# Chicago Career Pathways

# Partner Agency Career Connect User Guide

**August 22, 2019**

# Table of Contents

(To advance to a section, hold the Ctrl key and click on the section heading.)

## Navigation & Dashboard

Welcome to Career Connect. Career Connect is an information management system that will assist in keeping track of referrals, interactions and events. Below you see a snapshot of how Career Connect looks after logging in using your assigned credentials.



These boxes are called "widgets" and they are customizable. You can have as many or as few as you would like. You will mostly use the "Work Items" and "My Calendar". Customize your home dashboard by clicking the "X" in the corner of the widgets you want to remove.

Here is how your screen will look after you remove the widgets that are not relevant to you.

Click here to get to your group work items.
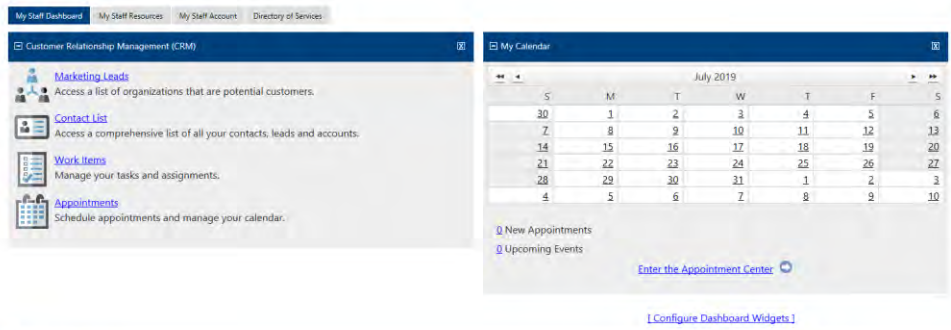
At the bottom of your dashboard you will see the "Work Items" section. You can toggle between your individual work items or those assigned to the group.
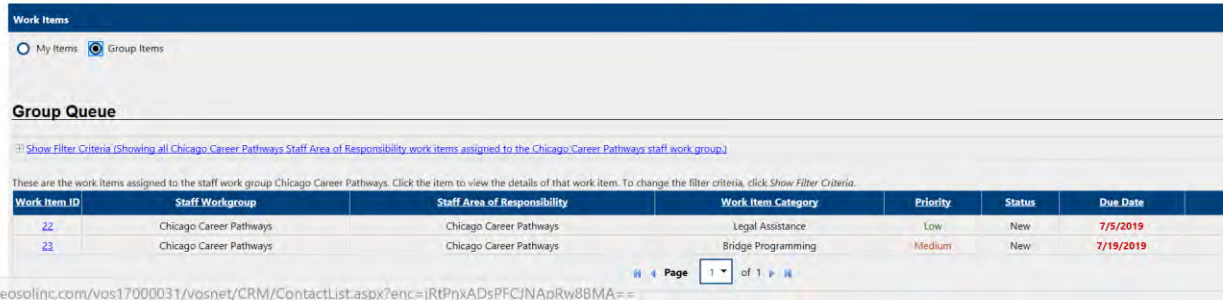
Anytime you see a plus (+) symbol, that indicates that there is an additional group, menu or item.

Click the (+) symbol to expand your menu.  Here you should the "Chicago Career Pathways" option.  There are several categories of Work Items. Here is the full list.

## Create a Work Item

A work item is a task that staff must perform on behalf of a partner organization.  The categories represent common tasks you would do for a customer. Work items can be assigned (and re-assigned) to staff, and can be prioritized based on the importance of the work item.



Click here to add a work item.  Be sure to go back to your dashboard to add a work item.

*Indicates required fields.*

## Create a Work item

| | |
|---|---|
| *Staff Workgroup: | None Selected ▼ |
| *Area of Responsibility: | None Selected ▼ |
| *Work Item Category: | Please select an Area of Responsibility first |
| Currently Assigned to: | Please select an Area of Responsibility first |
| *Status: | None Selected ▼ |
| Create Date: | |
| *Due Date: | 📅 Today |
| Priority: | Low ▼ |
| Initial Work Item Note: | |

## Create a Work item

| | |
|---|---|
| *Staff Workgroup: | Chicago Career Pathways ▼ |
| *Area of Responsibility: | Chicago Career Pathways ▼ |
| *Work Item Category: | |
| Currently Assigned to: | |
| *Status: | |
| Create Date: | |
| *Due Date: | |
| Priority: | |
| Initial Work Item Note: | |

