

# Employment 101: Tools to Reach Training and Employment Goals

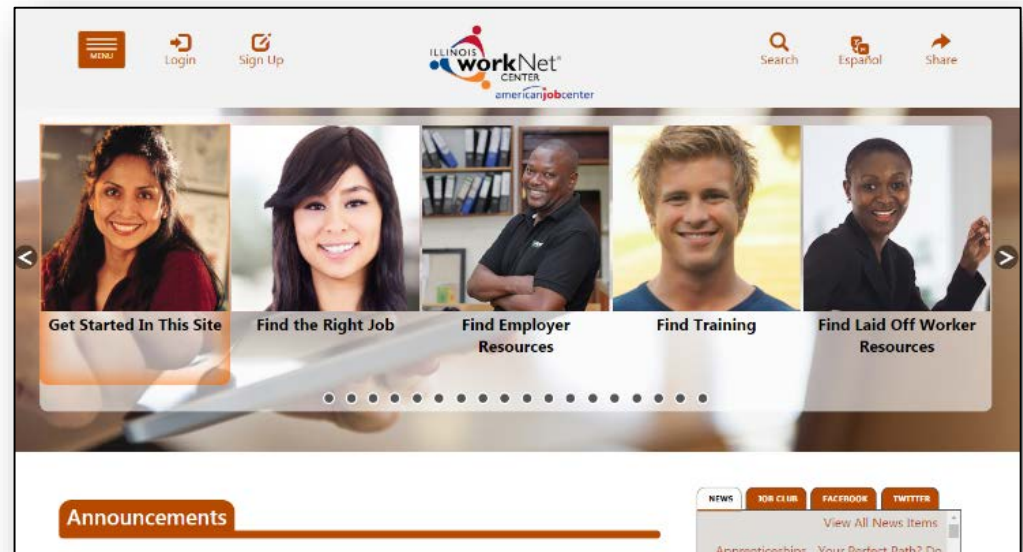
March 6, 2018

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# ILLINOIS WORKNET: BENEFITS FOR CAREER AND TECHNICAL EDUCATION STUDENTS AND PROVIDERS

- Students can access resources and tools to help them explore careers, training, and the skills needed to reach their training and employment goals.
- Providers have access to the same resources and tools. Plus, they have instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.
- All of these resources are FREE.



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# EMPLOYMENT 101: TOOLS TO CAREER GOALS

Employment 101



**Demonstrate Student Tools**



**Supporting Classroom Resources**



**Live Polling Question & Discussion**

Customer Support Center



**Demonstrate Partner Tools**



**Live Polling Question & Discussion**



**Next Steps**



# GUIDANCE & PERSONALIZED TOOLS FOR STUDENTS



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# EMPLOYMENT 101: GETTING STARTED

Students need to have an Illinois workNet account.



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## STEP ONE

Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and sign up for an Illinois workNet account.



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## STEP TWO

Verify your Illinois workNet account via email.



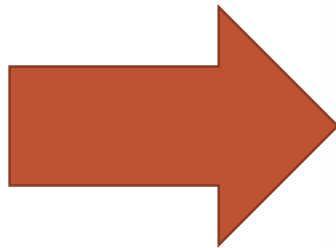
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## STEP THREE

Go to My Dashboard and select Employment 101.

# EMPLOYMENT 101: GETTING STARTED

Available on their My Dashboard.




The screenshot shows a user's dashboard titled "Al's Dashboard". At the top, there are two tabs: "My Tools" and "My Assessments". The dashboard is divided into several sections:

- Settings:** Includes links for "Update My Profile", "Change Password", and "Update - News Subscription Settings".
- Messages:** Shows a notification for "4 Messages".
- Career Plans:** Features a "CYEP" dropdown menu.
- Employment 101 (Highlighted):** Contains a "Your Guide To Prepare:" section with a list of items: "A Career Plan" and "A Job Search Plan". Below this is a "To" section with "Achieve Your Goals". On the left, there are checkboxes for "Pre-assessment - None", "Post-assessment - None", and "Certificate - None".
- My Bookmarks:** Includes an "Add New" button.
- Resume Builder:** Features a "Resume Builder" button and a "Guide" button. Below are checkboxes for "Cover Letter Saved", "Resume Saved", "Interview Practice Saved", and "Assessments Saved".
- Job Search:** Includes a "Job Search" button and a "My Bookmarked" section.

