red text 'Add notes about current financial features and goals.'

At the bottom of the modal, it says 'Service addresses the following situations' and 'Show More Situations'. There are 'Update' and 'Close' buttons at the bottom right.

- i** Update the step for your Career Plan by:
- Add a date you want to begin.
  - Add a date you plan to finish.
  - Enter number of hours you plan to work on your step.
  - Enter additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the Update button.

**Duration** – 15-45 Minutes

#### More Resources:

- [What you need to Know Before Applying for Credit Card](#)
- [Budgeting Basics](#)
- [Getting Started with Money Management - Young Adults](#)

# ● ● Financial Literacy Unit

## Lesson 3B3: Quiz



### Complete

#### Activity Step:

**Test** your knowledge of what you learned. These questions will be on the Post-Assessment test.

A screenshot of a web-based quiz interface. At the top, there is a search bar with 'E101' and a magnifying glass icon. To the right of the search bar are two buttons: '&lt;&lt; Previous' and 'Mark Complete'. Below the search bar, there is a line of text: 'Test your knowledge of what you learned. These questions will be on the post-assessment test.' The main content area is titled 'Quiz' with a blue underline. Below the title, there is a paragraph of text: 'Test your knowledge! These quiz questions are included on the Post-Assessment test. When you have completed the Quiz, you will be directed to the next set of learning modules. When you have finished the quiz, check the box at the top of the lesson panel that says "Mark Complete".' At the bottom of the main content area, there is a button that says 'START QUIZ &gt;'. The entire interface is enclosed in a thin black border.

After the question is answered, the correct answer will be given.

Mark the box at the top of the lesson panel that says "Mark Complete" when the quiz is finished.

**Duration** – 5 Minutes

# ● ● ● Skills for Success Unit

## Lesson 3C1: Violence Prevention and Awareness



### Learn

#### Activity Steps:

1. **Learn:**
  - a. About preventing violence in school and the workplace.
  - b. How to recognize bullies and your role.
  - c. How to recognize sexual harassment.
  - d. How to respond appropriately.
2. **Complete** this activity by customers updating will update the Career Plan step called "Stay safe at work."

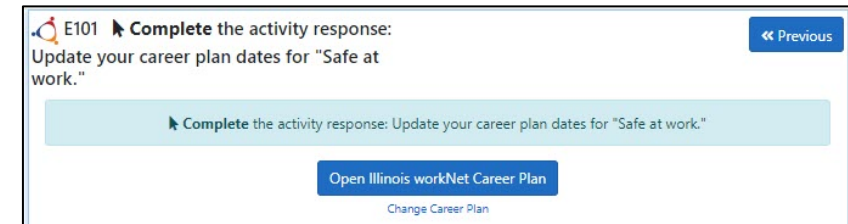
**Duration** – 15-30 Minutes



#### More Resources:

- [Bully Recognition 101](#)
- [Prevent Violence at School and Work](#)
- [You can Prevent the Violence](#)
- [Trauma Informed Care](#)

### Complete



UPDATE STATUS

Stay safe at work.

Goal\* Living independently.

Status\* Planned/Not Started (Scheduled)

Planned Start Date\* 02/26/2021

Planned Due Date\*

How many hours a week are you planning on working on this?

WIOA Funded\* No

Other Notes\* Add notes about things you need to do to stay safe at work.

Service addresses the following situations

Show More Situations

Update Close

- i** Update the step for your Career Plan by:
- Add a date you want to begin.
  - Add a date you plan to finish.
  - Enter number of hours you plan to work on your step.
  - Enter additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **Update** button to return to the learning module.



