



Illinois workNet Tools – Employment 101

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Which partner do you best represent?



Date



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Next Steps toward a Career?

Let Employment 101 Help YOU Decide!

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Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.

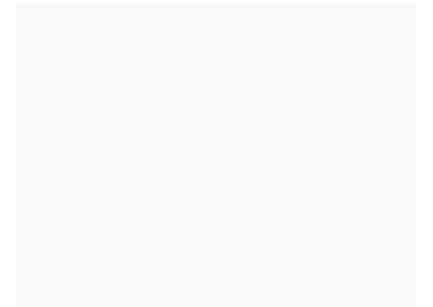
EMPLOYMENT 101



- Introduction
- Access & Pre-Test
- Learning Modules & Quizzes
- Goals & Steps
- Tools
- Post-Test & Certificate
- Follow-up



www.illinoisworknet.com 



TOOLS TO DEVELOP YOUR CAREER PLAN




IwnProfiles Home

Complete The Guide

My Overall Progress
6 / 8 Modules Completed

75% progress


Prepare a Career Plan



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



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

- ✓ Get Prepared Find Jobs

Achieve Your Goals



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

- ✓ Start a Job
- ✓ Financial Literacy Skills for Success

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7 A Doe

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- aintaining Interpersonal Relationships
- orking as a Member of a Team

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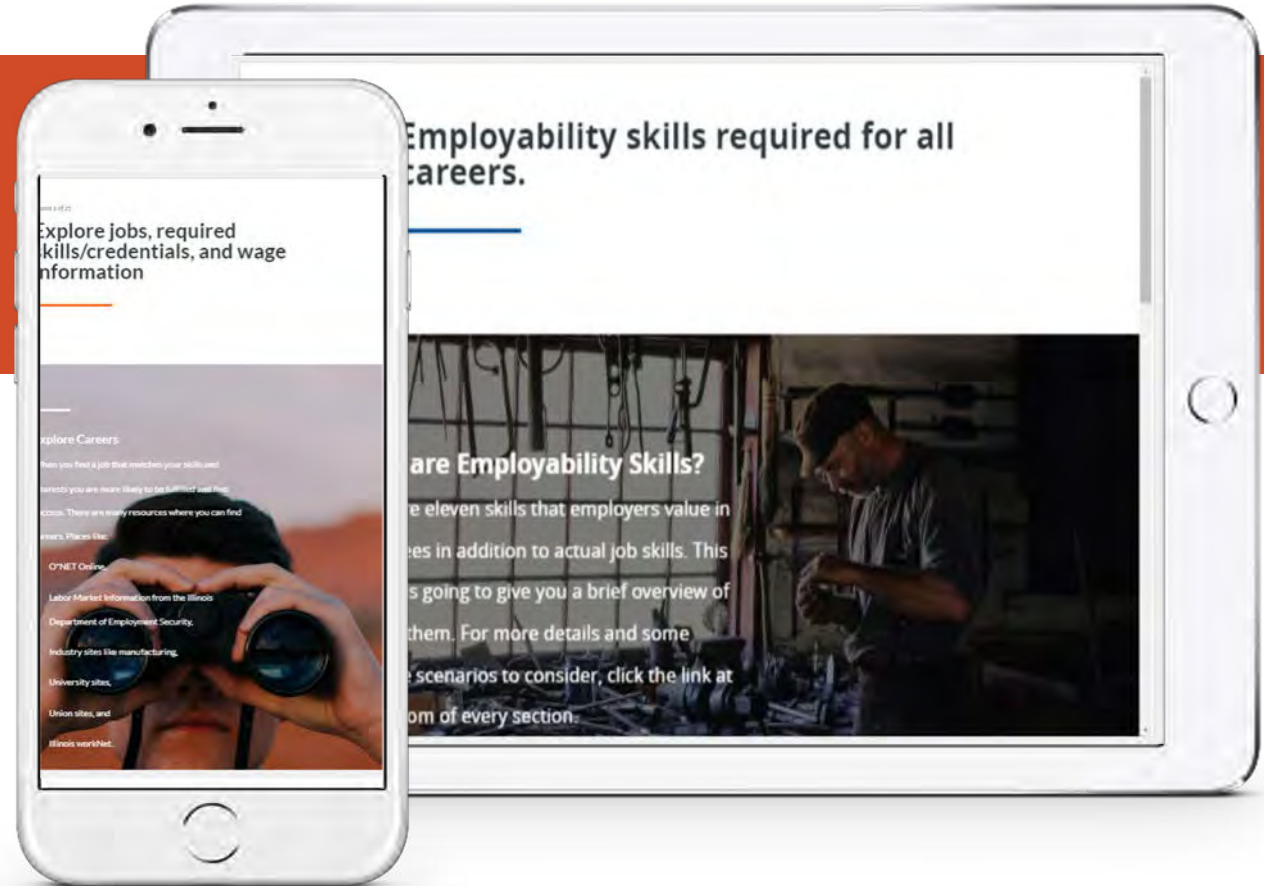
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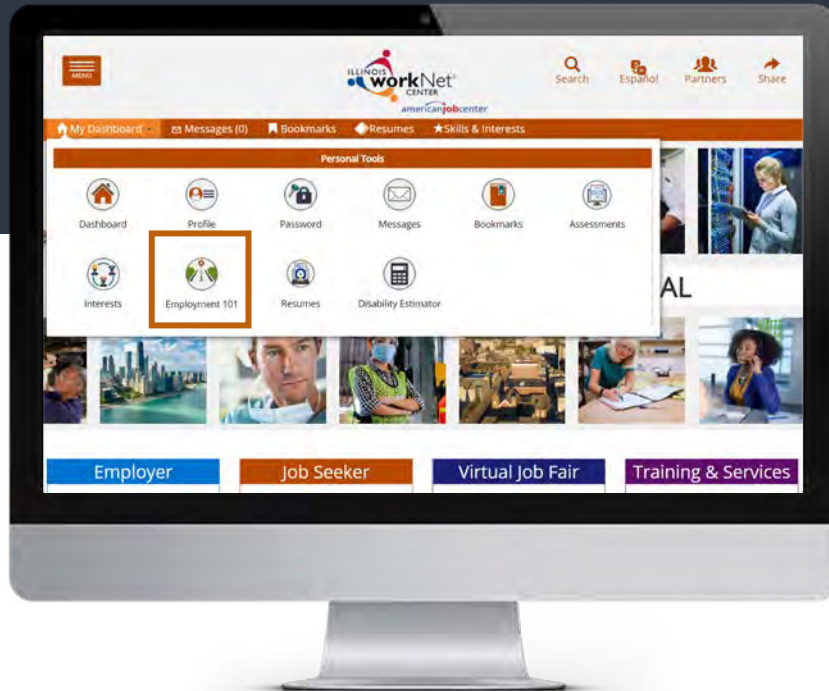
BUILD YOUR PLANS