# EMPLOYMENT 101: STEP BY STEP APPROACH

...to develop a roadmap to reach career goals.



## Career Readiness: Employment 101 Guide

1. Take Pre-Assessment	2. Complete Guide	3. Take Post-Assessment	4. Download Certificate
<p>You have taken the Pre-Assessment and received a score of 92% correct.</p> <p>Overview:</p> <ul style="list-style-type: none"><li>• 25 multiple choice questions</li><li>• Not a timed assessment</li><li>• Take it only once</li><li>• This assessment is graded but the grade is not counted against you</li></ul> <p>Topics Covered:</p> <ul style="list-style-type: none"><li>• Career Exploration</li><li>• Training Program Exploration</li><li>• Workplace Skills</li><li>• Job Search Skills</li><li>• Goal Setting</li><li>• Violence Prevention and Awareness</li></ul>	<p><b>Employment 101 Guide</b></p> <p>Overview:</p> <ul style="list-style-type: none"><li>• Follow the steps to develop a Career Plan and Job Search Plan</li><li>• Use the resources to create a resume and portfolio</li></ul> <p>Planning Tools:</p> <ul style="list-style-type: none"><li>• Skill and Interest Results</li><li>• Career and Training Research</li><li>• Resume &amp; Portfolio Builder</li><li>• Job Search Organizer</li><li>• Achieve Your Goals Notes</li><li>• S.M.A.R.T. Plan</li></ul>	<p><b>Post-Assessment</b></p> <p>You have taken the Post-Assessment and received a score of 96% correct. You can take the Post-Assessment again and the higher score will be kept.</p> <p>Overview:</p> <ul style="list-style-type: none"><li>• 25 multiple choice questions</li><li>• Not a timed assessment</li><li>• Unlimited number of attempts</li><li>• Highest score is saved</li><li>• Score 70% or higher to earn a Certificate of Completion</li></ul> <p>Topics Covered:</p> <ul style="list-style-type: none"><li>• Career Exploration</li><li>• Training Program Exploration</li><li>• Workplace Skills</li><li>• Job Search Skills</li><li>• Goal Setting</li><li>• Violence Prevention and Awareness</li></ul>	<p><b>Certificate of Completion</b></p>



# EMPLOYMENT 101: PRE & POST ASSESSMENTS

## STUDENTS:

ACCESS THROUGH THEIR ACCOUNT.

### 1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 28% correct.

#### Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- This 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

### 3. Take Post-Assessment

#### Post-Assessment

#### Overview:

- 25 multiple choice questions
- Not a timed assessment
- Unlimited number of attempts
- 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

