

2023
COLLEGE CHANGES EVERYTHING[®]
CONFERENCE



Illinois workNet - Addressing DEIA

Find out about our **Tools** and meet customers' **Training and Employment Goals**.

GOAL 2025 COLLEGE CHANGES EVERYTHING[®]

Illinois workNet[®] is sponsored by the Department of Commerce and Economic Opportunity. – July 2023

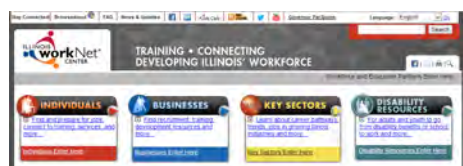
1

ILLINOIS WORKNET: **EVOLUTION**

- Illinois workNet Launched in 2005 by the Illinois Workforce Development Board
- Illinois workNet is the state's web portal system for workforce development
- 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. The system includes Workforce Innovation Opportunity Act (WIOA) resources, services and tools.
- Illinois workNet continues to build out tools and resources that align with the state's workforce and education needs.

All of Illinois workNet's resources are **FREE**.

2013



2023



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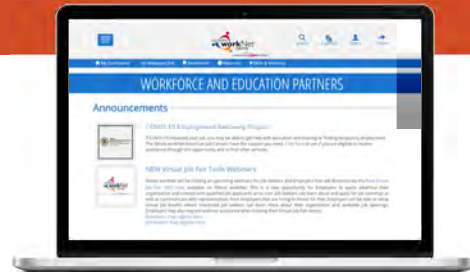
PARTNER PAGE

Illinois workNet partners access the partner page to find information specific to how Illinois workNet Tools and Resources help assist customers in meeting their employment and training goals. Additionally, Partners access a variety of guides specific to using various partner tools to help them facilitate their customers' success.



RESOURCES INCLUDE:

- ✓ Access to Global Partner Tools
- ✓ Program Guide for Partners
- ✓ Access to Illinois Initiative
- ✓ Assessment Information
- ✓ Customer Support Center/Illinois Workforce Integration System (IWIS)
- ✓ And More



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ILLINOIS WORKNET PARTNER TOOLS: CUSTOMER SUPPORT CENTER/IWIS

CUSTOMER SUPPORT CENTER TOOLS

Tools allow a team of Illinois workNet partner staff to provide guidance and to help customers reach their training and employment goals.



Provider and customer level tools are used for planning, communicating, documenting progress, and reporting.



Partners are provided approved access based on their role and customer participation agreement.

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What are challenges you face
addressing DEIA?

5

Challenges

- Inadequate Resources and support
- Curriculum and instructional materials
- Language and communication barriers

6

What assessments do you use?

7

Hands Up –

Who knows
about Illinois
workNet
assessments?

Which ones have
you used?



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[My Messages \(100\)](#)
[Bookmarks](#)
[Resumes](#)
[Tools & Interests](#)

WORKFORCE AND EDUCATION PARTNERS

Announcements

Older Americans Month 2023

The month of May is Older Americans Month (OAM). This year's theme is "Celebrate the Contributions of Older Americans." Every day deserves a second chance, as a difference in our communities. Learn more about Second Chance Month.

Second Chance Month 2023

April is about Second Chances. Each year, Second Chance Month returns from incarceration. Every day deserves a second chance, as a difference in our communities. Learn more about Second Chance Month.

[View More](#)

TOOLS, GUIDES, & INITIATIVES

Global Partner Tools


Global tools are available to all Illinois workNet partners.

Illinois workNet offers partners in the community-based organizations of many kinds that help individuals, employers or community partners achieve their career and workforce development goals. Illinois organizations are encouraged and welcomed to the partnership. There are no costs to Illinois partners to use the left-hand tools.