Work Item Category dropdown:
- None Selected
- Adult Basic Education (ABE)
- Bridge Programming
- Citizenship Courses
- Computer Skills Workshop
- Digital Literacy
- Employment Event
- English Second Language (ESL)
- High School Equivalency (HSE)
- HSCR
- IDES Services
- IDHS Services
- IDRS Disability Services
- Job Readiness Workshop
- Legal Assistance
- Medicaid/Healthcare Enrollment
- Senior Services
- SNAP Enrollment
- Spanish (HSE)
- TANF Enrollment
- Trade Adjustment Act Orientation
- WIOA Title I Orientation
- Workforce Certifications

Here you should select the "Chicago Career Pathways" Staff Workgroup.  The Area of Responsibility is also "Chicago Career Pathways".

The Work Item Category section will allow you to choose from the full menu of Career Pathway options. Change the Status, Due Date and Priority according to your item.  You may also include a note.

See my completed work item here.

*indicates required fields.*

## Create a Work item

| | |
|---|---|
| *Staff Workgroup: | Chicago Career Pathways ▼ |
| *Area of Responsibility: | Chicago Career Pathways ▼ |
| *Work Item Category: | Adult Basic Education (ABE) ▼ |
| Currently Assigned to: | Guzman, Robert ▼ |
| *Status: | New ▼ |
| Create Date: | |
| *Due Date: | 08/08/2019 📅 Today |
| Priority: | Medium ▼ |
| Initial Work Item Note: | Tina Nelson seeking GED classes. Will come to office at 9am Monday to complete paperwork. She can be reached a t678-908-6868 or tnelson@gmail.com. ③ |

After you complete your Work Item, you will be returned to your Dashboard.  You can see Work Items that you have assigned by using your CRM widget on your Dashboard. Below is a screenshot of the Widget where you view items assigned to you as well items you have assigned.  Be sure to make that the "Chicago Career Pathways" group is showing.

| My Staff Dashboard | My Staff Resources | My Staff Account | Directory of Serv |
|---|---|---|---|

☐ Customer Relationship Management (CRM)    ☒

**Marketing Leads**
Access a list of organizations that are potential customers.

**Contact List**
Access a comprehensive list of all your contacts, leads and accounts.

**Work Items**
Manage your tasks and assignments.

**Appointments**
Schedule appointments and manage your calendar.

**Group Queue**

⊟ Hide Filter Criteria (Showing all Chicago Career Pathways Staff Area of Responsibility work items assigned to the Chicago Career Pathways staff work group.)

| | |
|---|---|
| **Staff Workgroup** | Chicago Career Pathways ▼ |
| **Area of Responsibility** | Chicago Career Pathways ▼ |
| **Work Item Category** | None Selected ▼ |
| **LWIA Region** | None Selected ▼ |

☐ Hide Already Assigned
☐ Show Closed Work Items

[ Filter | Reset Filter(s) ]

These are the work items assigned to the staff work group Chicago Career Pathways. Click the item to view the details of that work item. To change the filter criteria, click *Show Filter Criteria*.

Career F

| Work Item ID | Employer | Staff Workgroup | Staff Area of Responsibility | Work Item Category | Priority | Status | Due Date | Assigned to | Action |
|---|---|---|---|---|---|---|---|---|---|
| 22 | N/A | Chicago Career Pathways | Chicago Career Pathways | Legal Assistance | Low | New | 7/5/2019 | *Unassigned* | Edit Delete |
| 23 | N/A | Chicago Career Pathways | Chicago Career Pathways | Bridge Programming | Medium | New | 7/19/2019 | Guzman, Robert | Edit Delete |
| 25 | N/A | Chicago Career Pathways | Chicago Career Pathways | Adult Basic Education (ABE) | Medium | New | 8/8/2019 | Guzman, Robert | Edit Delete |

## Search for a Work Item

You can also search for a Work Item by using your Work Item widget. At the bottom of the Widget, click "Search Work Items". Change the "Staff Workgroup" field to "Chicago Career Pathways" and then select your other search parameters. (Note that you can only search for one Work Item Category at a time.) Click "Search".