## INSTRUCTORS:

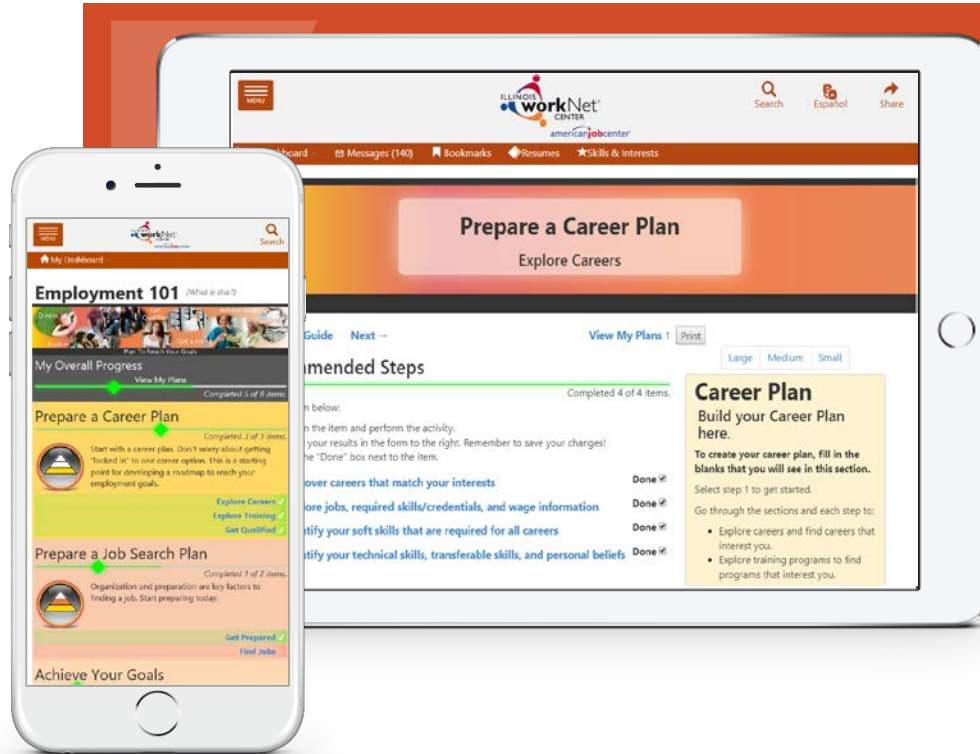
VIEW RESULTS IN THE CUSTOMER SUPPORT CENTER.

### TELGER (PA), NATASHA

Quick Info	Private Profile	Groups	Details	Assessments	Optimal Resume
<b>workNet ID</b> 957	Assessments				
<b>Is Active</b> Yes	View saved results or complete an assessment for the customer. Illinois workNet access as well as partner initiated assessments. <a href="#">Learn more</a>				
<b>Joined</b> 12/14/2005	<b>SKILLS AND INTERESTS</b>				
<b>Role</b> Workforce Professional	<b>DISABILITY BENEFITS ESTIMATOR</b>				
<a href="#">Reset Password</a> <a href="#">Send Message</a>	<b>EMPLOYMENT 101</b>				
	Pre-Assessment Taken: 92% on 7/17/2015				
	Post-Assessment Taken: 96% on 7/17/2015				
	<a href="#">Download Certificate of Completion</a> <a href="#">Employment 101 Guide Plans</a>				
	<b>NOCTI RESULTS</b>				
	<b>OBSERVATIONAL EVALUATION</b>				
	<b>WORKSITE EVALUATION</b>				



# EMPLOYMENT 101: THE GUIDE



## INSTRUCTOR GUIDES AVAILABLE:

- Prepare a Career Plan
- Prepare a Job Search Plan

## STEPS WITH INTEGRATED RESOURCES:

- Articles
- Searches
- Tools
- Videos
- Link to View Plans

## SIDE BAR FOR:


- Career Planning
- Job Search Records
- Goals and Notes

# EMPLOYMENT 101: INTEGRATED TOOLS


## Skills and Interest Survey

### STUDENTS COMPLETE CAREER CLUSTER INVENTORY.













**Career Cluster Inventory**



Rate 80 activities as like very much, like, dislike, or not sure.  
**Results:** Provides a graph indicating how your interests match up to each career cluster area.

Duration :  5-25 minutes

### STUDENTS AND INSTRUCTORS CAN VIEW RESULTS

Career Clusters		Score
<a href="#">Arts, Audio/Visual Technology, and Communications</a>		10
<a href="#">Transportation, Distribution, and Logistics</a>		10
<a href="#">Finance</a>		9
<a href="#">Government and Public Administration</a>		9
<a href="#">Law, Public Safety, Corrections, and Security</a>		9
<a href="#">Business Management and Administration</a>		8
<a href="#">Hospitality and Tourism</a>		8
<a href="#">Information Technology</a>		8
<a href="#">Manufacturing</a>		8
<a href="#">Science, Technology, Engineering, and Mathematics</a>		8
<a href="#">Education and Training</a>		7
<a href="#">Marketing</a>		6
<a href="#">Architecture and Construction</a>		5
<a href="#">Health Science</a>		5
<a href="#">Human Services</a>		5
<a href="#">Agriculture, Food, and Natural Resources</a>		4

Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.