<p>Assessments</p> <p>Illinois workNet offers assessments that can be used as part of the career development process.</p>	<p>Employment 101</p> <p>Determine and set your employment goals with the self-guided tour in Employment 101.</p>	<p>Create a Partner Account</p> <p>Help individuals, employers, and other service organizations achieve their career, training, and employment goals by test...</p>	<p>Customer Support Center</p> <p>Customer Support Center tools allow a team of Illinois workNet customer support to provide guidance to help customers reach...</p>
<p>Events Calendar</p> <p>Find job fairs, webinars, seminars, related events, and more that can help your business needs.</p>	<p>WIOA Policy Manual</p> <p>The WIOA Policy Manual is an interactive manual where users can view the State Plan and policies for the Department.</p>	<p>Outreach Materials</p> <p>Illinois workNet makes outreach materials (save time and money) by using our outreach materials. These materials comply with...</p>	<p>Service Provider Administration</p> <p>Illinois workNet service providers can add their organization's service or referral information to the Service Provider Tool...</p>
<p>Success Stories</p> <p>Share program and customer/employer innovation and opportunity for WIOA success stories. If you are part of a story...</p>	<p>Virtual Job Fair (VJF) Guide</p> <p>Book, manage, and evaluate Virtual Job Fair employer teams and be invited to that job fair help you connect and manage...</p>	<p>Learning Center</p> <p>Access professional development courses, seminars, and training opportunities or resources and learn or share resources...</p>	<p>Rapid Response and Trade</p> <p>Access the RRT tool, Rapid Response Working Materials & Resources, Trade Forums, and the Trade Partner Guide...</p>

MENU

- Workforce and Education Partners
- Becoming A Partner
- Partner Programs
- Assessments
- Customer Support Center
- Illinois workNet Learning Center
- Outreach Tools Articles
- Helping Individuals Articles
- Helping Employers Articles
- WIOA Wednesday Webinars
- Partner News & Events
- Resource Searches
- FAQs
- Illinois workNet Home Page



ILLINOIS

workNet

CENTER

americanJobcenter

[Search](#)
[Español](#)
[Users](#)
[Share](#)

[My Dashboard](#)
[Messages \(185\)](#)
[Bookmarks](#)
[Resumes](#)
[Skills & Interests](#)

ASSESSMENTS


[Back to Workforce & Education Partner Resources](#)

Free Assessments for Providers and Customers

An assessment is a process to assist customers in identifying the following:

- strengths
- employability and transferable skills
- interests
- work values
- personal priorities for employment


Assessment is part of the process leading to self-awareness and relies on the active participation of the customer. As part of this process, the customer understands the purpose and expected outcome of the assessment. Illinois workNet Partners have access to this assessment and evaluate their customers. Learn how to help customers improve workforce readiness in this article.

 [Request an Illinois workNet Partner Account \(PDF\)](#)

ONLINE TOOLS


Illinois workNet offers assessments within the Customer Support Center profiles that can be used as part of the career development process. Print instructions for more details and get started today! Still, have questions? Check out [Partner FAQs](#).

Click each icon below to learn more about the Illinois workNet assessment options:




Quick Start Guide

Use the Quick Start guide to learn how to use assessments for your customers to achieve employment & training goals.




Skills and Interest Survey

Surveys to help a user determine career paths based upon existing skills and personal interests.




Employment 101 - E101

This tool helps the user learn about career plans, job search plans, and achieving success in the workplace.




Self-Evaluation of Essential Skills

This self-assessment helps the user determine rank their strengths and weaknesses on 10 essential employability skills.




Observational Evaluation

Use this assessment with participants who are in your workshops to observe and rate their essential employability skills...



Worksite Evaluation

This evaluation assesses the essential employability skills of participants in a guided worksite placement.



Other Evaluations

This explains a number of other assessments that can be tracked in a participant's career plan.

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EMPLOYMENT 101: STEP BY STEP APPROACH

Take the Pre-Assessment:

- See what you know.

Complete the Employment 101 Guide:

- Learn about career planning, searching for a job, and skills to succeed in the workplace.
- Develop a Career Plan and Job Search Plan.
- Resources in the guide help prepare you to complete the post-assessment.

Take the Post-Assessment:

- Score 70% or higher to earn your Illinois workNet Certificate of Completion.

Download the Certificate of Completion:

- Add the Illinois workNet Certificate to your resume and portfolio.



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Let's answer some questions!

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

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

Labor market information includes all of the following except: *

- a) The expected number of job openings
- ★ b) Stock market activity
- c) How much a job pays
- d) All of the above



Information found in the Explore Careers Pathways modules.

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How about a couple more?

What type of financial aid must be repaid? *

- ☐ a) Grants/Scholarships
- ☒ b) Student loans
- ☐ c) Work Studies
- ☐ d) None of the above

Learn about training programs and their requirements to: *

- ☐ a) Find where training programs are offered
- ☐ b) Figure out the time necessary to complete training
- ☐ c) Estimate the cost of completing the program
- ☒ d) All of the above



Information found in the Explore Training modules.