## Search by specific field

Select your filter criteria and click search. Please filter enough so that no more than 100 results will r

| | |
|---|---|
| **Staff Workgroup:** | Chicago Career Pathways ▾ |
| **Area of Responsibility:** | Chicago Career Pathways ▾ |
| **Work Item Category:** | Adult Basic Education (ABE) ▾ |
| **LWIA Region:** | None Selected ▾ |
| **Currently assigned to:** | None Selected ▾ |
| **Status:** | None Selected ▾ ☐ Only open work items |
| **Priority:** | None Selected ▾ |
| **Due Date:** | From [ 📅 ]   To [ 📅 ]   Today |
| **Completion Date:** | From [ 📅 ]   To [ 📅 ]   Today |

Search

# Updating Work Items

Access your Work Items using the Dashboard Work Item widget.  Click on either the "Work Item ID" or the "Edit" section of the Work Item you want to access. Once you open the Work Item, you can update the status and see and add notes.

**Group Queue**

□ Hide Filter Criteria (Showing all Chicago Career Pathways Staff Area of Responsibility work items assigned to the Chicago Career Pathways staff work group.)

| | |
|---|---|
| **Staff Workgroup** | Chicago Career Pathways ▾ |
| **Area of Responsibility** | Chicago Career Pathways ▾ |
| **Work Item Category** | None Selected ▾ |
| **LWIA Region** | None Selected ▾ |

☐ Hide Already Assigned
☐ Show Closed Work Items

[ Filter | Reset Filter(s) ]

These are the work items assigned to the staff work group Chicago Career Pathways. Click the item to view the details of that work item. To change the filter criteria, click *Show Filter Criteria*.

| Work Item ID | Employer | Staff Workgroup | Staff Area of Responsibility | Work Item Category | Priority | Status | Due Date | Assigned to | Action |
|---|---|---|---|---|---|---|---|---|---|
| 22 | N/A | Chicago Career Pathways | Chicago Career Pathways | Legal Assistance | Low | New | 7/5/2019 | *Unassigned* | Edit Delete |
| 23 | N/A | Chicago Career Pathways | Chicago Career Pathways | Bridge Programming | Medium | New | 7/19/2019 | Guzman, Robert | Edit Delete |
| 25 | N/A | Chicago Career Pathways | Chicago Career Pathways | Adult Basic Education (ABE) | Medium | New | 8/8/2019 | Guzman, Robert | Edit Delete |

Edit Work Item 22

| | |
|---|---|
| **Staff Workgroup:** | Chicago Career Pathways |
| **Area of Responsibility:** | Chicago Career Pathways |
| **Work Item Category:** | Legal Assistance |
| **Work Item Sponsor:** | *Unassigned*  [ Edit ] |
| **Currently Assigned to:** | Williams, Jasmine ▾  [ AssignTo Me ]   [ Assign to a different staff member ] |
| *****Status:** | Closed ▾ |
| **Create Date:** | 6/26/2019 03:21 PM |
| *****Due Date:** | 07/05/2019 📅 Today |
| *****Completion Date:** | 07/30/2019 📅 Today |
| **Priority:** | Low ▾ |

Save

| Create Date | |
|---|---|
| 06/26/2019 *System* | This work item was added manually by Dena Al-Khatib. |
| 06/26/2019 Dena Al-Khatib | Test |
| 06/26/2019 *System* | The currently assigned user was changed from Jasmine Williams to Dena Al-Khatib by Dena Al-Khatib. |
| 07/26/2019 Stuart Calderon | The sponsor for this work item was updated from Dena Al-Khatib to Unassigned by N/A in order to redistribute the work item. |
| 07/26/2019 Stuart Calderon | The currently assigned user was also changed to Unassigned because the values had the same user assigned. |
| 07/30/2019 Jasmine Williams | This customer has retained a lawyer |

# Work Item Summary

The Work Item Summary can also be accessed using your Work Item widget.  You can see a complete list of Work Items, including which ones are overdue.

Showing results for workgroup Chicago Career Pathways > area of responsibility Chicago Career Pathways

