

# Youth Work Readiness Assessments & Tools

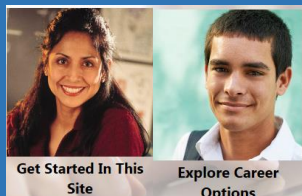
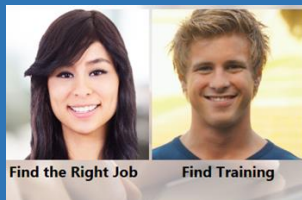
*Dee Reinhardt*



*College Changes Everything  
July 20, 2017*



## Ways to Connect



**Illinois workNet®** is a portal to connect individuals, employers, and education, workforce and community partners to career planning, education and training, and employment resources and tools. The portal connects people to local and statewide in-person and online services.

- **Web Portal** – <http://www.illinoisworknet.com>



**jobPrep Mobile App** includes capabilities that assist job seekers with their employment needs, all from the convenience of a smartphone. The free app is available for downloading from iTunes, Google Play and Amazon.

- **jobPrep Mobile App** – <http://www.illinoisworknet.com/jobprep>

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**Today you will get:**

**Lots of Information**

**+**

**Lots of Tools**

**+**

**Live Demo of Tools**

**To help your students  
identify and reach their  
career, training, and  
employment goals.**

**GOAL  
2025** COLLEGE  
CHANGES  
EVERYTHING



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## Let's Start with Some Background

Tools and Resources within Illinois workNet:

### 1. My Dashboard

- Accessing "My Tools" which includes Bookmarks, Employment 101, Resume Builder and CIS Surveys

### 2. Career Exploration

- CIS Surveys
- Careers, Wages, and Trends
- Demand Occupations
- Illinois Pathways
- Assessments

### 3. College Preparation

- Training Programs
- Financial Aid & Scholarship Information

### 4. Job Preparation

- What is a Resume? Why do I need one?
- Resume Builder with Samples
- Interview Prep

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**GOAL  
2025** COLLEGE  
CHANGES  
EVERYTHING

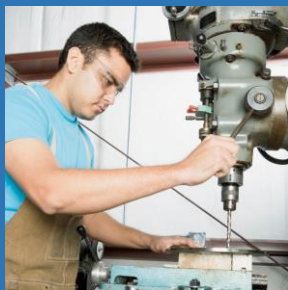


## Top 4 Tips for Students:

1. Translate Skills & Interests
2. Research Careers & Complete Assessments
3. Research Training
4. Be Prepared for the Job Market

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## Tip 1: Translate Your Skills and Interests to Careers

Things to Consider:

- What do you like to do and why?
- What comes naturally to you?
  - Are you a people person?
  - Do you like to work with your hands?
- What classes do you enjoy?



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<https://www.illinoisworknet.com/explore/Pages/SkillandInterestSurveys.aspx>

### 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

### Related Tools



Explore Careers

Skill & Interest Surveys

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

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## Tip 2: Research Careers & Complete Assessments

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

### Related Tools



Powered by  
ILLINOIS workNet  
CENTER  
americanjobcenter



<https://www.illinoisworknet.com/explore/Pages/ExploreCareers.aspx>

### Things to Consider:

- What are the projected outlook for careers?
- What are the wages?
- What skills are required for the job?
- What environment or setting do you want to work in?
- Are you willing to work the typical hours for those careers?
- How will this work for you if you decide to have a family?
- Have you started keeping track of this information?

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60% COLLEGE CHANGES EVERYTHING 2025

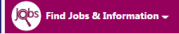
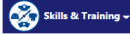


## Careers, Wages & Trends



### Agents and Business Managers

Career Clusters > Arts, Audio/Visual Technology, and Communications > Agents and Business Managers >



Occupation is in demand for the following regions: **Northeast**

### Agents and Business Managers - At a Glance

Agents and business managers advise writers, performers, and athletes on business details.