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Just two more?

Developing a monthly budget will help you do the following except: *

- ☐ a) Calculate your expenses
- ☐ b) Choose a career that meets your financial needs
- ☒ c) Determine your credit score
- ☐ d) Help you plan for unexpected expenses

Which one of the following will hurt your credit score? *

- ☐ a) Having a Facebook account
- ☐ b) Renting an apartment
- ☒ c) Missing payments on a loan
- ☐ d) None of the above



Information found in the Financial Literacy modules.

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Career Tools

With E101 and otherwise available.

60%
 2025
 COLLEGE CHANGES EVERYTHING

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Career Tools

- E101
- Assessments
- Career Plan
- Notes
- Compare Careers
- Compare Training
- Job Search Organizer
- Resume Builder

The screenshot shows a web application titled "CAREER TOOLS" with a navigation bar at the top containing links for "My Dashboard", "Messages (185)", "Bookmarks", "Resumes", and "Skills & Interests". Below the navigation bar, the user's name "Dee Reinhardt's Plans & Tools" is displayed. A "My Dashboard" button is visible. The main content area features a grid of eight tool cards, each with an icon and a brief description:

- Employment 101**: Use this tool to create a Career Plan, Job Search Plan and learn how to Achieve Success on the job.
- Assessments**: Use these assessments and evaluations to understand where you are with your skills and experiences.
- Career Plan**: Use this tool to track steps and goals you create to help you achieve success in your chosen career field.
- Notes**: Use this tool to keep track of things you need to do related to your career plan and job search plan.
- Compare Careers**: Use this tool to compare the career choices you make in Illinois workNet.
- Compare Training**: Use this tool to compare the training selections you make in Illinois workNet.
- Job Search Organizer**: Use this tool to track the activities related to jobs that you find on Illinois workNet, or add your own.
- Resume Builder**: Use this tool to create and edit resumes, cover letters, portfolios and more.

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Dee's Dashboard

My Tools | My Assessments | Partner Tools | Career Plan Tools

Settings

Update My Profile

Change Password

Update - News

Subscription Settings

185 Messages

Career Plan

Illinois workNet

Employment 101

Guide

- Pre-Assessment: 36% on 10/26/2020
- Post-Assessment: 96% on 3/15/2021
- Certificate Download

Your Guide To Prepare:

- A Career Plan
- A Job Search Plan

To

Achieve Your Goals

Resume Builder

Resume Builder | Guide

- Cover Letter Saved
- Resume Saved
- Portfolio Saved
- Interview Practice Saved
- Assessments Saved
- Website Saved

Are your saved items not checked? Next Steps

My Bookmarks

Architects

Bachelor Degree in Organizational Management

Assistant, Dental

1 2 3 4 5 6 7 8

3 of 24 See All

Job Search

Membership / Market...

VP of Marketing - LOCA...

Graphic Design / Client...

1 2 3

3 of 8 See All

My Bookmarks

Jobs

Dee Reinhardt's Plans & Tools

My Dashboard

About My Plans & Tools | Employment 101 | Assessments | Career Plan | Notes | Compare Careers

Compare Training | Job Search Organizer | Resume Builder

Explore & Bookmark Careers | Explore Career Videos | Explore Career Articles

Use the arrow buttons (or drag and drop the cards) to list your bookmarked card in order with your favorite at the top.

Rank your careers

Project Managers (Emerging)

More Details - Demand Occupation: No - Emerging Occupation: No

Quick Facts: Project Managers (Emerging)

Wages	Median annual wage estimate is not available
Employment	Employment data are not available
10 Year Growth	Growth estimate is not available
Annual Openings	Annual openings data are not available

Architects

More Details - Demand Occupation: No - Emerging Occupation: No

Quick Facts: Architects

Wages	Earn \$79,820 per year
Employment	Large occupation
10 Year Growth	More slowly than average
Annual Openings	Moderate

Assistant, Dental

More Details - Demand Occupation: Yes - Emerging Occupation: No

Quick Facts: Dental Assistants

Wages	Earn \$40,028 per year
-------	------------------------

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Dee Reinhardt's Plans & Tools

My Dashboard

About My Plans & Tools | Employment 101 | Assessments | Career Plan | Notes | Compare Careers

Compare Training | Job Search Organizer | Resume Builder

Explore WIOA Approved Training | Explore Public & Private Training | Explore Training Videos | Explore Training Articles

Use the arrow buttons (or drag and drop the cards) to list your bookmarked card in order with your favorite at the top.