**WORK ON EMPLOYMENT 101 ON YOUR PHONE
OR TABLET AS WELL.**

We built the tools so that you can access them from any of the devices you may have at your disposal.



- Access **Employment 101**
- Log-in or Create an account on Illinois workNet



MY DASHBOARD

With an Illinois workNet account you have access to many tools.

Find the tool you want to use and click on the icon.



Bookmarks: Save things that you find on Illinois workNet with a bookmark.



Assessments: Take an assessment to find out how you are doing with skills.



Interests: Use the skills & interest surveys to find out jobs that match your skills & interests.



Resumes: Use the resume tool to build a resume for your job search.

1. Take Pre-assessment

You have not taken the Pre-Assessment.

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

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

Career Readiness: Employment 101 Steps



Pre-Assessment

You have not taken the Pre-Assessment

[View Details](#)



Guide

[Go to Guide](#)

[View Details](#)



Post-Assessment

Your score on the Post-Assessment was 84%.

Would you like to re-take your assessment? [Click Here!](#)

[View Details](#)



Certificate

[View Details](#)



3. Take Post-Assessment

Link to Post Assessment opens after Guide is complete.

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. Certificate & Badge

[Link to Certificate of Completion](#)

[Link to Digital Badge](#)

PRE-TEST EMPLOYMENT 101

The Employment 101 Pre-Test helps you figure out what you already know about Creating a Career Plan, Creating a Job Search Plan and what you can do to Achieve Success once you are hired!