Quick Facts: Agents and Business Managers	
Wages	Earn \$68,282 per year
Employment	Employment data are not available
10 Year Growth	Growth estimate is not available
Annual Openings	Annual openings data are not available

### Preparation

An agent or business manager typically needs to:

- have a high school diploma or equivalent
- have at least a bachelor's degree
- have one to five years of related work experience

### Working Conditions

### Demand Occupations

Title	SOC Code		Description		Economic Development Region(s)						
Accountants and Auditors	13-2011		Examine, analyze, and interpret accounting records... <a href="#">Read More</a>		Central, West Central, East Central, North Central, Northeast, Northern Stateline, Northwest, Southeast, Southern, Southwest, Statewide						
<a href="#">Hide LMI Information</a>											
	EDR	Employment (2010)	Employment Change (2010-2022)		Average Annual Job Openings Due to			Entry Hourly	Entry Annual	Education Level	On-the-Job Training Level
			Number	Percent	Growth	Replacements	Total				
	Central	2189	125	5.7000%	12	47	59	\$19.16	\$39,850	Bachelor's degree	None
	East Central	911	149	16.4000%	15	19	34	\$19.32	\$40,194	Bachelor's degree	None
	North Central	2201	221	10.0000%	22	48	70	\$19.75	\$41,083	Bachelor's degree	None
	Northeast	35780	4436	12.4000%	444	769	1213	\$21.09	\$43,877	Bachelor's degree	None

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## Pre- and Post-Assessment

*\*Self-Accessed\**



### Career Readiness: Employment 101 Guide

1. Take Pre-Assessment	2. Complete Guide	3. Take Post-Assessment	4. Download Certificate
<p>You have taken the Pre-Assessment and received a score of 26% correct.</p> <p>Overview:</p> <ul style="list-style-type: none"> <li>• 25 multiple choice questions</li> <li>• Not a timed assessment</li> <li>• Take it only once</li> <li>• This assessment is graded but the grade is not counted against you</li> </ul> <p>Topics Covered:</p> <ul style="list-style-type: none"> <li>• Career Exploration</li> <li>• Training Program Exploration</li> <li>• Workplace Skills</li> <li>• Job Search Skills</li> <li>• Goal Setting</li> <li>• Violence Prevention and Awareness</li> </ul>	<p><b>Employment 101 Guide</b></p> <p>Overview:</p> <ul style="list-style-type: none"> <li>• Follow the steps to develop a Career Plan and Job Search Plan</li> <li>• Use the resources to create a resume and portfolio</li> </ul> <p>Planning Tools:</p> <ul style="list-style-type: none"> <li>• Skill and Interest Results</li> <li>• Career and Training Research</li> <li>• Resume &amp; Portfolio Builder</li> <li>• Job Search Organizer</li> <li>• Achieve Your Goals Notes</li> <li>• S.M.A.R.T. Plan</li> </ul>	<p><b>Post-Assessment</b></p> <p>Overview:</p> <ul style="list-style-type: none"> <li>• 25 multiple choice questions</li> <li>• Not a timed assessment</li> <li>• Unlimited number of attempts</li> <li>• Highest score is saved</li> <li>• Score 70% or higher to earn a Certificate of Completion</li> </ul> <p>Topics Covered:</p> <ul style="list-style-type: none"> <li>• Career Exploration</li> <li>• Training Program Exploration</li> <li>• Workplace Skills</li> <li>• Job Search Skills</li> <li>• Goal Setting</li> <li>• Violence Prevention and Awareness</li> </ul>	<p>Score 70% or higher on the Post-Assessment to earn a Certificate of Completion.</p>

### Employment 101 Guide

#### Plan To Reach Your Goals

My Overall Progress		Completed 3 of 8 items.
<a href="#">View My Plans</a>		
<b>Prepare a Career Plan</b> 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.		Completed 3 of 3 items.
		<a href="#">Explore Careers</a> ✓ <a href="#">Explore Training</a> ✓ <a href="#">Get Qualified</a> ✓
<b>Prepare a Job Search Plan</b> Organization and preparation are key factors to finding a job. Start preparing today.		Completed 0 of 2 items.
		<a href="#">Get Prepared</a> <a href="#">Find Jobs</a>
<b>Achieve Your Goals</b> Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.		Completed 0 of 3 items.
		<a href="#">Start a Job</a> <a href="#">Set Financial Goals</a> <a href="#">Practice Skills For Success</a>

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## Tip 3: Research Training

- Are you interested in a military career? Or careers and other training programs?
- Where are the training programs?
- How long will it take to complete the training program? *Remember there are good jobs that do not require a 4 year degree.*
- How are you going to pay for training?