Rank your WIOA Approved Programs

Bachelor Degree in Organizational Management

Hannibal-LaGrange University

<http://www.hlg.edu>

Marketing BVS

Elgin Comm. College District #509

<http://www.elgin.edu>

Supervisory & Administrative Management VS

Elgin Comm. College District #509

<http://www.elgin.edu>

Rank your Public/Private Training

Danmark Security Training Academy

Danmark Security Training Academy 600 South Wells Street, Suite M5 Chicago, IL 60607

<http://www.danmarksecurity.com>

Directions Training Center, Inc.

Directions Training Center, Inc. 2625 Butterfield Road, Suite 209E Oak Brook, IL 60523

<http://www.directionstraining.com>

Illinois Welding School

Illinois Welding School 1315 Enterprise Drive Romeoville, IL 60446

<https://ilws.edu/>

Computer Training Institute of Chicago

Computer Training Institute of Chicago 200 South Michigan Avenue, Suite 1330 Chicago, IL 60604

<http://www.ctichicago.com/>

General Assembly

Dee Reinhardt's Plans & Tools

My Dashboard

About My Plans & Tools | Employment 101 | Assessments | Career Plan | Notes | Compare Careers

Compare Training | Job Search Organizer | Resume Builder

Notes

Add Note

Title	Source	Updated
The skills that can often transfer from one job to another	E101	2/12/21, 1:20 PM
Industry wide technical skills required for the career pathway you selected	E101	3/9/21, 1:42 PM
What do you still need?	E101	3/9/21, 1:37 PM
What situations do you need to plan around?	E101	3/9/21, 1:37 PM
Identify opportunities to volunteer in your community	E101	2/5/21, 1:51 PM
What are your previous employment, education,...	E101	9/13/21, 10:34 AM
What are your Keywords and Action Words?	E101	2/4/21, 5:34 PM
What items you could include in a portfolio?	E101	3/10/21, 9:51 AM
What are places to begin Networking?	E101	3/9/21, 3:37 PM
Obligations you have to meet if you are offered a job	E101	2/5/21, 11:34 AM
The documents you need for finding a job	E101	2/5/21, 11:34 AM

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Dee Reinhardt's Plans & Tools

[My Dashboard](#)

[About My Plans & Tools](#)
[Employment 101](#)
[Assessments](#)
[Career Plan](#)
[Notes](#)
[Compare Careers](#)
[Compare Training](#)
[Job Search Organizer](#)
[Resume Builder](#)

[Search Virtual Job Fairs \(VJF\)](#)
[Find Job Opening](#)
[Add Job](#)

Openings	Applications	Interviews	Follow Up	Archive
Pop-Up Event Coordinator https://www.indeed.com/viewjob?jk=89767c348010918d8&indpubnum=7754164659270760 Application Date 8/14/2020 Edit Remove	Membership / Marketing Associate https://www.indeed.com/viewjob?jk=f212c3ccdb4e56c&indpubnum=7754164659270760 Application Date 9/14/2020 Interview Date 9/24/2020 Follow Up Date 9/13/2021 Edit Remove	VP of Marketing - LOCAL CANDIDATES ONLY test Elgin, Illinois https://www.indeed.com/viewjob?jk=5c1fce2a7e8f270&indpubnum=7754164659270760 Posted Date 8/1/2020 Application Date 9/14/2020 Interview Date 4/9/2021 Follow Up Date 4/21/2021 Edit Remove	Graphic design and Social Media marketing https://www.indeed.com/viewjob?jk=v6bcdee7f9f72a52f&indpubnum=7754164659270760 Follow Up Date 8/14/2020 Edit Remove	Graphic Design/Client Specialist https://www.indeed.com/viewjob?jk=569810934469ddef&indpubnum=7754164659270760 Posted Date 6/9/2020 Application Date 6/5/2020 Interview Date 7/2/2020 Follow Up Date 7/16/2020 Archive Date 8/14/2020 Edit Remove
	Social Media Marketing Coordinator http://www.indeed.com/viewjob?jk=c634c3b259632642&indpubnum=7754164659270760 Application Date 8/14/2020 Edit Remove	Ignite Social Media Marketing/Influencer http://www.indeed.com/viewjob?jk=2471d44ba39ebc07&indpubnum=7754164659270760 Interview Date 8/14/2020 Edit Remove		Member Relations Coordinator https://www.indeed.com/viewjob?jk=44e2a2f13c9007ec&indpubnum=7754164659270760 Follow Up Date 8/14/2020 Archive Date 4/21/2021 Edit Remove

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How are your Essential Employability Skills?

