Youth Work Readiness Assessments & Tools

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College Changes Everything
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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.


**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.

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.

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

All FREE!
Top 4 Tips for Students:

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

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?
Tip 2: Research Careers & Complete Assessments

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?
Careers, Wages & Trends

Agents and Business Managers

Agents and Business Managers - At a Glance

Quick Facts: Agents and Business Managers
- Earnings: $51,282 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 | 13-111 | Tax and accounting clerks | None

Employment 101 Guide

Pre- and Post-Assessment

Career Readiness: Employment 101 Guide

1. Take Pre-Assessment
2. Complete Guide
3. Take Post-Assessment
4. Download Certificate

Plan To Reach Your Goals

Prepare a Career Plan

Prepare a Job Search Plan

Achieve Your Goals

Employment 101 Guide

*Self-Accessed*
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?

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!
Tips and Tools Packaged in a Youth Guide

https://www.illinoisworknet.com/youthguide

Here's How:
- Explore your skills and interests,
- Explore career pathways, and
- Find training.

Here's How:
- Start a resume,
- Use social media as a marketing tool, and
- Network with people you know.

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

Here's How:
- Spend your earnings wisely,
- Find supportive services, and
- Focus on success.

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
Illinois Pathways

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

https://www.illinoispatterns.com

![QR Code]

Illinois workNet for College Changes Everything, Tinley Park, IL
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

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
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

Benefits:

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 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

Email info@illinoisworknet.com for assistance if needed.
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
Thank you!

Illinois workNet®
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.

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