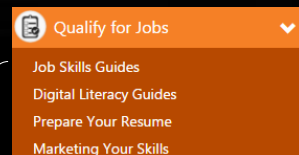
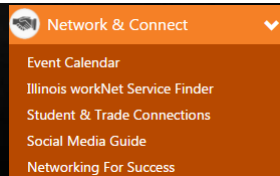


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<https://www.illinoisworknet.com/Training/Pages/TrainingProgramSearch.aspx>



## Tip 4: Be Prepared for the Job Market

- Get connected to your future industry by interviewing people in the career field.
- Get involved with student/trade organizations to learn more about the industry and build your network.
- Start building your resume and keep it updated.
- Practice interviewing!



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## Tips and Tools Packaged in a Youth Guide

<https://www.illinoisworknet.com/youthguide>



Set Your Goals

Get Started

### Here's How:

- Explore your skills and interests,
- Explore career pathways, and
- Find training.

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Present the Best You

Get Started

### Here's How:

- Start a resume,
- Use social media as a marketing tool, and
- Network with people you know.

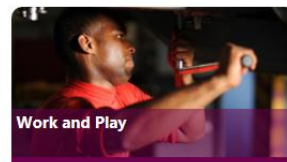


Apply for Jobs

Get Started

### Here's How:

- Beware of fraud and learn experiences from your job, good and bad,
- Fill out applications, and
- Ace the interview.



Work and Play

Get Started

### Here's How:

- Spend your earnings wisely,
- Find supportive services, and
- Focus on success.

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## Illinois Pathways

<https://www.illinoispathways.com>

Learn more about Illinois Pathways and the industry recognized credentials your students can earn to demonstrate their knowledge and skills.

- Career data was updated to show through **2024**



The screenshot shows the Illinois Pathways website interface. At the top, there is a search bar and a language selector set to Spanish. Below the navigation bar, a welcome message states: "Welcome to Illinois Pathways. Illinois Pathways are an innovative public-private education partnership that is organized to support local implementation of P-20 STEM Programs of Study by coordinating and reducing the transaction cost among statewide networks of education partners, businesses, industry associations, labor organizations, and other organizations. Select any of the Illinois Pathways below to view information about them and resources available from the STEM Learning Exchanges." Below this, there is a grid of nine pathway tiles, each with an icon and title: Agriculture Food & Natural Resources, Architecture and Construction, Energy, Finance, Health Science, Information Technology, Manufacturing, Research & Development, and Transportation Distribution and Logistics.

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# Illinois Pathways

See specific courses, credentials, and assessments needed to plan for a career within any of the 9 Illinois Pathways.

<https://www.illinoispathways.com>



## Education and Career Pathways

Show All Pathways

- Engineering and Engineering Technology
- Mathematics
- Natural Sciences
- Social Sciences

Select a pathway above to see related programs. Use the links below each pathway item to see related information.

Definitions

View All Careers for This Pathway

View All Careers for All Pathways

**Orientation (Level 1)**

**R and D Orientation**

- Programs and Courses ▶
- Work-Based Learning ▶
- Credentials/Assessments ▶

**High School (Level 2)**

**Engineering and Engineering Technology**

- Programs and Courses ▶
- Work-Based Learning ▶
- Credentials/Assessments ▶
- Shared Pathways ▶

**Mathematics**

**Post-Secondary Education and Training (Level 3)**

**Engineering and Engineering Technology**

View Careers...

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

**Mathematics**

View Careers...