# EMPLOYMENT 101: INTEGRATED TOOLS



# Research Careers, Wages & Trends


Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

Search  Search




**AGRICULTURE**  
FOOD & NATURAL  
RESOURCES

Agriculture, Food, and Natural Resources




**ARCHITECTURE**  
& CONSTRUCTION

Architecture and Construction




**ARTS, AUDIO/VISUAL  
TECHNOLOGY, DESIGN &  
COMMUNICATIONS**

Arts, Audio/Visual  
Communi




**BUSINESS  
MANAGEMENT &  
ADMINISTRATION**

Business Management and Administration



**EDUCATION  
& TRAINING**

Education and Training




**FINANCE**

Finan


## STUDENTS


- 
Explore Options In Career Pathways
- 
Learn About Wages, Job Opportunities, Working Conditions, Required Skills & More
- 
Learn About Required License/Certification and Training Programs





### Administrative Assistants

Career Clusters > Business Management and Administration > Administrative Assistants >

 Job Facts & Wages

 Skills & Training

 Find Jobs & Information

 Occupation is in demand for the following regions: **Northern Stataline**

#### Administrative Assistants - At a Glance

Secretaries perform a variety of clerical and administrative duties needed to run an office.

Quick Facts: Secretaries	
Wages	Earn \$34,190 per year
Employment	Very large occupation
10 Year Growth	More slowly than average
Annual Openings	Very High

#### Preparation

A secretary typically needs to:

- have a high school diploma or equivalent
- complete short-term, on-the-job training

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#### Working Conditions

In a typical work setting, secretaries:

# EMPLOYMENT 101: INTEGRATED TOOLS

## Research Training

### WIOA APPROVED TRAINING PROGRAMS

Start Your Search

Search Type and Mode  
**Training Programs** Search

Local Workforce Innovation Area  
Select an LWIA... Keywords

Job Family and Related Occupations  
Select a Job Family... Select a Job Family to view Occupations

City or Zip Code  
City or Zip Code Within 10 Miles Page Size 25 Results per page

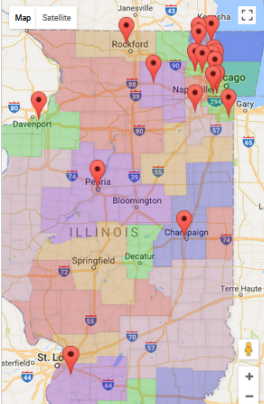
Training Program Type  
Select a Program Type... Sort Order Alphabetical

Search Reset Export Select up to 3 results to compare Glossary

Found 4650 results

**.NET Programming Cert 22CQ**  
College of Lake County  
19351 W. Washington Street, Grayslake, IL 60030  
Map it  
Cost: **\$3,560.00**  
Time: **32 weeks / 300 hours**  
Goal: **Industry Recognized Certification**  
Training Program Type: **Vocational**  
No performance data available.

**04 Certification with Preschool Special Education Approval**  
Northern Illinois University  
DeKalb Main Campus, Normal Rd., DeKalb, IL 60115  
Map it  
Cost: **\$6,848.00**  
Time: **32 weeks / 192 hours**  
Goal: **Other**  
Training Program Type: **Vocational**  
No performance data available.



### PUBLIC & PRIVATE TRAINING PROGRAMS\*

Search for Programs Below

Search Type  
**Public & Private Programs**

City/ZIP  
City or ZIP Code Radius 10 Miles

County  
Select County

Keyword  
Program or School Keyword

Job Family  
Select a Job Family...

Search Clear Export

Mode  
**Search**

Local Workforce Innovation Area  
Select LWIA

Economic Development Region  
Select Region

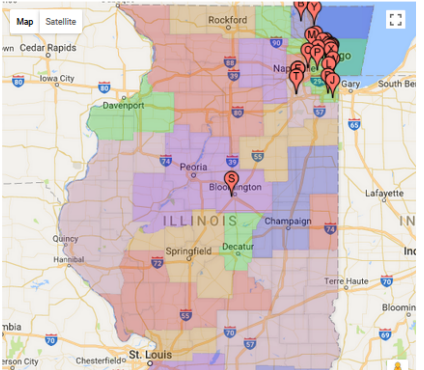
Page Size  
25 Results per page

Select a Job Family to view Occupations

Records 1 to 25 of 11237 Results

**.Net & Gaming Development Fundamentals Course**  
Joseph Business School, The  
7600 West Roosevelt Road Forest Park, IL 60130  
Map it  
Type of School: **Business**  
Provider Type: **Private**  
Degrees Offered: **Certificate of completion**

