



Using Illinois workNet® Resources

www.illinoisworknet.com

May 16, 2018

Illinois workNet[®]

Benefits for Students, Job Seekers and Providers:

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





Explore Careers



- Skill & Interest Surveys
- Careers, Wages & Trends
- Demand Occupations
- Employment 101
- Labor Market Information
- Planning for the Future
- Career Exploration Videos
- Career Exploration Resources



Training & Credentials



- WIOA Approved Training Programs
- Public & Private Training Programs
- Apprenticeship Opportunities
- Adult Education Opportunities
- Employer-Based Training Programs
- Planning & Financing Training
- Training & Financial Aid Videos
- Training & Financial Aid Resources



Qualify for Jobs



- Job Skills Guides
- Digital Literacy Guides
- Resume Writing Guide
- Marketing Your Skills
- Job Qualification Videos
- Job Qualification Resources



Individual Resources and Tools to Prepare a Career Plan

Connect to online and in-person resources, tools and programs.



Individual Resources and Tools to Find Jobs

Job Openings & Recruiting ▾

- Illinois workNet JobFinder
- Illinois JobLink
- Featured Employers
- Start a Business
- Hiring for Employers
- Employer Hiring Credits
- Employment & Hiring Planning
- Job Searching & Hiring Videos
- Employment & Hiring Planning Resources

Network & Connect ▾

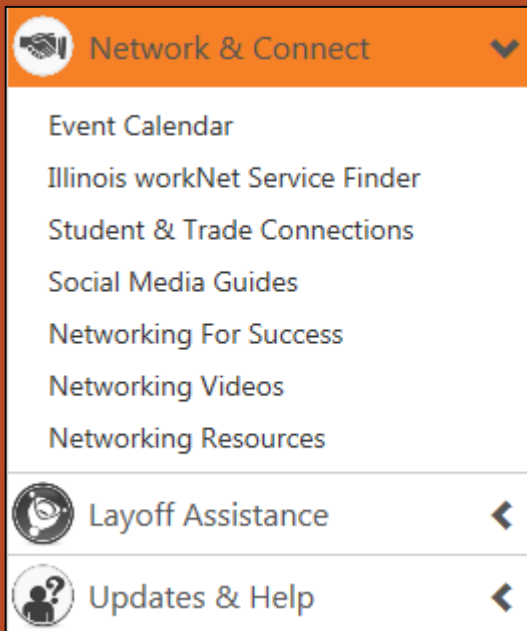
- Event Calendar
- Illinois workNet Service Finder
- Student & Trade Connections
- Social Media Guides
- Networking For Success
- Networking Videos
- Networking Resources

Layoff Assistance ▾

- Company Layoff Search
- Layoff Assistance Guide
- Rapid Response Layoff Reporting & Services
- WARN Reporting & Services
- Trade Layoff Reporting & Services
- Layoff Assistance Videos
- Layoff Assistance Resources

Individual Resources and Tools to:

- Find Support Services
- Manage Your Work Success



Personalized Student Tools

Illinois workNet offers a variety of personalization tools in My Dashboard.

This is an area where users can:

- Access their Employment 101 guide.
- Track their career and job search plans.
- Get messages.
- Access their resume and portfolio.
- View assessment results.

The screenshot displays the 'My Dashboard' interface for Illinois workNet. At the top, there are navigation tabs for 'My Tools', 'My Assessments', and 'Partner Tools'. The dashboard is organized into several sections:

- Settings:** Includes links for 'Update My Profile', 'Change Password', and 'Update - News Subscription Settings'.
- Messages:** Shows a notification for '109 Messages'.
- Program Applications:** Features a carousel of application cards, including 'Summer Youth and ...', 'EPIC (Partner)', and 'DEI (Pa...'. A 'VIEW MORE' button is visible.
- Employment 101:** A prominent orange section titled 'Your Guide To Prepare: A Career Plan' and 'A Job Search Plan'. It includes a 'Guide' button and a list of progress items: 'Pre-assessment - None', 'Post-assessment - None', and 'Certificate - None'. A 'Achieve Your Goals' icon is also present.
- Resume Builder:** A blue section with a 'Resume Builder' button and a 'Guide' button. It lists progress items: 'Cover Letter Saved', 'Resume Saved', 'Portfolio Saved', 'Interview Practice Saved', 'Assessments Saved', and 'Website Saved'.
- My Bookmarks:** A white section with a red bookmark icon. It lists 'Architects', 'Taylor Business Institute', and 'Agricultural Extension Agents'. A pagination bar shows '1 2 3 4 5 6 7 8 9' and '3 of 27 See All'. An 'Add New' button is at the bottom.
- Job Search:** A purple section with a magnifying glass icon. It lists 'Part Time Administrative...' and 'Data Recorder (Police De...'. A large purple button labeled 'My Bookmarked Jobs' is on the right.
- Assessments:** A blue section with a document icon. It lists various assessment categories: 'SKILLS AND INTERESTS', 'Disability Benefits Estimator', 'Employment 101', 'NOCTI Results', 'Observational Evaluation', 'Worksite Evaluation', and 'Other Assessments'.