| Work Item Category | Total Open | Assigned to Staff | 5 Days Overdue | 10 Days Overdue | 15+ Days Overdue |
|---|---|---|---|---|---|
| Adult Basic Education (ABE) | 1 | 1 | 0 | 0 | 0 |
| Bridge Programming | 1 | 1 | 0 | 1 | 0 |
| Citizenship Courses | 0 | 0 | 0 | 0 | 0 |
| Computer Skills Workshop | 0 | 0 | 0 | 0 | 0 |
| Digital Literacy | 0 | 0 | 0 | 0 | 0 |
| Employment Event | 0 | 0 | 0 | 0 | 0 |
| English Second Language (ESL) | 0 | 0 | 0 | 0 | 0 |
| High School Equivalency (HSE) | 0 | 0 | 0 | 0 | 0 |
| HSCR | 0 | 0 | 0 | 0 | 0 |
| IDES Services | 0 | 0 | 0 | 0 | 0 |
| IDHS Services | 0 | 0 | 0 | 0 | 0 |
| IDRS Disability Services | 0 | 0 | 0 | 0 | 0 |
| Job Readiness Workshop | 0 | 0 | 0 | 0 | 0 |
| Legal Assistance | 1 | 0 | 0 | 0 | 1 |
| Medicaid/Healthcare Enrollment | 0 | 0 | 0 | 0 | 0 |
| Senior Services | 0 | 0 | 0 | 0 | 0 |
| SNAP Enrollment | 0 | 0 | 0 | 0 | 0 |
| Spanish (HSE) | 0 | 0 | 0 | 0 | 0 |
| TANF Enrollment | 0 | 0 | 0 | 0 | 0 |
| Trade Adjustment Act Orientation | 0 | 0 | 0 | 0 | 0 |
| WIOA Title I Orientation | 0 | 0 | 0 | 0 | 0 |
| Workforce Certifications | 0 | 0 | 0 | 0 | 0 |
| Total | 3 | 2 | 0 | 1 | 1 |

## Events

**Overview**

This procedure provides guidance on how to create an event.  The event calendar can be viewed by everyone who has access to Career Connect.

## Creating an Event

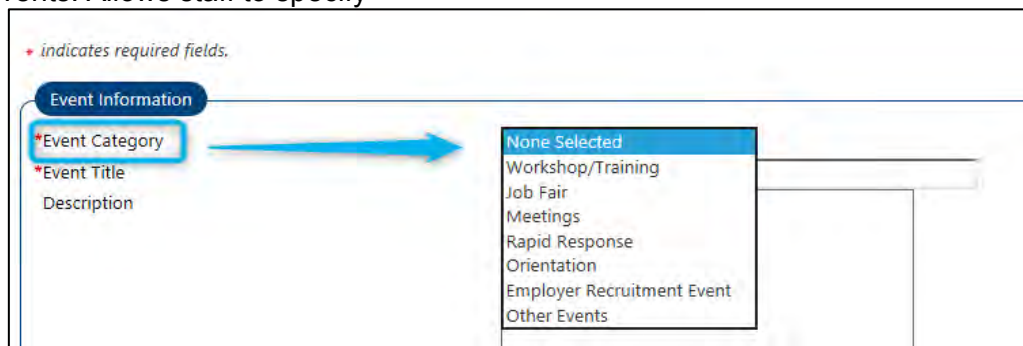1) Go to Manage Activities > Events to bring up the Events Calendar
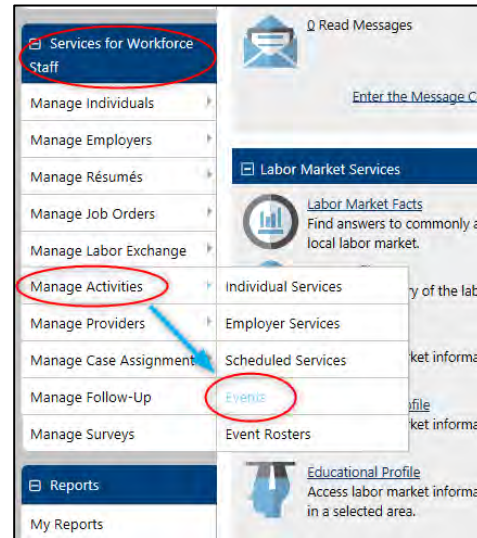
2) Scroll to the bottom of the calendar & click "Add Event"
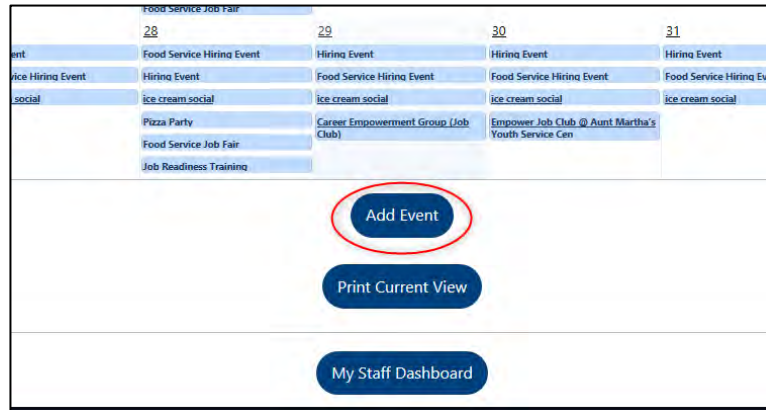