# ● ● ● Skills for Success Unit

## Lesson 3C2: Continue to Build Skills



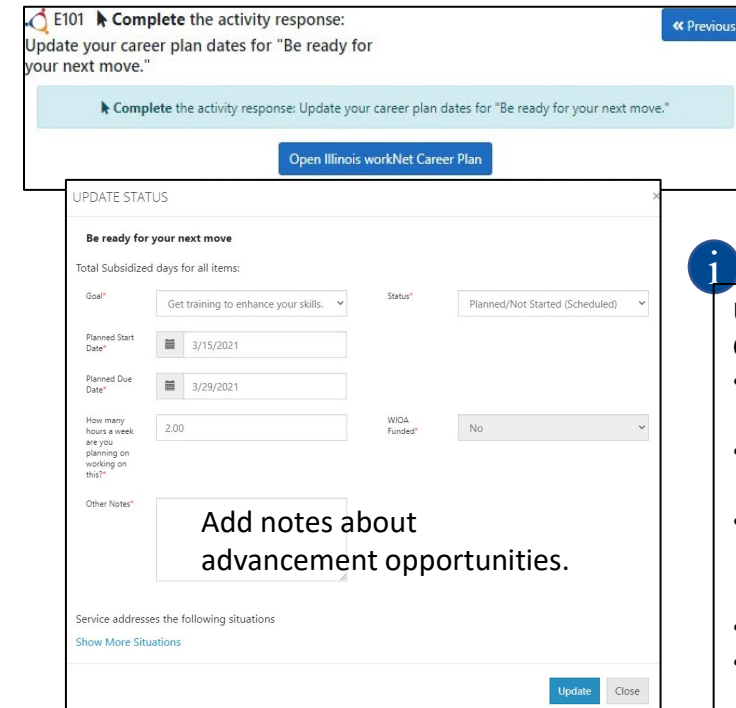
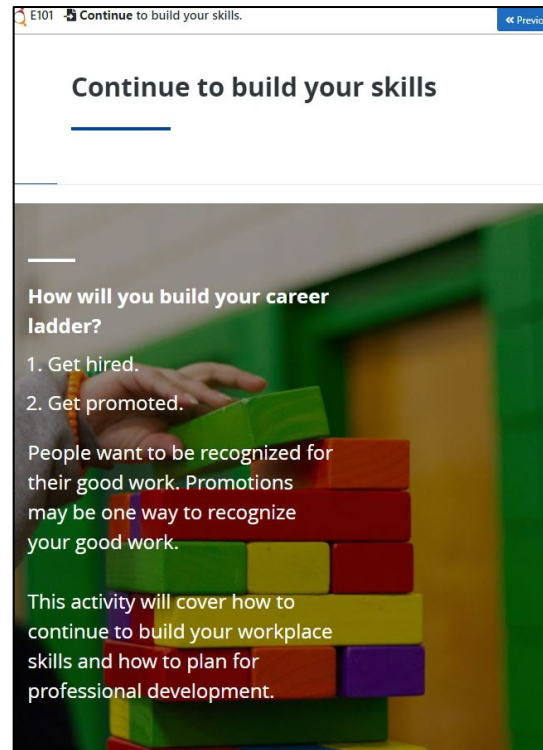
### Activity Steps:

1. **Learn**
  - a. How to continue building soft skills in the workplace.
  - b. How to plan for professional development.
2. **Complete** activity. Customers will update the dates on the step titled "Be ready for your next move."

**Duration** – 5-20 Minutes

### More Resources:

- [Soft Skills Required](#)
- [Career Advancement](#)



- Update the step for your Career Plan by:
- Add a date you want to begin.
  - Add a date you plan to finish.
  - Enter number of hours you plan to work on your step.
  - Enter additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the Update button.