- 25 questions
- Multiple-choice

1. When you are exploring career choices, it's important to think about: *
 - The training you might need to get the job you want
 - Whether the job is a good match for your personal interests
 - Whether there are jobs like that around
 - All of the above
2. Your resume tells employers about: *
 - Your work and education experience
 - What you like to do
 - The jobs you are applying for
 - All of the above
3. Which type of resume is best for people with little work experience? *
 - Chronological Resume
 - Functional Resume
 - Combination Resume
 - None of the above
4. When you are applying for a job, it's fine to post this kind of personal i
 - Your social security number

Complete The Guide

My Overall Progress

6 / 8 Modules Completed



Prepare a Career Plan



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



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

- ✓ Get Prepared
- Find Jobs

Achieve Your Goals



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

- ✓ Start a Job
- ✓ Financial Literacy
- Skills for Success

LEARNING MODULES

01

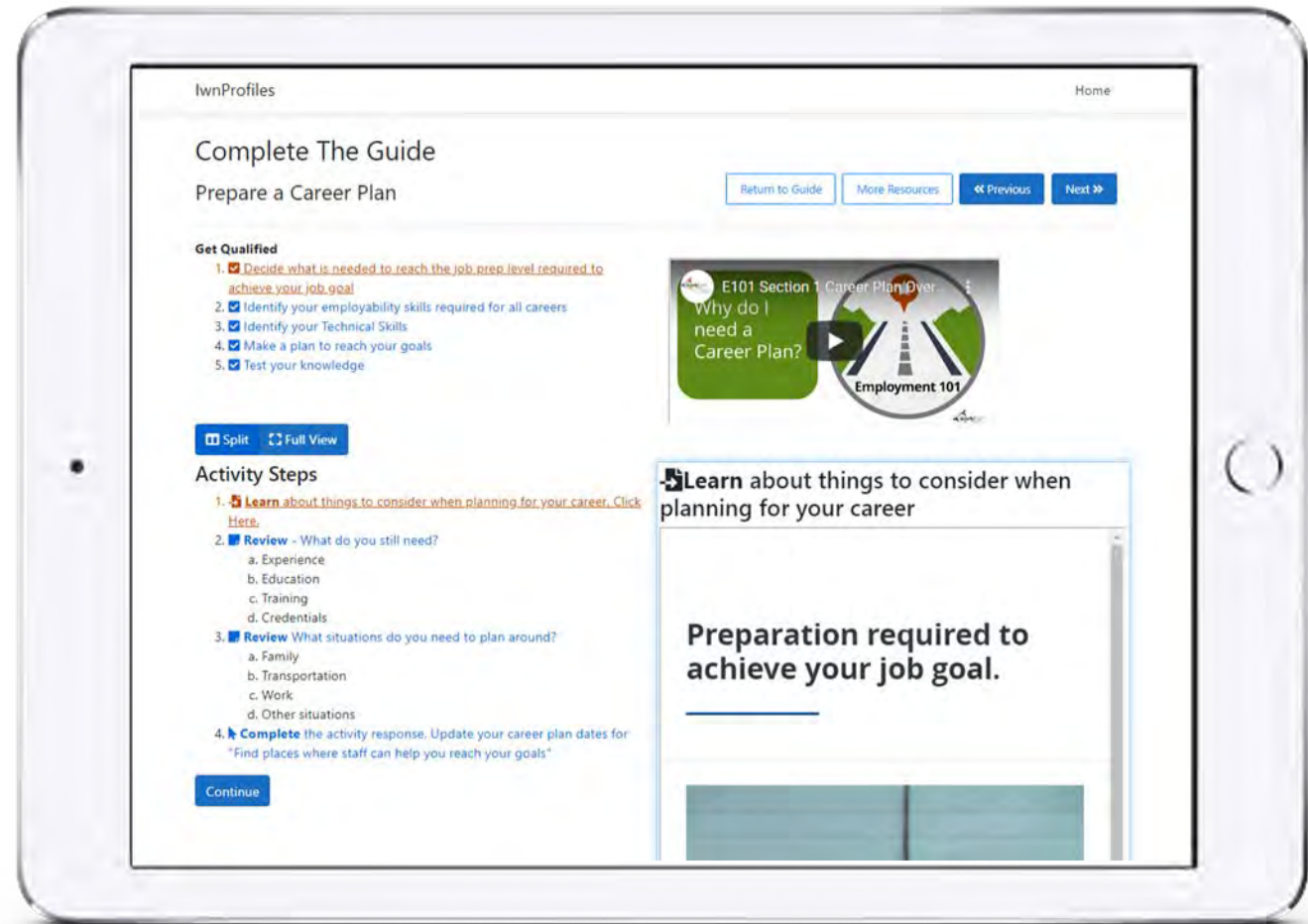
LEARN

02

ACTIVITY

03

ACTION



- Creating a **personal career plan**

UPDATE STATUS

Prepare your resume.

Goal* Get a job or work experience... Status* Planned/Not Started (Scheduled)

Start Date*

Planned Due Date*

Weekly Hours*

WIDA Funded* No

Special Instructions

Service addresses the following situations

Show More Situations

Update Close

Goals and steps are part of the plan.

USER ACTIVITY INCLUDES:



GOALS

Participants create some personal goals in the activities.



STEPS

Participants update information in steps that automatically add goals.

NOTES

JOB TRACKER TOOL

The Job Tracker Tool interface features a top navigation bar with links for 'About My Plans & Tools', 'Compare Careers', 'Compare Training', 'Job Search Organizer', 'Resume Builder', and 'Career Plan'. Below this are 'Notes', 'Assessments', and 'Employment 101' sections. The main area is a grid of job listings, each with a title, URL, and key dates like 'Application Date' or 'Interview Date'. The jobs listed include 'Pop-Up Event Coordinator', 'Membership / Marketing Associate', 'Social Media Marketing Coordinator', 'Ignite Social Media Marketing/Influencer', 'Graphic design and Social Media marketing', 'Member Relations Coordinator', and 'Graphic Design /Client Specialist'.