3) Select an Event Category. Pick the "Event Category" that you want to use for your event. Current options are:
- Workshop/Training
- Job Fair
- Meetings
- Rapid Response
- Orientation
- Employer Recruitment Event
- Other Events: Allows staff to specify

4) Type in an Event Title.   You use a standardized event title for all Pre-Screening Events (e.g. "Hospitality Hires Pre-Screening at LOCATION NAME")



5) Add an event Description.  Provide a description of your event (e.g. "recruiting truck drivers for out of state deliveries must have appropriate license")

6) Enter the maximum "Class Size" if there is a limit to how many people can attend. The class size will allow you to limit how many people can register for the event.



7) Complete the "Schedule" information as appropriate. You'll need to create at least one pre-screening event for each pre-screening location.

8) Select the Office responsible for the pre-screening event by selecting it from the list and clicking the "down arrow" to add it to the selection box.



9) Complete the Event Location information as applicable.

10) Select an event Moderator and input moderator contact information.



11) In the "Calendar" section:
   - Set "Hidden Event" to "No"
   - Leave "Display to" to set to "Staff" only



12) In the Registration section:
   - Set "Registration Method" to "Register Online"
   - Select appropriate "Close Registration" option (Options are: Never, 1 hour before, 1 day before)
   - Add registration instructions as necessary
   - If you want Career Connect to create a "Wait List" once the event is full, set "Create Wait List" = Yes. **OR** if you want agencies to Contact the moderator when the event is full, set "Contact Event Associated Staff/Moderator" to "Yes".
   - Set "Send reminder to event registrants" to "No" – CC is currently not set up to send out any automated messages.

13) Click "Save". (**NOTE:** that once an event has been created, staff can re-open the event, scroll to the bottom, and select "Copy Event" to easily create additional pre-screening events for different dates.)

## Viewing Events

In order to see other agencies events:

1. Click on the "Upcoming Events" link on the dashboard "My Calendar" widget or use the left navigation menu to go to Manage Activities > Events (as described in the "Add Events" section above.)

| □ **My Calendar** | | | | | | ⊠ |
|---|---|---|---|---|---|---|
| ◀◀  ◀ | | | August 2019 | | ▶  ▶▶ | |
| S | M | T | W | T | F | S |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

0 New Appointments

2 Upcoming Events

Enter the Appointment Center ➡

2. You can use the "Filter Criteria" to find events by location or Category, or leave filters set at the default to see all upcoming events in a month. If you change the filters, click the "Filter" link to update the calendar.

⊟ Hide Filter Criteria

## Filter Criteria

**Zip Code:**

**Event Region:**
Chicago Cook Workforce Partnership ▾

**Event Office:**
Arlington Heights Workforce Center (8100)
Chicago Heights Workforce Center at Prairie State C
Cicero Workforce Center (7600)
KRA/Garfield Workforce Center (0610)

**Hold the Ctrl key while clicking to select/unselect multiple Office(s)/Location(s)**

**Event Category:**
Job Fair ▾

**Event ID:**
**(Using Event ID will disable all other selected criteria)**

**State Wide Display:** ◯ Yes ⦿ No

**Display Status:** All ▾

[ Filter | Reset Filter(s) ]

Calendar View ▾

3.  To obtain more information about a specific event, hover over the event or click on it in the Calendar and then click "View Event". You'll be able to see all the relevant information (similar to what you have to enter when adding an event).