**.NET Programming**  
College of Lake County  
Institutional Effectiveness, Planning, and Research, 19351 West Washington Street B200 Grayslake, IL 60030  
Map it  
Type of School: **2-year college**  
Provider Type: **Public**  
Degrees Offered: **Certificate, Associate**



\*Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

# EMPLOYMENT 101: INTEGRATED TOOLS

## Guides



Job Skills Guide

Digital Literacy Guide

Resume Writing Guide

Social Media Guides



You will notice some of the skills below have the Illinois Essential Employability Skills icon. These skills have been identified as required to be successful in all industries in Illinois.

# EMPLOYMENT 101: INTEGRATED TOOLS

## Find Jobs

The screenshot shows the 'ILLINOIS WORKNET' website with a navigation bar and a main content area. The 'RESUMES' section is highlighted, showing options to 'Create New Resume', 'Manage Your Resumes', 'LETTERS', 'PORTFOLIOS', 'ASSESSMENTS', 'INTERVIEWS', and 'VIDEO RESUMES'. Each section has a 'Create' button and a 'Manage' button. The 'RESUMES' section lists three resumes: 'August 2nd 2016', 'Latest Resume', and 'LP Resume', each with a 'Delete' button.

Resume Builder

The screenshot shows the 'Illinois workNet JobFinder' website. It features a search bar with 'Keywords', 'Search Radius', and 'Location' fields. Below the search bar, there are search options and a list of job listings. The first listing is for 'Customer Service' at 'Town and Country Services - Tonic, IL', posted 22 days ago. The second listing is for 'Residential Service Plumber' at 'Town and Country Services - Tonic, IL', posted 88 days ago. The third listing is for 'Valid Driver's License' at 'College of Lake County - Illinois', posted 5 days ago. A map of Illinois is visible on the right side of the page.

JobFinder

The screenshot shows the 'Illinois JobLink' website. It features a header with the 'ILLINOIS workNet CENTER' logo and navigation links. The main content area is titled 'How Can Illinois JobLink Help You?' and includes a video player with the title 'Introduction to Illinois J...'. Below the video, there is a section for 'Individuals' and 'Employers' with detailed information about the service. The date 'March 12, 2018' is displayed at the bottom of the main content area.

Illinois JobLink



# EMPLOYMENT 101: CERTIFICATE OF COMPLETION

## Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha r Telger (PA)

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

7/17/2015

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication  
Maintaining Professionalism  
Solving Problems and Critical Thinking  
Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior  
Maintaining Interpersonal Relationships  
Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration  
Finding Training Programs to Qualify for Careers  
Setting Goals

Applying for Jobs  
Interviewing  
Networking



# EMPLOYMENT 101: SUPPORTING RESOURCES

- Guide for Using Employment 101 Customer Guide (PDF)
- Employment 101 Overview for Customers (PDF)
- Employment 101 - Career Plan Instructor Guide (PPT)
- Employment 101 - Job Search Plan Instructor Guide (PPT)

<https://www.illinoisworknet.com/partners/Pages/Assessments.aspx>

**ILLINOIS workNet CENTER**  
ameriCareJobcenter

**Purpose:** Employment 101 is a guided approach that includes help you reach your training and employment goals. The purpose of the Employment 101 is to help you learn the skills and information you need to succeed during the guided process and to unlock your certificate.

**Topics Covered:**

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

**Available Assessments:**

- **Pre-Assessment**
  - What to Expect: Complete 25 multiple choice questions in 15-20 minutes.
  - Results: This assessment is graded, but the score is not a timed assessment.
- **Post-Assessment**
  - What to Expect: Complete 25 multiple choice questions in 15-20 minutes.
  - Results: This assessment is graded. Once completed, this certificate can be added to your resume and portfolio.