Handout

<https://www.illinoisworknet.com/partners/CYEPpartners/Documents/Self%20Evaluation%20Essential%20Employability%20Skills.pdf>

GOAL 2025 COLLEGE CHANGES EVERYTHING

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Groups

- Personal Groups
- Program Groups
- Other's Groups

GROUPS - SEARCH

GROUP SEARCH

Use Customer Support Center Groups to organize customers and view information saved with each customer's account. Create your personal group or select a group to get started. [Learn more](#)

Create Personal Groups

Group Name

Show Advanced Search

Search Q

Show 50 entries

Id	Name	Type	Active	Partners	Customers
5262	DIHS - Youth Program for Employment & Education	ProjectGroup	true		
5392	Group Training Spring 2018	Personal_SubGroup	true	0	1
11309	ISETS	ProjectGroup	true		
5373	Personal Group for Dee Reinhardt	PersonalGroup	true	3	2

Showing 1 to 4 of 4 entries

Previous 1 Next

<https://www.illinoisworknet.com/partners/Pages/Article.aspx?ArticleId=328>

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Tools to Use

- Career Plan
- Assessments
- SkillsFirst Resume
- Success Stories
- Work Experience Placements
- Outcomes

CUSTOMERS - PROFILE

Groups

Partners can see if a customer has been added to other program/personal groups. Once the customer submits an application or accepts an invitation, they are automatically placed in that specific group. It does not mean the customer participated in the program, but an action was taken to put them into the specific group.

GROUPS

Show 10 entries

Group Name	Group Type	Role	Is Active	Remove
Personal Group for Dee Reinhardt	PersonalGroup	Customer	True	

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Subgroup

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Career Plan

- Track Skills, Interests and Goals
- Plan Goals and Activities to Achieve
- Accomplishments
- Job Leads

The screenshot displays the 'MY CAREER PLAN' interface. The top navigation bar includes 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and user icons. The main section is titled 'MY CAREER PLAN' with a sub-header 'Current Project: Illinois workNet'. Below this, there are tabs for 'Skills, Interests & Experiences', 'Plan Goals and Steps', 'Accomplishments', 'Job Leads', and 'Update Log'. The 'OVERVIEW' section shows a 'CUSTOMER GOALS/PLAN AGREEMENT' with a status of 'No Status update yet'. A table lists 'CHALLENGES' with columns for Goal, Steps, More Info, Surface Start Date, Latest Planned Due Date, and Status. The 'DESIRED CAREER PATH' section includes a checklist for 'SKILLS AND INTERESTS', 'EMPLOYMENT GOALS', 'SITUATIONS', 'DISABILITY BENEFITS ESTIMATOR', 'EMPLOYMENT 101', 'NOCI RESULTS', 'SELF-EVALUATION', 'OBSERVATIONAL EVALUATION', and 'WORKSITE EVALUATION'. The 'MORE ASSESSMENTS' table shows a list of assessments with columns for Name/Description, Results, Date, Type, Category, and Updated. The bottom right section features a 'RECOMMENDED JOBS' list with a 'WE ARE HIRING' banner and a list of job openings.

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Assessments

- Skills and Interests
- Disability Benefits Estimator
- Employment 101

The screenshot displays the 'Assessments' interface. The top navigation bar includes 'Groups', 'Details', 'Career Plan', 'Assessments', 'Optimal Resume', 'Success Stories', 'Worksites', and 'Outcomes'. The left sidebar shows a user profile for 'Hobson, H.' with fields for 'workNet ID', 'IWDS User ID', 'Last 4 SSN', 'User Name', 'Email', 'Account Created', and 'Active'. The main section is titled 'Assessments' and contains a message: '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'. Below this, there is a list of assessment categories: 'SKILLS AND INTERESTS', 'DISABILITY BENEFITS ESTIMATOR', 'EMPLOYMENT 101', 'SELF-EVALUATION', 'OBSERVATIONAL EVALUATION', and 'WORKSITE EVALUATION'. The bottom section is titled 'Assessments Not Available Through Illinois workNet' and includes a button to 'Add Assessment Results'.