Calendar View ▼

| ◄ | ► | today | 📅 Sep, 2019 |

| Sun | Mon |
|---|---|
| 1 Sep<br>Hiring Event<br>Food Service Hiring Event | 2<br>Food Service Hiring Event<br>Hiring Event |
| 8<br>Food Service Hiring Event<br>Hiring Event | 9<br>Hiring Event<br>Food Service Hiring Event |
| 15 | 16 |
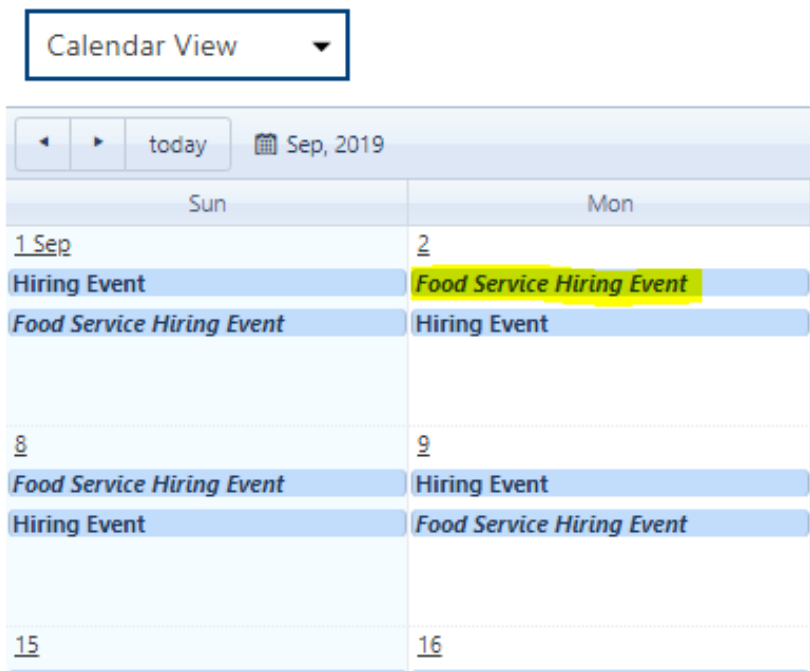
4. You can also use the "Print Current View" link to print the events. (Make sure that your pop-ups are enable in your web browser.)

Calendar View  ▾

◄  ►  today  📅 Aug, 2019

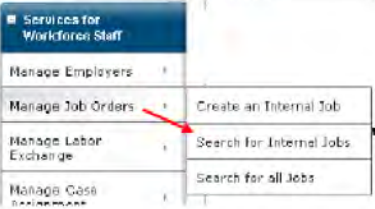| Sun | Mon | Tue | Wed | |
|---|---|---|---|---|
| 28<br>Hiring Event<br>Food Service Hiring Event | 29<br>Food Service Hiring Event<br>Hiring Event | 30<br>Pizza Party<br>Hiring Event<br>Food Service Hiring Event<br>Food Service Job Fair | 31<br>Food Service Hiring Event<br>Hiring Event | 1 Aug<br>Hiring<br>Food S |
| 4<br>Food Service Hiring Event<br>Hiring Event | 5<br>Hiring Event<br>Food Service Hiring Event | 6<br>Pizza Party<br>Food Service Hiring Event<br>Hiring Event<br>Food Service Job Fair | 7<br>Hiring Event<br>Food Service Hiring Event | 8<br>Food S<br>Hiring |
| 11<br>Hiring Event<br>Food Service Hiring Event | 12<br>Food Service Hiring Event<br>Hiring Event | 13<br>Pizza Party<br>Hiring Event<br>Food Service Hiring Event<br>Food Service Job Fair | 14<br>Food Service Hiring Event<br>Hiring Event | 15<br>Hiring<br>Food S |
| 18<br>Food Service Hiring Event<br>Hiring Event | 19<br>Hiring Event<br>Food Service Hiring Event | 20<br>Pizza Party<br>Food Service Hiring Event<br>Hiring Event<br>Food Service Job Fair | 21<br>Hiring Event<br>Food Service Hiring Event | 22<br>Food S<br>Hiring |
| 25<br>Hiring Event<br>Food Service Hiring Event | 26<br>Food Service Hiring Event<br>Hiring Event | 27<br>Pizza Party<br>Hiring Event<br>Food Service Hiring Event<br>Food Service Job Fair | 28<br>Food Service Hiring Event<br>Hiring Event | 29<br>Hiring<br>Food S |

[ Print Current View ]

# Job Orders

## Search Job Orders

The Partnership has many Business Service staff who enter job openings into Career Connect.  These are called Job Orders.  Use the left panel, go to "Manage Job Orders" and then "Search for Internal Jobs".  You can change the search parameters to include keywords and Date Posted.

| SEARCHING FOR JOBS | Screenshots | Notes |
|---|---|---|
| Choose <<*Search for Internal Jobs>>* on the left panel. | | |
| Set Search Criteria | | There are A LOT of criteria you can filter your job with.  Just keep in mind that every criterion must match for the jobs you're searching for.<br><br>Here you see why making the job post as complete as possible will be useful for others. |
| Search for recent jobs | | Look for the "Job Added or Updated Since" filter and set to your desired range. |

To make sure that you are getting open jobs, make sure to set the "Job Status" filter to "Open and Available".