**Certificate:**

- Career Development Certificate
  - Add it to a portfolio.
  - List it on a resume.

**Steps:**

1. Log into your Illinois workNet account and go to your profile page.
2. Complete the Employment 101 pre-assessment, plan assessment.
3. You can review saved results by going back to Employment 101.

**Guide for Using Employment 101 Pre/Post-Assessments**

## Employment 101

### Plan to reach your employment goals.

**Inside Employment 101**

- A pre-assessment to check your current knowledge (but it isn't required)
- A guided approach, resources, and planning tools
  - Career and Training Research
  - Job Search Organizer
  - Achieve Your Goals Notes
  - S.M.A.R.T. Plan
- A post-assessment to check what you have learned and to unlock your Illinois workNet Certificate of Completion
- An Illinois workNet Certificate of Completion to add to your resume and portfolio

**Use A Guided Approach**

Follow simple steps that:

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

This means that you:

- Are not overwhelmed with too much information at one time.
- Know exactly which field to complete in the planning tools.
- Can access all the information you need in one place.

**Get Started**

1. Go to [www.illinoisworknet.com/employment101](http://www.illinoisworknet.com/employment101)
2. Log into your Illinois workNet account or sign up.
3. Select "My Dashboard"
4. Select the link to your Employment 101 Guide.

**The Process**

1. Take the pre-assessment.
2. Complete the Employment Guide.
3. Take the post-assessment.
4. Download the Certificate of Completion and add it to your resume and portfolio.

**When You Return**

5. Update your plans as they evolve.
6. Use the tools to organize your job search.
7. Track your job search progress.

[www.illinoisworknet.com/employment101](http://www.illinoisworknet.com/employment101)

**Career & Training Research**

**S.M.A.R.T. Plan**

**Employment 101 Instructor Guide**  
Preparing a Career Plan

This workforce product was funded by a grant awarded by the U.S. Department of Labor, Office of Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the views or opinions of the U.S. Department of Labor. The Department of Labor reserves the right to disseminate or otherwise use or reuse the product in any form without limitation. This product is copyrighted by the grantee and may not be reproduced or transmitted in any form or by any means electronic, mechanical, photocopying, recording, or by any information storage and retrieval system without the prior written permission of the grantee.

**Jobs Job Search Organizer**

**S.M.A.R.T. Plan**

**Employment 101 Instructor Guide**  
Preparing a Job Search Plan

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The Illinois workNet Center System, an American Job Center, is a federal opportunity employment program. Funding and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TDD/VOIP equipment by dialing (773) 526-3344 ext 211. 4/2015 US