Career Readiness: Employment 101 Guide

Employment 101 is a self-guided, step-by-step approach your students can go through online.

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 92% 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

2. Complete Guide

Employment 101 Guide

Overview:

- Follow the steps to develop a Career Plan and Job Search Plan
- Use the resources to create a resume and portfolio

Planning Tools:

- Skill and Interest Results
- Career and Training Research
- Resume & Portfolio Builder
- Job Search Organizer
- Achieve Your Goals Notes
- S.M.A.R.T. Plan

3. Take Post-Assessment

Post-Assessment

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.

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

4. Download Certificate

Certificate of Completion

Employment 101: Pre & Post-Assessments

Instructor can view results in the Customer Support Center.

Student can access 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

TELGER (PA), NATASHA

Quick Info

workNet ID	957
Is Active	Yes
Joined	12/14/2005
Role	Workforce Professional

Reset Password Send Message

Private Profile Groups Details **Assessments** Optimal Resume

Assessments

View saved results or complete an assessment for the customer. Illinois workNet offers assessments that are self-access as well as partner initiated assessments. [Learn more](#)

SKILLS AND INTERESTS

DISABILITY BENEFITS ESTIMATOR

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

NOCTI RESULTS

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

Assessments Not Available Through Illinois workNet

ENTER MORE ASSESSMENTS

Employment 101: The Guide

Instructor Guides Available:

- Prepare a Career Plan
- Prepare a Job Search Plan

Plan To Reach Your Goals Completed 3 of 8 items.

View My Plans

Prepare a Career Plan Completed 3 of 3 items.

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](#) ✓

Prepare a Job Search Plan Completed 0 of 2 items.

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

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

Achieve Your Goals Completed 0 of 3 items.

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

- [Start a Job](#)
- [Set Financial Goals](#)
- [Practice Skills For Success](#)

Prepare a Career Plan

Explore Careers

[← Back to Guide](#) [Next →](#)

[View My Plans ↑](#) [Print](#)

[Large](#) [Medium](#) [Small](#)

Recommended Steps

Completed 1 of 4 items.

For each item below:

1. Click on the item and perform the activity.
2. Record your results in the form to the right. Remember to save your changes!
3. Mark the "Done" box next to the item.

1. Discover careers that match your interests Done

2. Explore jobs, required skills/credentials, and wage information Done

3. Identify your soft skills that are required for all careers Done

1. Learn about workplace skills that employers require.
 - Read this article: [Attention: Soft Skills Required](#)
 - Go to this webpage: [Job Skills Guide](#)

Career Plan

Build your Career Plan here.

My Saved Careers (Select one)

- CNC
- [Industrial Machinery Mechanics \(current\)](#)
- Air-Conditioning System Mechanics
- Agricultural Engineers
- Disposal Workers
- Academic Deans

[Add a New Career](#)

Steps with Integrated Illinois workNet Resources:

- Articles
- Searches
- Tools
- Videos


Side Bar for:

- Career Planning
- Job Search Records
- Goals and Notes

Link to View My Plans:

- Career and Training Research
- Job Search
- Goals

Employment 101 Integrated Tools: Skills and Interest Surveys

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

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

Interest Profiler



There are 180 activities. Choose if you like, dislike, or are unsure for each activity.

Results: Organizes interests into 6 categories of work.

Duration :  10-20 minutes

SKILLS Profiler



Select 35 skills and group them as very, moderate, or somewhat satisfying.

Results: Lists top 30 occupations that match your skills. Calculates Holland Personality Type.

Duration :  10-20 minutes

Work Importance Locator



Group 20 statements based on how important the work aspect is to you.