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Skills First Resume

Create and save:

- Resumes
- Cover Letters
- Career Advice
- Files
- Interviews
- Interview Answers/Questions
- Pitches – *what is your elevator pitch?*
- Portfolios

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Success Stories

- Personal
- Company
- Community

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Worksites

- Track work experience for youth in Illinois workNet.
- Several types of employment from which to choose.
- Not limited to grant funded programs.
- Ability to track subsidized employment for grant funded programs.

Assessments Optimal Resume Success Stories **Worksites** Outcomes

Worksite Placement

Show 10 entries

Search:

Type	Employer	Worksite	Position Type	Hourly Wage	Subsidized Wage	Job Type	Start/End Date
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

PAYROLL

Show 10 entries

Worksite Pay Period Start

WORKSITE PLACEMENT

Employers Worksite Placement Payroll Payroll Management

Project: Illinois workNet

Grantee/Provider: Select

Employment Type: Work Experience

Filter Reports

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Show 10 entries

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	Illinois workNet		Dee's Dogs	Dee's Dogs	Food Science Technicians	4	0	1

Showing 1 to 1 of 1 entries Previous 1 Next

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Outcomes

Compilation of activities in one place.

- Services
- Goals
- Measurable Skills Gains
- Employment
- Earned Credentials

Assessments Optimal Resume Success Stories **Worksites** **Outcomes**

Services/Outcomes

Accomplishments

Services: 0
Goals: 0
Measurable Skill Gains: 0
Earned Credentials: 0
IWDS Employment Entries: 0

IWDS Performance Outcomes

No Positive Performance Outcomes

Services

Goals

Measurable Skill Gains

Employment

Earned Credentials

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What is the 1 thing you want to implement?

What sort of strategy could you develop with these tools?

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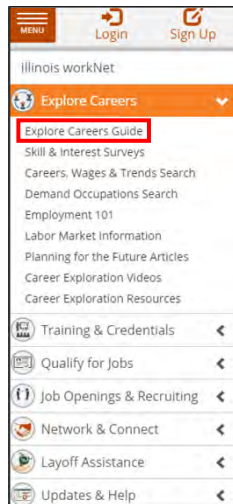
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Illinois workNet Guides

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EXPLORE CAREERS: EXPLORE CAREERS GUIDE



About: Exploring career options and planning for your career is exciting and rewarding. Whether you're new to the workforce or have years of experience, Illinois workNet has the tools to help you create your roadmap to success. So, when you are ready to make a career move, you'll be able to make an informed decision.

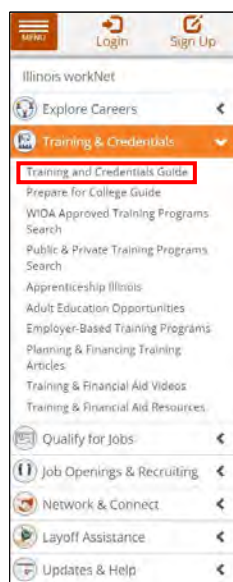
Audience: Job Seekers

Short URL: illinoisworknet.com/exploreguide



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TRAINING & CREDENTIALS: TRAINING AND CREDENTIALS GUIDE



About: Illinois workNet gives you powerful tools to help you qualify for a job or advance in your career. Use these tools to learn about different types of degree programs, certification programs, and micro-credential programs.

Audience: Job Seekers

Short URL: illinoisworknet.com/trainingguide



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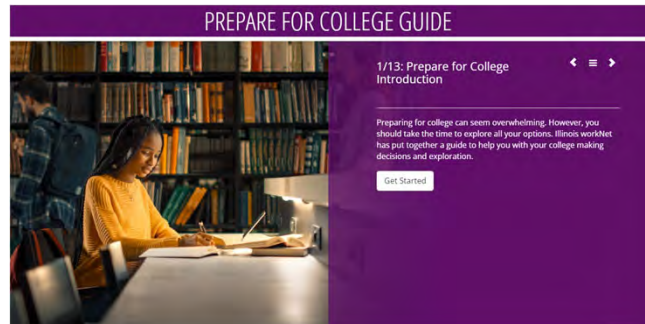
TRAINING & CREDENTIALS: PREPARE FOR COLLEGE GUIDE



About: Preparing for college can seem overwhelming. However, you should take the time to explore all your options. Illinois workNet has put together a guide to help you with your college making decisions and exploration.