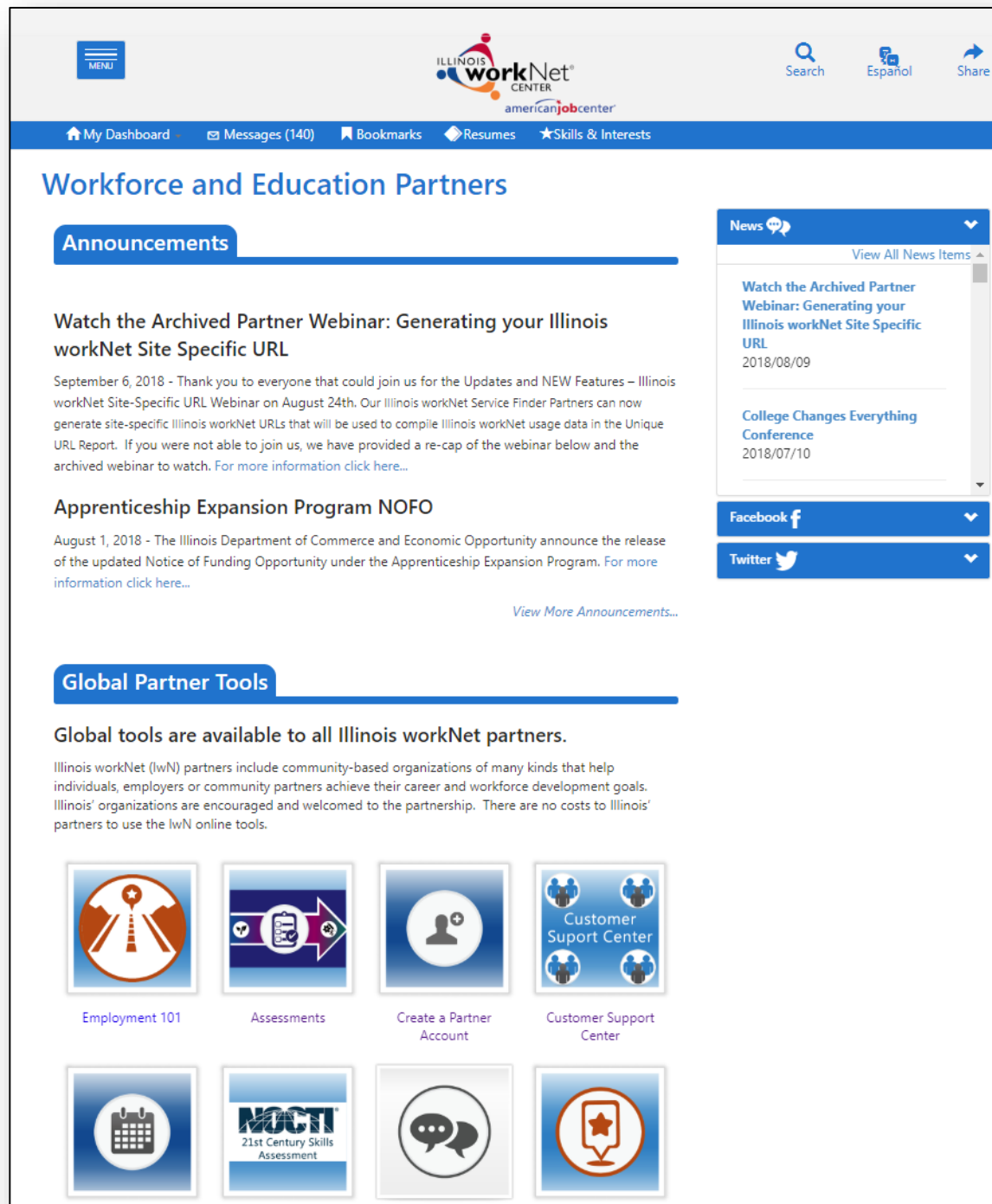
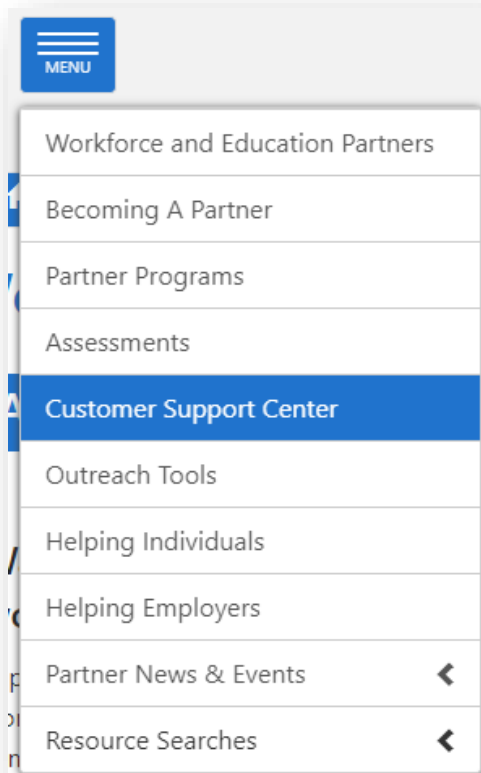


# GUIDANCE & PERSONALIZED TOOLS FOR PARTNERS



# PARTNER TOOLS:

[www.illinoisworknet.com/partners](http://www.illinoisworknet.com/partners)



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# CUSTOMER SUPPORT CENTER: **GETTING STARTED**

Partners need to have an Illinois workNet partner account.