**Job Category:**   None Selected ▼

**Alien Labor Cert H2B (staff):**   None Selected ▼

**Alien Labor Cert H2B (emp):**   None Selected ▼

**Job Status:**   Open and available ▼

**Job Benefits:**   ☐ Medical    ☐ Stock Options
[ Check All | Uncheck All ]   ☐ Dental    ☐ Retirement/Pension
☐ Life Insurance    ☐ Relocation Assistance

To view the job order, click on the "Job Title" in the search results.

Your search found 9 job(s), representing at least 40 position(s), that matched your search criteria. Change your **search criteria.**

Results View: **Summary** | Detailed          ☐ Hide potential duplicates
To sort on any column, click a column title.

| Job Order Number | Job Title | Company | Create Date | Job Status | On-line Status |
|---|---|---|---|---|---|
| 14624 | Machine Operator | abc company | 7/24/2019 | Open and available | On-Line |
| 14623 | Machine Operator | Avcoa | 7/24/2019 | Open and available | On-Line |
| 14622 | Machine Operator | ABC Company | 7/24/2019 | Open and available | On-Line |
| 14621 | Machine Operator | ABC company | 7/24/2019 | Open and available | On-Line |

## Refer Someone to a Job Order

Currently the Job Order Referral process is manual.  Job orders should include instructions on how to apply for the job.  To view the instructions, click on the "Job Application Methods Accepted" link at the top of the job. Or scroll down to that section.

[Job Title and Occupation | Location/Work Site of this job | Contact Person for this Job | Job order information to be displayed online | Job Details | Job Description | Skills | Other Skills | Hiring Requirements | Specialized Requirements | Minimum Education, Experience, & Age Requirements | Transportation Requirements | Compensation & Hours | Benefits Offered | Job Application Methods Accepted | Job Applicant Information Needed | Application Question Set | Applicant Notification Method | Other Information | Staff Information]

For help click the information ic

Job Order Number 14624

## Job Title and Occupation

| | |
|---|---|
| **Job Title:** | Machine Operator |
| **Occupation:** | Metal Workers and Plastic Workers, All Other (51419900) |
| **Typical Employment Data:** | View Typical Job and Employment Data for Metal Workers and Plastic Workers, All Other |
| **Agency Job ID:** | |

Follow the instructions provided to refer your client to the job.

## Job Application Methods Accepted

**Check the methods that individuals may use to apply for this job:**

- Via Company Website (Address provided below)

**Company Job Application Web Site:**    http://www.abccompany/employment.com

**Enter a brief description of the application process: (2500 characters max.)**    Contact Jose, Near West AJC Job Developer, at jvargas@email.com or 773-555-2121 for pre-screening. Please include a resume and contact information with your email.

## Job Order Reports

Another way to see active job orders is to run the Daily Job Orders for Posting report.

1. On the Left Navigation menu, find the "Reports" menu and click on "Detailed Reports".

2. Scroll down to the Employer Reports section & click on "Job Order".

## Employer Reports

Job Order
Display Job Order Reports

Registered Employer
Display Registered Employer Reports

3. Under the "Internal" section, click on "Daily Jobs Formatted for Posting".

**Internal:**

Advanced

- List
- by Actual Close Date
- by Benefits Offered
- by County
- by Employer
- by Enterprise Zone Status
- by Follow-up Date
- by H-2A Job Order Status
- by H-2B Job Order Status
- by Job Created by ARRA
- by Last Display Date
- by NAICS Industry Code (Detail)
- by O*Net Occupation Code (Detail)
- by One Stop Location
- by Original Staff Entered
- by Registered Apprenticeship
- by Required Education Achievement
- by Staff Job Order Status
- by Wage Group
- Daily Jobs Formatted for Posting

- by Job Type
- by Applicants
- by City
- by Court Order Status
- by Employer Job Order Status
- by Federal Contractor Status
- by Green Job
- by H-2A/B Job Orders from Other States
- by Job Category
- by Job Orders with No Applicant Referrals
- by LWDB/Region
- by NAICS Industry Sector
- by O*Net Occupation Group
- by Original Entry Source
- by Reason For Closing
- by Release from Hold Date
- by Special Job Category
- by State
- by Zip Code
- Interview Questions