# Skills for Success Unit

## Lesson 3C3: Volunteer



### Learn

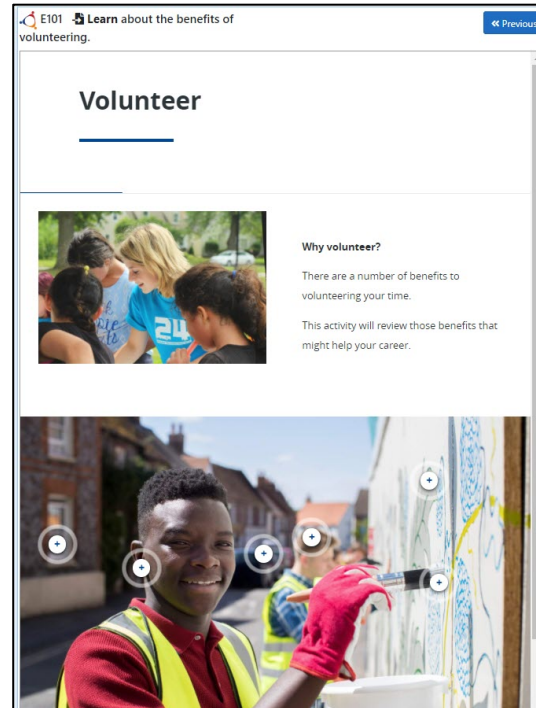
#### Activity Steps:

1. **Learn** the benefits of volunteering.
2. **Identify** opportunities to volunteer in your community (Examples: church, YMCA, food pantry, homeless shelter, or other social service agencies).
3. **Complete** activity by the customer updating Career Plan dates on the step "Get skills, experience, and network by being a volunteer." Make Notes in Steps 1-3 of volunteer agencies/activities in your community that interest you.

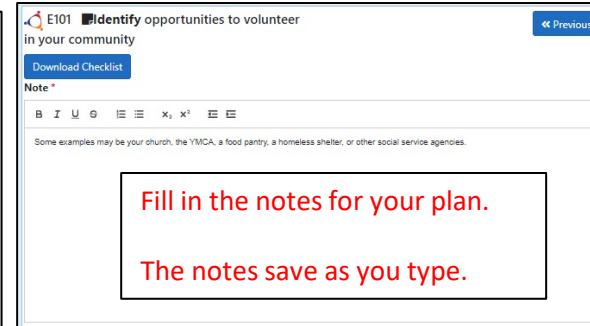
**Duration** – 5-15 Minutes

#### More Resources:

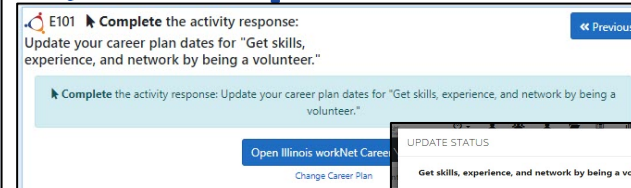
- [Benefits of Volunteering](#)
- [Volunteer Opportunities in Your Community](#)
- [Job Search Plan \(PDF\)](#)



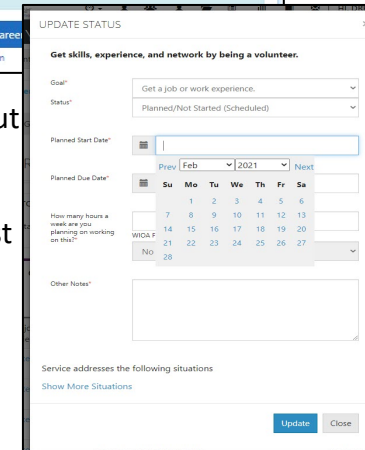
### Note



### Complete



Add notes in steps about 1-3 volunteer agencies or activities in your community that interest you.



- i** Update the step for your Career Plan by:
- Add a date you want to begin.
  - Add a date you plan to finish.
  - Enter number of hours you plan to work on your step.
  - Enter additional notes.
  - Update Status to Started/Open when you add a date.
  - Click the **Update** button to return to the learning module.