The 'Activity' window is a text editor with a toolbar containing bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and image icons. The text area contains a list of items: 'Family -', 'Education - (Enter your scenarios)', 'Training', and 'Credentials'. Navigation buttons for 'Next >>', '<< Previous', and 'Next >>' are visible.

ILLINOIS WORKNET NEW TOOLS

CREATED: NEW TOOLS IN ILLINOIS WORKNET TO HELP



Tools: Illinois workNet tools are used in the learning modules.



People: Navigators can track.



Communication: Have a conversation with the users about what you see in the tool results.

BUDGET WORKSHEET

Enter the information next to the line in the budget to see what your flexible spending allowance is:

Monthly Income:	0.00	Monthly Expense:	0.00	Track your monthly income and expenses here:				
Flex Allowance				Actual	Actual	Actual	Actual	Actual
				January	February	March	April	May
Income								
Monthly paycheck								
Child Support or Maintenance								
Part time job								
Other income								
Subtotal	0.00	0.00		Actual Month Total	0.00	0.00	0.00	0.00
				Over / Under Budget	0.00	0.00	0.00	0.00
Expenses								
Home								
Mortgage or rent								
Homeowners / Renters Insurance								
Property Taxes								
Home Repairs / Maintenance								
Home Owners Association Dues								
Home Improvements								
Subtotal	0.00	0.00		Actual Month Total	0.00	0.00	0.00	0.00
				Over / Under Budget	0.00	0.00	0.00	0.00
Utilities								
Electricity								
Water / Sewer								
Natural Gas / Oil								
Telephone								
Internet								
Subtotal	0.00	0.00		Actual Month Total	0.00	0.00	0.00	0.00
				Over / Under Budget	0.00	0.00	0.00	0.00
Food								
Groceries								
Eating Out, Lunches, Snacks								
Subtotal	0.00	0.00		Actual Month Total	0.00	0.00	0.00	0.00
				Over / Under Budget	0.00	0.00	0.00	0.00

WORKSHEET

Prepare to Find a Job Checklist / Worksheet
June 2020 v1

Use this checklist / worksheet to make notes as you are completing the learning modules for Employment 101. Add the information to the appropriate steps to keep a permanent record.