Results: Provides scores for 6 work values and occupations for each work value.

Duration :  5-15 minutes

Employment 101 Integrated Tools: Research Careers, Wages & Trends


Search

Search



AGRICULTURE
FOOD & NATURAL
RESOURCES

Agriculture, Food, and Natural Resources




ARCHITECTURE
AND CONSTRUCTION

Architecture and Construction




ARTS, AUDIO/VISUAL
TECHNOLOGY, & COMMUNICATIONS


Arts, Audio/Visual Technology, and Communications



BUSINESS
MANAGEMENT &
ADMINISTRATION

Business Management and Administration






Business Management and Administration

[Return to Career Clusters](#)

- Accounting Clerks**
 Bookkeeping and accounting clerks manage the financial records of companies or clients.
- Adjustment Clerks**
 Customer service representatives work to solve customer complaints.
- Administrative Assistants**
 Executive secretaries assist managers and direct office activities.
- Administrative Assistants**
 Secretaries perform a variety of clerical and administrative duties needed to run an office.



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 Stalene**

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

Working Conditions

In a typical work setting, secretaries:

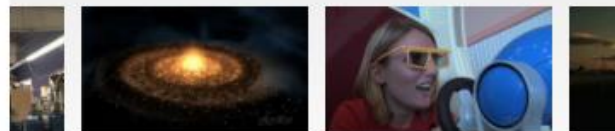
Career Exploration Videos

- Career Exploration videos, covering a wide range of industries, provide a look into the different occupations.
- Students can explore what careers may be a good fit for them and get a better understanding of what to expect in the different careers.

Career Exploration Videos

Career exploration includes looking at different industries you are interested in. However, it also includes exploring the skills and interests you have to find out what careers you may be a good fit for. Watch the first playlist below to learn about exploring careers and interests, setting goals, and planning your career.

Emerging Careers Videos



st Astronomer (Spitzer Science Center) Theme Park Engineer Space

CareerOneStop Career Videos



i-9199.04 - Supply Chain Managers 13-1021.00 - Buyers and Purchasing Agents, Farm Products 11-9121.00 - N. Sciences Mana

Employment 101 Integrated Tools: Research Training

WIOA Approved Training Programs

Start Your Search

Search Type and Mode
 Training Programs

Local Workforce Innovation Area
 Select an LWIA...

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

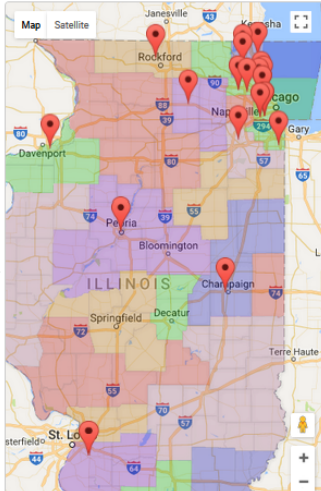
City or Zip Code [Lookup](#)
 City or Zip Code: Within 10 Miles

Training Program Type
 Select a Program Type ...

Found 4650 results

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

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



Public & Private Training Programs*

Search for Programs Below

Search Type
 Public & Private Programs

City/ZIP **Radius** 10 Miles

County
 Select County

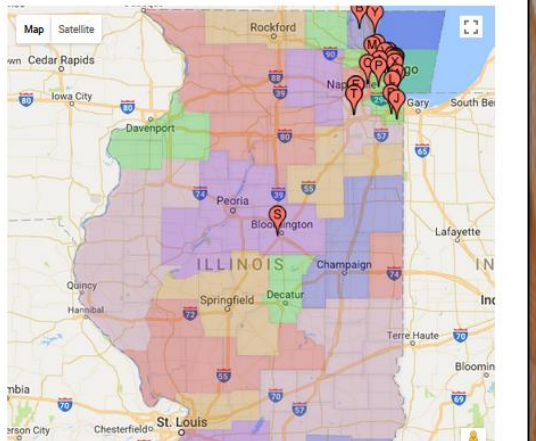
Keyword
 Program or School Keyword

Job Family
 Select a Job Family...

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 Guides

Skills Employers Want

Make sure you have the skills employers want!

Academic skills, technical skills, and workplace "soft" skills provide a solid base for getting into a career. When you are searching for a job, it is important to recognize the skills that you have and include them in your resume and interview. Use those skills to show you are qualified for the job.