# ● ● ● Skills for Success Unit

## Lesson 3C4: Quiz

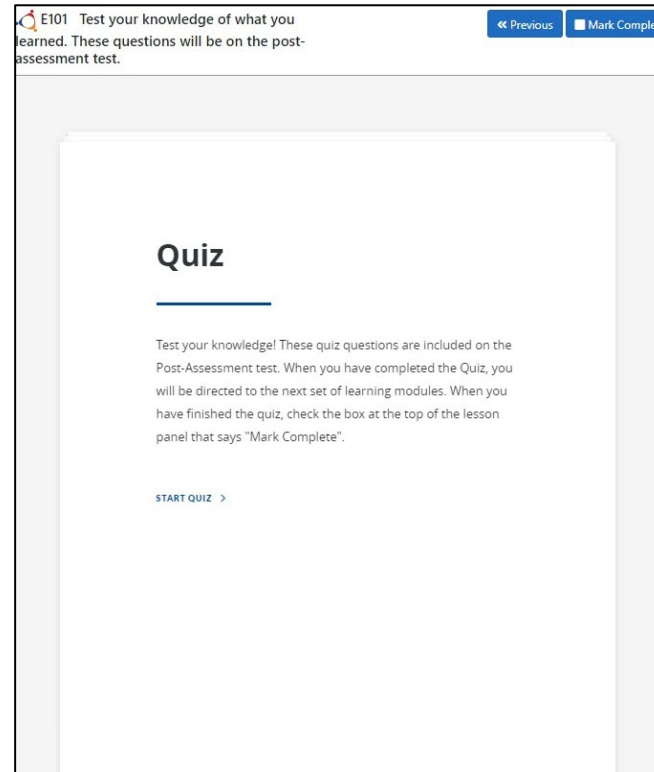


### Complete

#### Activity Step:

Test your knowledge of what you learned. These questions will be on the Post-Assessment test.

Duration – 5 Minutes



After answering the question, the correct answer will be given.

Mark the box at the top of the lesson panel that says "Mark Complete" when the quiz is finished.

# ● ● ● Skills for Success Unit

## Lesson 3C4: Quiz



IwnProfiles Home

# E101: PREPARE A JOB SEARCH PLAN

« Previous   Menu ▾   Next »

## Skills for Success

- 1.  Violence prevention and awareness
- 2.  Continue to build your skills
- 3.  Volunteer
- 4.  [Test your Knowledge](#)

## Activity Steps

1. [Test your knowledge of what you learned. These questions will be on the post-assessment test.](#) ✓

**Congratulations!** You have completed all of the learning modules in E101. You have equipped yourself with some great knowledge to help you plan your career, job search, and how to achieve success when you land your next job! It is time now to take the Post Assessment to show how much you have learned in E101!

[Take the Post Assessment](#)

**Congratulations!** You completed all the learning modules in E101. You equipped yourself with great knowledge to help you plan your career, job search, and how to achieve success when you land your next job! It is time to take the Post Assessment to show how much you have learned in E101!

Once you earn a score of 70% or better, you will be able to download your Certificate of Completion and your digital badge.



# Post-Assessment

## Certificate and Badge

# POST-ASSESSMENT



### Post-Assessment

\* - Required [Return to Assessments](#)

1. When you are exploring career choices, it's important to think about: \*

- The training you might need to get the job you want
- Whether the job is a good match for your personal interests
- Whether there are jobs like that around
- All of the above

2. Your resume tells employers about:

- Your work and education
- What you like to do
- The jobs you are applying for
- All of the above

3. Which type of resume is best for you?

- Chronological Resume
- Functional Resume
- Combination Resume
- None of the above

4. When you are applying for a job, it's fine to post this kind of personal information on websites:

- Your social security number
- Your personal opinions and photographs

### Post-Assessment

You answered 23 of 25 correct for a score of 92%.

\* - Required

1. When you are exploring career choices, it's important to think about: \*

- The training you might need to get the job you want
- Whether the job is a good match for your personal interests
- Whether there are jobs like that around Your Answer. (Incorrect) [Go to Employment 101 for more explanation](#)
- All of the above Correct Answer.

## Step 3. Take Post-Assessment

### Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take the test until you score at least 70%

### Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

*The Post-Assessment is required for users to earn the certificate or digital badge.*

After taking the Post-Assessment, answers marked incorrectly will show with a link to the learning module where more information about the question is found. Users have a list of the assessments taken and may click the “View Results” to see incorrect answers.