Programs and Courses ▶

Work-Based Learning ▶

Credentials/Assessments ▶

**Actuarial Science**

A program that focuses on the mathematical and statistical analysis of risk, and their applications to insurance and other business management problems. Includes instruction in forecasting theory, quantitative and non-quantitative risk measurement methodologies, development of risk tables, secondary data analysis, and computer-assisted research methods. (Moved from 52.0802)

**Algebra and Number Theory**

(NEW) A program that focuses on the expression of quantities and their relationships by means of symbols, vectors, matrices, and equations, and the properties of integers. Includes instruction in algebraic structures, quadratic and automorphic forms, combinatorics, linear algebra, and algebraic geometry.

**RESEARCH & DEVELOPMENT**

Pathway: Mathematics

Program: Mathematics

Course Code: 52.1304

**RESEARCH & DEVELOPMENT**

Pathway: Mathematics

Program: Mathematics

Course Code: 27.0102

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**GOAL 2025** COLLEGE CHANGES EVERYTHING



Designing, developing, managing, supporting and integrating hardware and software systems.

### Highlights at a Glance

### Industry Overview

Below are occupations for this pathway with current and projected employment levels, average annual openings, and wage and training level descriptors.

Download as CSV File

Standard Occupational Classification (SOC)		Employment (2014)	Employment Change (2014-2024)			Average Annual Job Openings		2015 Median Annual Wage	Training/Education Level
Code	Title		Number	Percent	Growth	Due to Replacements	Total		
<b>Totals (All Occupations, All Clusters)</b>		<b>6,263,919</b>	<b>371,593</b>	<b>5.93%</b>	<b>42,732</b>	<b>147,453</b>	<b>190,185</b>	<b>\$37,316</b>	
<b>Information Support and Services</b>									
11-3021	Computer & Information Systems Managers	13,697	2,253	16.45%	225	162	387	\$122,213	Bach degree plus work exp.
15-1152	Computer Network Support Specialists	6,283	919	14.63%	92	81	173	\$66,038	Associate degree
43-9011	Computer Operators	2,366	-469	-19.82%	0	18	18	\$49,179	Moderate-term OJT
15-1151	Computer User Support Specialists	22,226	3,387	15.24%	339	286	625	\$51,069	Associate degree

Source: Illinois Department of Employment Security, Economic Information & Analysis Division

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<https://www.illinoispathways.com>

**GOAL 2025** COLLEGE CHANGES EVERYTHING



## Tools You Can Use – User Guides

One or two page printable PDF documents that provide steps or instructions for getting started.

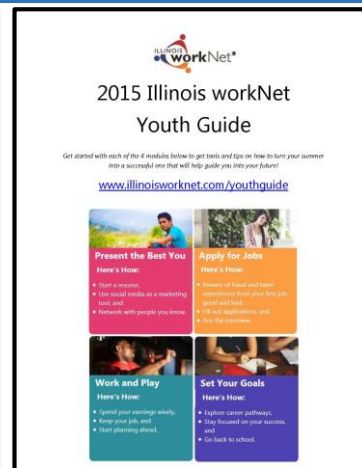
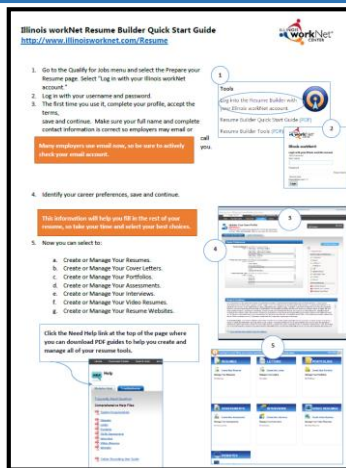
In addition, find links to workNet Articles and web pages.

From the home page, use the arrows on the left and right to find the scenario that best fits your needs.



<https://www.illinoisworknet.com/userguides>

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## Tools You Can Use - Assessments

As an Illinois workNet Partner you will have access to FREE Assessments.

An assessment is a process to assist students in identifying:

- Strengths
- Employability and transferable skills
- Interests
- Work values
- Personal priorities for employment

You will have access to assessment overviews, customer guides, and partner guides for each assessment.