To succeed in the workplace, it is important to continue to enhance your skills. You can gain those skills through experience and training. Often, employers provide you with additional technical training. However, it is up to you to demonstrate that you have soft skills, such as a good work ethic and a great attitude.

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.

Learn more about the skills and hear what employers have to say about those skills.



Academic Skills



Mathematics, Reading, Science and Technology, Writing

Technical Skills



Computer Literacy



Industry-wide Technical Skills

Essential Employability Skills/Workplace "Soft Skills"



Attendance and Self-Presentation



Career Advancement



Communications

Digital Literacy Guides

Why Digital Literacy Matters

Computer skills are a just to use digital technology information.¹ These skills specific jobs can vary. Y each category has skills

- Basic – You are just performing basic v
- Intermediate – Yo well as contribute
- Technical Professi systems.

If you are interested in

Social Media Guides

Why Social Media Matters

Social media is her

Whether you are a media to market yo to a 1000 social pl

Illinois workNet so

- benefits of us
- process to de
- steps involv
- reasons why
- ways to netw

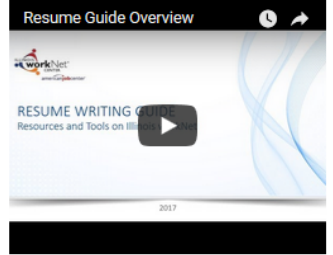
Resume Writing Guide

Prepare Your Resume

A resume is required for most jobs. Employers will look at your resume to get a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a first impression of your skills and abilities. That means it needs to be as perfect as possible.

Writing your resume can be intimidating. That's why breaking it down into chunks can help make it easier to tackle.

Below, you will find four articles on each step in the resume writing process. After this, you can also read about our Resume Builder tools.



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

Resume Builder

The screenshot shows the Illinois WorkNet Resume Builder interface. At the top, there is a header with the Illinois WorkNet logo and the text "ILLINOIS WORKNET" and "Website: http://www.illinoisworknet.com". Below the header, there is a navigation bar with "Home" and "Document Center" links. A blue banner below the navigation bar says "NEW JOB SEARCH TUTORIALS AVAILABLE!" with a "VIEW" button. The main content area is divided into six sections: RESUMES, LETTERS, PORTFOLIOS, ASSESSMENTS, INTERVIEWS, and VIDEO RESUMES. Each section has a "Create New" button and a "Manage Your" section. The RESUMES section shows a list of resumes: "August 2nd 2016", "Lacey Resume", and "LP Resume", each with a "Delete" button. The LETTERS section shows a list of letters: "Bookkeeper" and "March14", each with a "Delete" button. The PORTFOLIOS section shows "No Portfolios". The ASSESSMENTS section shows "No Assessments". The INTERVIEWS section shows "No Interviews". The VIDEO RESUMES section shows "No Video Resumes".

JobFinder

The screenshot shows the Illinois WorkNet JobFinder search interface. At the top, there is a purple banner with the text "Start Your Search". Below the banner, there is a paragraph of text: "A successful job search begins with an overall good job search strategy. Your goal is not to find every job posted on the Internet! Use the Illinois workNet JobFinder to find recent job listings that best fit your skills and interests." Below the text, there are three search criteria: "Keywords:" with a text input field containing "Find using job title, keywords, or company name"; "Search Radius:" with a dropdown menu set to "Only within miles of"; and "Location:" with a text input field containing "City or State or Zip". Below the search criteria, there is a "+ Advanced Search Options" link, a "Search" button, and a "Clear" button. Below the search buttons, there are "Previous" and "Next" buttons. Below the navigation buttons, there is a text label "Job 1 - 10 of 1010 Viewing page 1 of 101". Below the text label, there is a job listing for "Office Manager" with a location pin icon. The job listing text is: "Village of Hoffman Estates - Hoffman Estates, IL", "6 days ago - 10/12/2017 2:22:11 PM", and "Answers inquiries from employees, the general public, and other agencies received in person, by telephone, online, or in writing and refers to appropriate...". To the right of the job listing, there is a map showing the location of Hoffman Estates, IL, with several red location pins.

Illinois JobLink

The screenshot shows the Illinois JobLink banner. On the left, there is a photograph of a person's feet standing on a floor with several white arrows pointing in different directions. On the right, there is a text box with the text "How Can Illinois JobLink Help You? Job Search".