4. This will take you to a report filter page. These are the most common filters to use, but feel free to use additional filters to return the best jobs for your clients:
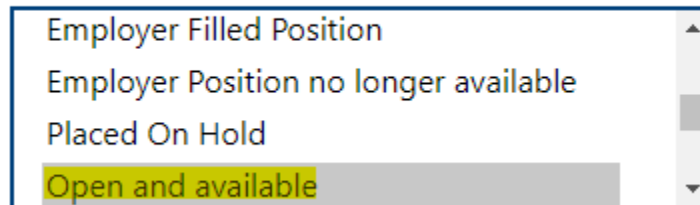
- Be sure to set the "Staff Job Order Status" to "Open & Available" so that you only get active job orders.
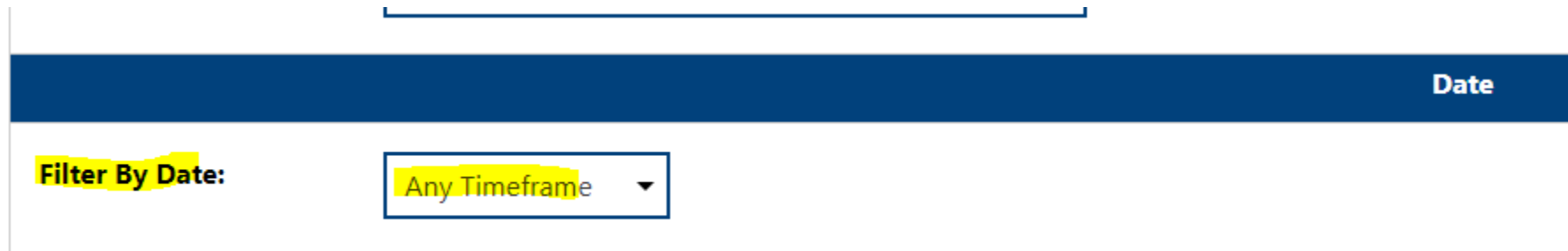
Status:

Staff Job Order
Status:
(Press Ctrl to select multiple items)

| Employer Filled Position |
| Employer Position no longer available |
| Placed On Hold |
| Open and available |

- In the "Filter by Date" section, leave it set to "Any Timeframe" to get all active jobs.

Date

Filter By Date: Any Timeframe ▼

- If you want job orders posted during a specific date range, change the "Filter by Date" selection to "Active Date" and then set your desired date range.

**Filter By Date:** Active Date ▼

**Date Range:** Last 90 Days ▼

**From:** 05/05/2019 📅 (MM/DD/YYYY)

**To:** 08/02/2019 📅 (MM/DD/YYYY)

5. Once your desired filters are set, click "Run Report". The report returns with the Job Order Number, and pertinent information about the job and some of the qualifications. (See the sample report below.) If you have a client that is interested in the job, then you can look it up in Career Connect using the Job # per the instructions above. To download the report into Excel or PDF, click on the arrow next to the disk icon at the top of the report and select your desired download format.

|◄| |◄| 1 | of 1 | ►| |►|

### Job Order Report - Daily Jobs for Quick Posting

Region/LWIA: Chicago Cook Workforce Partnership
Staff Job Order Status: Open and available
Display Type: Unsuppressed Job Order, Suppressed Job Order
Active Date: 5/5/2019 to 8/2/2019

| Job # | City | Job Title | Months Exp | Min Age | Wage | Salary Unit | Hours | Edu Lvl | Job Type | DL |
|---|---|---|---|---|---|---|---|---|---|---|
| 14614 | Chicago | Carpenter Apprentice | 6 | 18 | 25000.00 | Year | | High School Diploma or Equivalent | Full Time (30 Hours or More) | No |
| 14616 | Chicago | Industrial-Organizational Psychologists | 5 | | 60000.00 | Year | | Master's Degree | Full Time (30 Hours or More) | No |
| 14623 | Chicago | Machine Operator | 6 | 18 | 15.00 | Hour | | 3 Years at College or a Technical or Vocational School | Full and Part Time Positions | No |
| 14615 | Chicago | Machine Operator | 6 | | 15.00 | Hour | | High School Diploma or Equivalent | Full Time (30 Hours or More) | No |
| 14617 | Chicago | Machine Operator | 6 | 18 | 15.00 | Hour | 32 | 3 Years at College or a Technical or Vocational School | Full Time (30 Hours or More) | No |

## Career Connect Help

- If you need help with Career Connect, including password resets, technical issues, or policy/procedure questions, please email Robert Guzman at robert@chicagocitywideliteracy.org with a copy to Becky Raymond (becky@chicagocitywideliteracy.org).
- If the technical issues require help from The Partnership, Robert or Becky will forward them to Dena and Jasmine via the Career Connect Help Desk.