Previous Employment with:	<ul style="list-style-type: none"> Dates worked at each location Names of supervisors Address of jobs, and Phone numbers of business Email address of supervisor
Education - make a list of schools you attended. Gather:	<ul style="list-style-type: none"> Transcripts from the schools. Copies of certificates earned. Dates you attended. Names of instructors and Addresses of schools.
Licenses	<ul style="list-style-type: none"> Organizations for license Copies of licenses
References	<ul style="list-style-type: none"> 3 business connections 3 personal connections
Recommendations	<ul style="list-style-type: none"> Letter from an employer Letter from a teacher Letter from a community connection
Keywords	
Employability Skills	



Essential Employability Skills

01

COMPUTER SKILLS

02

ATTENDANCE & DEPENDABILITY

03

SELF-PRESENTATION

04

COMMUNICATION

05

INDEPENDENCE & INITIATIVE

06

TEAMWORK

07

POSITIVE ATTITUDE

08

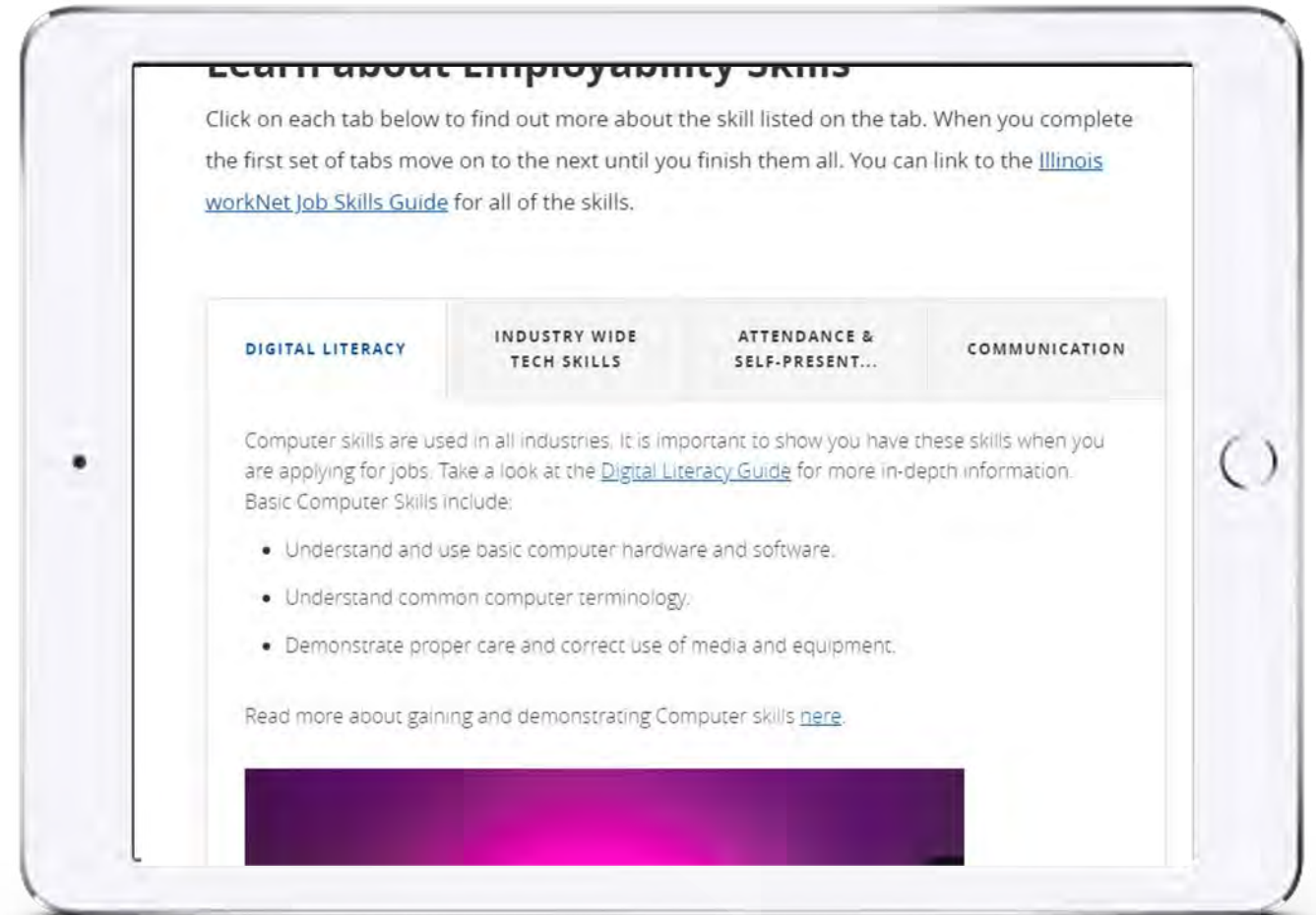
PROBLEM SOLVING & CRITICAL THINKING

09

WORK ETHIC

10

QUALITY OF WORK



Stepped out live to
show learning
modules and a quiz.

1. When you are exploring career choices, it's important to think about: *

- The training you might need to get the job you want
- Whether the job is a good match for your personal interests
- Whether there are jobs like that around
- All of the above

2. Your resume tells employers about: *

- Your work and education experience
- What you like to do
- The jobs you are applying for
- All of the above

3. Which type of resume is best for people with little work experience? *

- Chronological Resume
- Functional Resume
- Combination Resume
- None of the above

4. When you are applying for a job, it's fine to post this kind of personal information:

- Your social security number

POST - ASSESSMENT

SCORE: 70% OR BETTER TO PASS

May repeat to achieve success

Answers are recorded

Certificate of Completion

Illinois workNet[®] hereby acknowledges that

John A Doe

Has Successfully Completed the Illinois workNet[®] Work Readiness Assessments and Activities on Friday, June 19, 2020

