

Purpose: Employment 101 is a guided approach that includes assessments, articles, planners, and other resources to help you reach your training and employment goals. The purpose of the Employment 101 Pre-Assessment is to check your knowledge, but it is not required. The purpose of the Employment 101 Post-Assessment is to check what you learned during the guided process and to unlock your certificate of completion.

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. This online assessment is taken only once. It is not a timed assessment.
- Results: This assessment is graded, but the grade is not counted against the customer.



• **Post-Assessment**

- What to Expect: Complete 25 multiple choice questions. This online assessment is not timed. It can be taken an unlimited number of times, but only the highest score is saved in the customer’s account.
- Results: This assessment is graded. Once customers score 70% or higher, they earn their certificate of completion. This certificate can be added to their portfolios.

Certificate:



• **Career Development Certificate**

- Add it to a portfolio.
- List it on a resume.

Steps:	Find It Here: https://www.illinoisworknet.com/
1. Log into your Illinois workNet account and go to your My Dashboard. Complete the Employment 101 pre-assessment, plans, and post-assessment.	My Dashboard
2. You can review saved results by going back to Employment 101 in your My Dashboard.	My Dashboard
3. If you are working with a career planner, you can allow them to view your information. This will allow them to provide feedback as well as suggest steps to take next. Use the Illinois workNet Service Finder to find a career planner near you.	Network & Connect

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. 11/2019 v7