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

Preparing a Resume and Portfolio

Finding Job Openings

Applying for Jobs

Interviewing

Networking

Starting a Job

Managing Money

Gaining Skills for Success

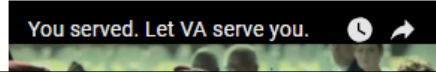
Audience Specific Guides

Audience Specific Guides connect individuals to benefits & services, training, and employment information specific for that audience.

- Veteran Assistance Guide
- Youth Guide
- Disability Employment Guide

Veteran Assistance Guide

There are dedicated programs and services for Veterans nationally and in Illinois. Don't miss out on valuable compensation, benefits, and educational opportunities. Learn how to connect to services in your community, including finding Veteran Service Officers (VSOs) who are an excellent resource to assist you with various



Youth Guide

Find out about the skills employment near you. Whether you are looking to explore careers, find training, or just get resume assistance, this guide can help. With quick and easy steps, you will learn more, gain skills and knowledge, and be prepared for the road ahead. Some of the topics we'll cover include:

- Learn how to tips on netw
- Use all of the military serv
- Find Skills a
- Explore Care
- Find Training
- Start a Resu
- Social Media
- Job Searchin
- Interviewing
- Money Man

Each step will pro step. Get started t Use the Youth Gu

Disability Employment Guide

Use the disabilityworks guide to connect to benefits and services, training, and employment information specific for individuals with disabilities. Whether you are a youth in transition or an adult job seeker the guides can help you reach your career, training and employment goals.

Don't miss out on valuable compensation, benefits, and educational opportunities. You can also use it to connect to services in your community, including finding locations who specialize in serving individuals with disabilities.

Review each category in the Employment Guide or jump to the one that interests you most to get started today.



Connect

Start Here:

- To connect to disability specific assistance,
- Find resources for Health Care, Social Security and more , as well as
- How to use the Illinois Disability Benefits Estimator to determine eligibility options.



Develop

How to Begin:

- Find out how to create and manage your personal budget,
- Learn about Ticket to Work, and
- Ways to save and plan for the future.



Explore

Here's How:

- To discover your skills and interests,
- Find a career field that matches, and
- How to find the right training program near you.



Prepare

Get Started:

- To create and update your resume,
- Prepare to master your job search, and
- The best ways to network and interview to reach your goals.

Customer Support Center

Benefits:

- View student assessment results.
- View Employment 101 plans.
- Complete essential job skill evaluations.
 - Observational Evaluation
 - Worksite Placement
- Help students recover or update their passwords.
- Send messages to your student.
- View their saved resumes and portfolios.

The screenshot displays a user's profile page with the following elements:

- Quick Info:** A sidebar containing user details: workNet ID (957), Is Active (Yes), Joined (12/14/2005), and Role (Workforce Professional). It also includes "Reset Password" and "Send Message" buttons.
- Navigation:** Tabs for "Private Profile", "Groups", "Details", "Assessments" (selected), and "Optimal Resume".
- Assessments Section:** A heading "Assessments" followed by a text box: "View saved results or complete an assessment for the customer. Illinois workNet offers assessments that are self-access as well as partner initiated assessments. [Learn more](#)".
- Assessment Results:** A section titled "EMPLOYMENT 101" containing:
 - Pre-Assessment Taken: 92% on 7/17/2015
 - Post-Assessment Taken: 96% on 7/17/2015
 - Buttons: "Download Certificate of Completion" and "Employment 101 Guide Plans"
- Other Assessment Categories:** Blue bars for "SKILLS AND INTERESTS", "DISABILITY BENEFITS ESTIMATOR", "NOCTI RESULTS", "OBSERVATIONAL EVALUATION", and "WORKSITE EVALUATION".
- Footer:** A blue bar with the text "Assessments Not Available Through Illinois workNet" and a button "ENTER MORE ASSESSMENTS".

More Tools for Partners

- Partner Resources - <http://www.illinoisworknet.com/partners>
- Customer Support Center - <http://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>
- Assessments - <http://www.illinoisworknet.com/partners/Pages/Assessments.aspx>
- Outreach Tools - <https://www.illinoisworknet.com/partners/Pages/outreachttools.aspx>



Visit: www.illinoisworknet.com

Email: info@illinoisworknet.com

Monday – Friday

8:00 A.M. – 4:30 P.M.

Emails are checked and responded to each business day.

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.