<https://www.illinoisworknet.com/partners/tools/Pages/Assessments.aspx>

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### Skill and Interests Surveys



Career Exploration



Self-Accessed Assessment

### Employment 101 Pre / Post-Assessments



Earn Career Development Certificate



Self-Accessed Assessment

### NOCTI 21st Century Skills



Earn NOCTI Certificate



Partner Initiated Assessment

### Observational Evaluation



Develop Workplace Skills During Training



Partner Initiated Assessment

### Worksite Evaluation



Worksite Experience / Skill Development



Partner Initiated Assessment



## Tools You Can Use – Customer Groups/Customer Support Center

The purpose of Illinois workNet Customer Groups/Customer Support Center is to allow you to easily access and track student progress within the site.

### Benefits:

1. Access Assessment Results
2. Access Employment 101 Plans
3. Access Certificates Earned
4. Assist with Password Recovery



Quick Info

workNet ID

322349

Is Active

Yes

Joined

1/7/2013

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](#)

[Disability Benefits Estimator](#) | [Employment 101](#) | [NOCTI](#) | [Observational Evaluation](#) | [Worksite Evaluation](#) | [No Skills and Interest Results](#)

DISABILITY BENEFITS ESTIMATOR

EMPLOYMENT 101

NOCTI RESULTS

Date	Score	Result	National Average
1/29/2015	0	Did not pass	71.9

Showing 1 to 1 of 1 entries

[Previous](#)

1

[Next](#)

[NOCTI Skill Badge](#)
[NOCTI Customer Guide](#)

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

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<https://www.illinoisworknet.com/partners/tools/Pages/Customer-Groups.aspx>

## Getting Set-Up as a Partner

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and Sign Up for an Account
  - If you already have an account, just Log In
2. Check your email for the confirmation email
3. Click the verification link within the email
4. Email [info@illinoisworknet.com](mailto:info@illinoisworknet.com) to indicate you need Partner Level access to Illinois workNet
  - Provide your Organization and Organization address
5. Illinois workNet staff will update your account if your Organization is an Illinois workNet Partner OR will email you instructions for setting up your Organization as a Partner if it is not
6. Once you are updated to Partner level – click Partner Tools via the My Dashboard menu once logged in

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Email [info@illinoisworknet.com](mailto:info@illinoisworknet.com) for assistance if needed.

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## Getting Students Started

1. Create a customer group invitation.
2. In a classroom computer lab, the students will follow the instructional handout to accept the invitation.
  - If they do not have an Illinois workNet account, they will be prompted to set up an account. It's easy to set-up an account – start here <https://www.illinoisworknet.com/Pages/Register.aspx>.
3. Students will complete the pre-assessment questions and discuss the answers. They can also use the related links to access additional resources for more information.
4. You will then work with students to complete Employment 101 while integrating resources provided, like the Job Skill Guides.
5. Students will then select and complete the post-assessment questions available in Illinois workNet. You can then use customer groups to view assessment and activity results.
6. Once students pass the post-assessment with a 70% or higher, they can save and print their Certificate of Completion.



<https://www.illinoisworknet.com/partners/topics/Pages/Guide-for-Helping-Individuals.aspx>

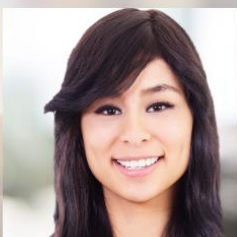
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Get the information you need to help students plan for the future.  
Start sharing!



Get Started In This Site



Find the Right Job



Find Employer Resources



Find Training



Find Laid Off Worker Resources



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<https://www.illinoisworknet.com>





# Thank you!

## Illinois workNet®

Visit: [www.illinoisworknet.com](http://www.illinoisworknet.com)

Email: [info@illinoisworknet.com](mailto:info@illinoisworknet.com)

Monday – Friday

8:00 A.M. – 4:30 P.M.

Emails are checked and responded to each business day.



<https://www.illinoisworknet.com/Pages/Contact-Us.aspx>

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