Users can retake the Post-Assessment as many times as necessary to score 70% or better. This equals 18 correct answers.

Notes Assessments **Employment 101**

### Assessments will be listed here

Assessment Type	Score	Date Taken	View Results
Pre-Assessment	40	8/19/20	<a href="#">View Results</a>

# CERTIFICATE & DIGITAL BADGE



Complete the E101 Guide, and score 70% on the Post-Assessment to earn a Certificate of Completion and a digital badge to use on your online or print profiles.




# Natasha's Dashboard

My Tools


My Assessments


Partner Tools

 Settings

Update My Profile


Change Password

Update - News  
Subscription Settings 

 Message and Notes

4 Messages

16 Notes

 Employment 101

Employment 101 Plans  
Guide

Pre-assessment - 92%


Post-assessment - 96%

Certificate of Completion

Your Guide To Prepare:

- ★ A Career Plan
- ★ A Job Search Plan

To

 Achieve Your Goals

 Careers

Explore Careers


CNC Operator  
Truck Driver  
Material Handler

[See All](#)


 Training

Explore Training

Start exploring training and bookmark programs that interest you.

 Career Plan

Illinois workNet

 Resume Builder

Resume Builder | Guide

Cover Letter Saved

Interview Practice Saved


Resume Saved

Assessments Saved

Portfolio Saved

Website Saved

Are your saved items not checked? [Next Steps](#)

 Job Search Organizer

Find Jobs

Saved Job Openings - 4

Applied to Jobs - 3

Job Interviews - 2

[See All](#)

My Bookmarked Jobs



Once the E101 Guide is finished, users take the Post-Assessment test.

If the score is 70% or above, they achieve a Certificate of Completion.

The certificate can be printed or added to the user's Career Plan

After the guide is completed, you have access to learning modules at any time by returning to your Illinois workNet Dashboard.



# COMPLETE YOUR EMPLOYMENT 101 GUIDE

[Return to Steps](#)

[Reset Guide](#)

## Guide Overview

- This guide includes steps and activities - [Learn how each section is set up.](#)
- As you complete the steps and activities your information will be saved in Career Plan Tools - [Learn about your Career Plan Tool dashboard.](#)
- You can share your saved results if you are working with an instructor or advisor - [Learn how you can use this tool with your advisor](#)
- Complete the post-assessment. You can earn your certificate of completion - [Learn how to access your certificate.](#)

*Congratulations!* You've completed the Employment 101 guide.

[Return to the Steps and complete the Post-Assessment](#)

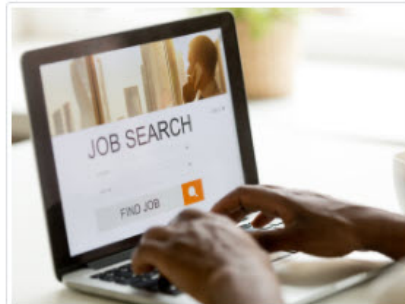
### 1. Prepare a Career Plan



Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

- ✓ Explore Careers
- ✓ Explore Training
- ✓ Get Qualified

### 2. Prepare a Job Search Plan

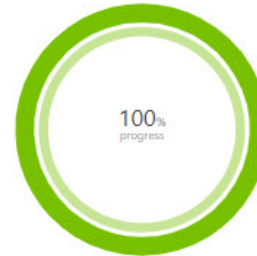


Organization and preparation are key factors to finding a job. Start preparing today.

- ✓ Get Prepared
- ✓ Find Jobs

## My Overall Progress

8 / 8 Modules Completed



### 3. Achieve Your Goals



Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.

- ✓ Start a Job
- ✓ Financial Literacy
- ✓ Skills for Success



After completing the entire E101 Guide, navigate through learning modules in any order.

Reset the guide to begin again.

Return to the Steps.

Access the Post-Assessment.