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## STEP ONE

Go to  
[www.illinoisworknet.com](http://www.illinoisworknet.com)  
and log into your Illinois  
workNet account.



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## STEP TWO

Go to My Dashboard and  
select Partner Tools.



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## STEP THREE

Invite students to join your  
Customer Support Center group.  
When they accept the invitation,  
they are immediately added to  
your group.

<https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>

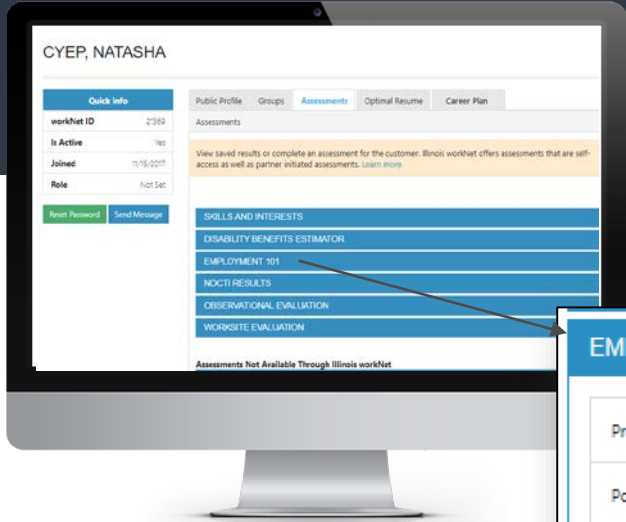


# CUSTOMER SUPPORT CENTER: PARTNER TOOLS

View Student Employment 101 Results

### ASSESSMENT TAB

- View student skills and interest results.
- View Employment 101 assessment results, plans, and certificate of completion.



### EMPLOYMENT 101

Pre-Assessment Taken: 92% on 7/17/2015

Post-Assessment Taken: 96% on 7/17/2015

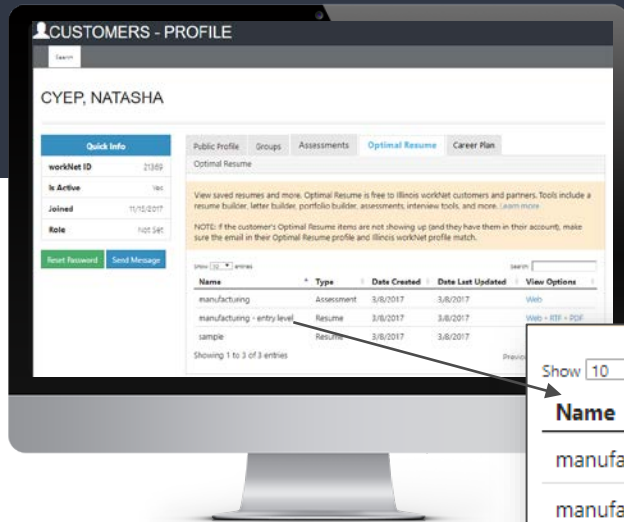
[Download Certificate of Completion](#) [Employment 101 Guide Plans](#)

# CUSTOMER SUPPORT CENTER: PARTNER TOOLS

View Student Employment 101 Results

## OPTIMAL RESUME TAB

- View student saved resumes, cover letters, interview practice, assessments, and webpages.



Show  entries

Search:

Name	Type	Date Created	Date Last Updated	View Options
manufacturing	Assessment	3/8/2017	3/8/2017	<a href="#">Web</a>
manufacturing - entry level	Resume	3/8/2017	3/8/2017	<a href="#">Web</a> - <a href="#">RTF</a> - <a href="#">PDF</a>
sample	Resume	3/8/2017	3/8/2017	<a href="#">Web</a> - <a href="#">RTF</a> - <a href="#">PDF</a>

Showing 1 to 3 of 3 entries

Previous  Next

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 **HOME:** <https://www.illinoisworknet.com/>

 **EMAIL:** [info@illinoisworknet.com](mailto:info@illinoisworknet.com)

 **MORE INFO:** [www.illinoisworknet.com/ExploreCareers](http://www.illinoisworknet.com/ExploreCareers)



FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



GOOGLE+



PINTEREST

