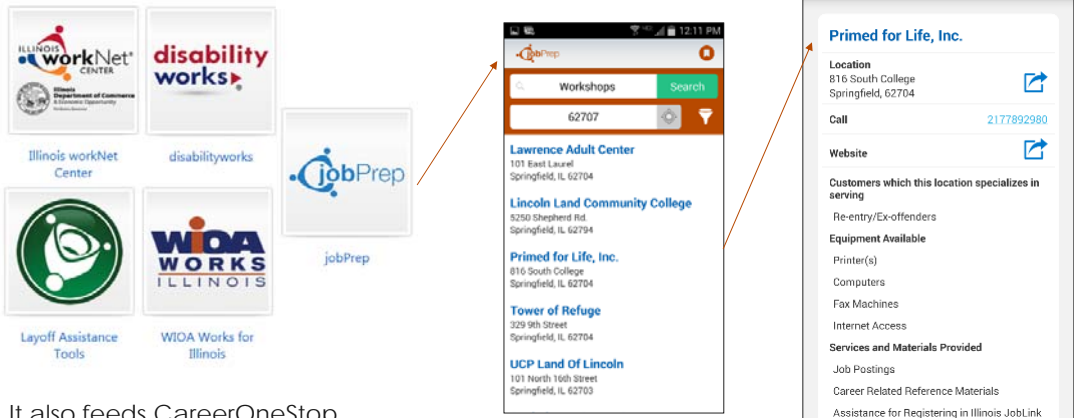# Illinois workNet® Service Finder

Site Management

This is Important Because….

It feeds multiple sites and the jobPrep App.

It also feeds CareerOneStop.

Add your site

New Referral/Partner Sites….

Anyone can submit a service or referral site from the public Illinois workNet Service Finder Tool.	LWIA Staff is notified of the request to be added to the service finder tool.	Staff reviews site information, updates as needed, and approves site.	Multiple sites and jobPrep App are updated automatically.	Contacts or LWIA staff can update site information as needed.

You may need to contact the location to confirm it is a legitimate service site.
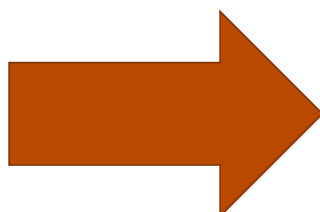
This includes Disability Employment Initiative Partners.

Find your Resources

Find Partner Resources in the footer!

Partners
Partner Resources

Program Guides for Partners

Program pages provide information specifically for partners.

*Please note these links are **not** intended as guidance for the general public.*

Job Training and Economic Development	disabilityworks	Illinois workNet Service Finder Admin	Illinois Talent Pipeline Management - Request for Application
2015 JTED RFA	DEI Partner Guide		
ACCELERATED TRAINING FOR ILLINOIS MANUFACTURING	INFORMATION & TECHNOLOGY	Demand Driven IT (NEG) Partner Guide	Layoff Assistance Guide
ATIM Guide	DEI Request for Applications		

View More Programs...

Find DEI Resources

- Use this link to access password protected calendar and documents, along with future resources and tools.

https://www2.illinoisworknet.com/partners/DEIPartnerGuide/Pages/default.aspx

Demonstration: Tools Available Now

This is a starting point and more features are in the works!

You can download the instruction sheet:

- In the webinar file share pod.
- In the Partner Resources Download and Print section.

Integrating Solutions: Lessons Learned

Steps to ensure information is accurate.

The great thing about technology is the ability to schedule automatic reminders to help us in our busy lives. For Illinois workNet Partners, that means:

- Every 6 months Illinois workNet will check-in with active partners so they can verify their contact information is correct.
- Every 6 months Illinois workNet will check-in with primary contacts so they can verify their site information is correct.
- We will give everyone a couple of opportunities to respond. If there is no response, the account holder is marked as "Not Current". A summary will be available to easily identify these accounts for review to determine if they are current, need to be updated, or need to be marked as inactive.

Next Steps

Steps we can take now to ensure information is accurate.

- Make sure your site information is accurate.
- Begin using site management.
- Add program information.
- Add referral information.