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



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CERTIFICATE & BADGE

PASS THE POST-TEST: ADD THIS TO YOUR PROFILES & PORTFOLIOS TO SHOW YOUR KNOWLEDGE OF WORKPLACE SKILLS

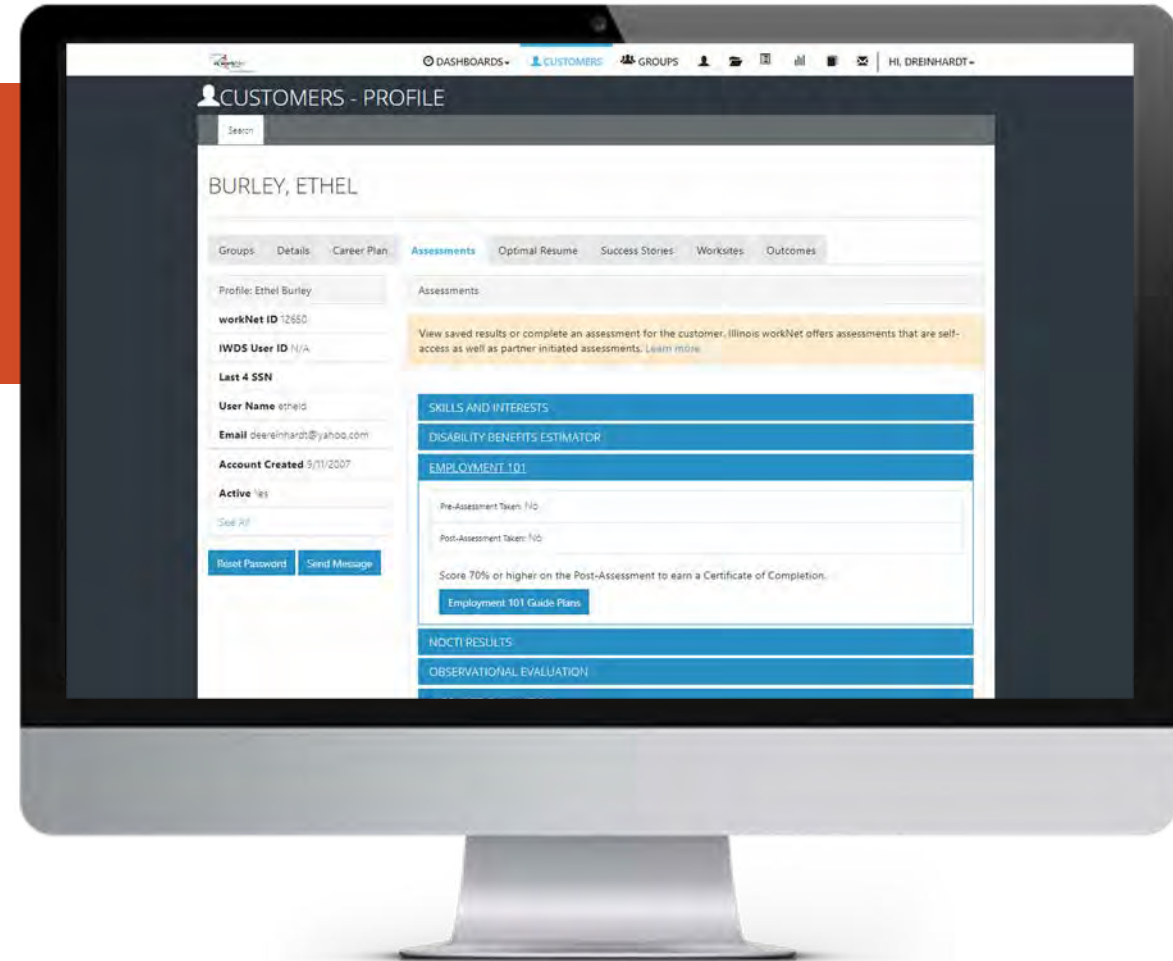
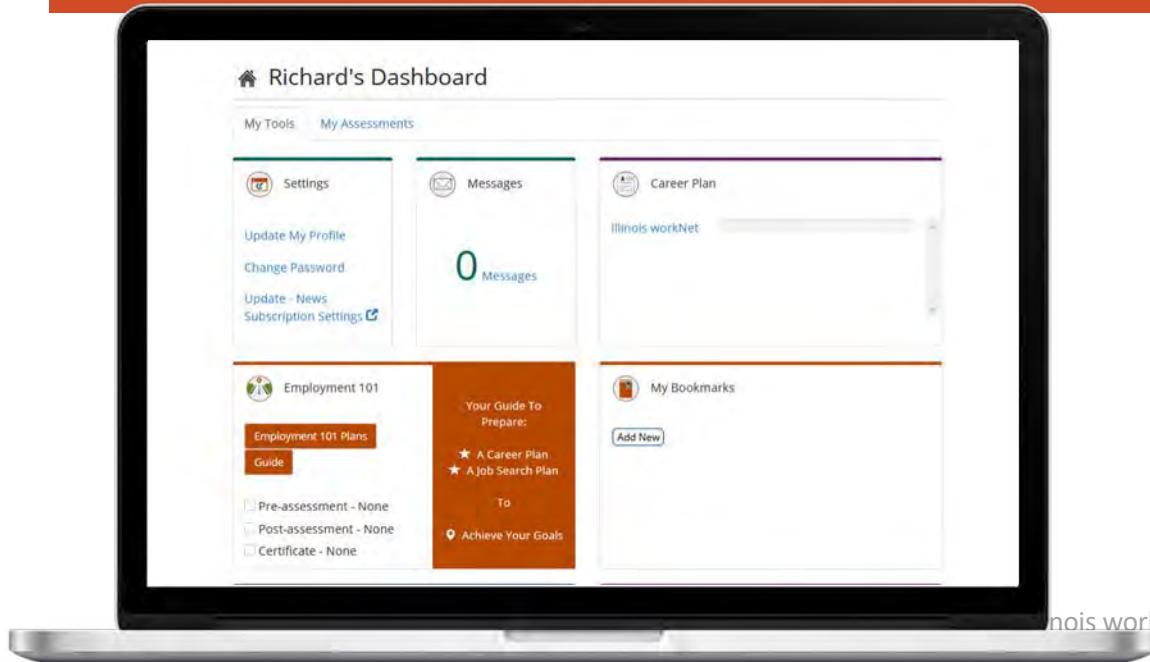
Score: To pass the post-assessment, users score 70% or better to earn a certificate and digital badge

- Track **progress**
- Print **Certificates**

CUSTOMERS OR NAVIGATORS

Access to results of Pre-Assessment, Post-Assessment, Print Certificates and Digital Badge

Find resources & guidance for the Customer Support Center here: <https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>





QUESTIONS?

STATE OF ILLINOIS - WORKFORCE PORTAL

www.illinoisworknet.com



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FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST