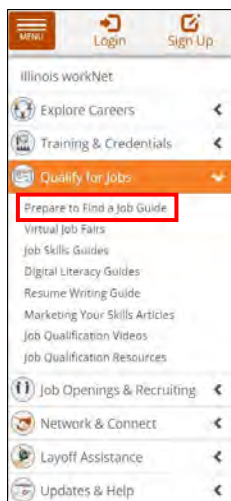
Audience: Youth/Adult

Short URL: illinoisworknet.com/collegeprep



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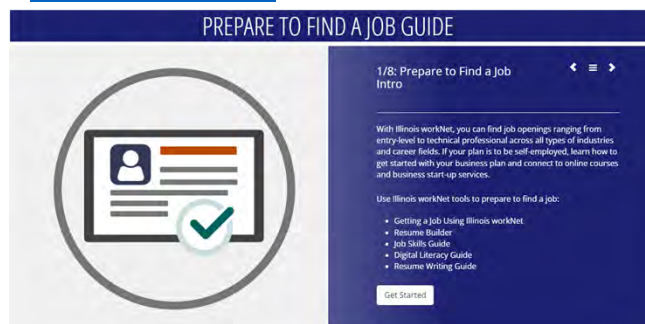
QUALIFY FOR JOBS: PREPARE TO FIND A JOB GUIDE



About: Find job openings ranging from entry-level to technical professional across all types of industries and career fields. If your plan is to be self-employed, learn how to get started with your business plan and connect to online courses and business start-up services.

Audience: Job Seekers

Short URL: illinoisworknet.com/prepare



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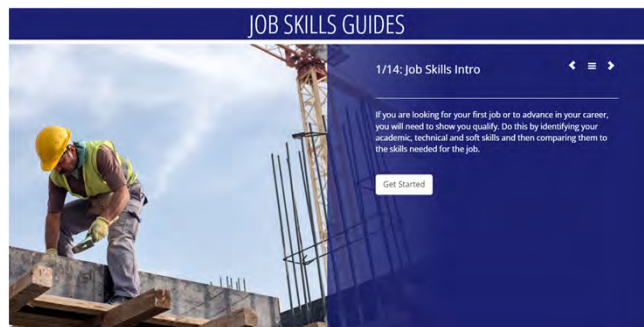
QUALIFY FOR JOBS: JOB SKILLS GUIDE



About: Make sure you have the skills employers want! When you are searching for a job, it is important to recognize the skills that you have and include them in your resume and interview. Use those skills to show you are qualified for the job. Learn more about the skills and hear what employers have to say about those skills.

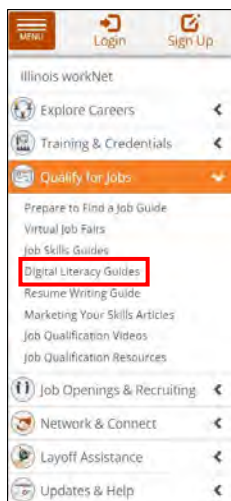
Audience: Job Seekers

Short URL: illinoisworknet.com/jobskillsguide



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QUALIFY FOR JOBS: DIGITAL LITERACY GUIDES



About: To be digitally literate means being able to use digital technology, communication tools, or networks to locate, evaluate, use, and create information. These skills are used in everyday life and all industries and jobs. There are programs that can assist you in finding and improving these skills.

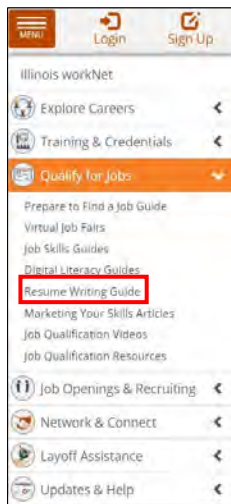
Audience: Job Seekers

Short URL: illinoisworknet.com/digitalliteracy



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QUALIFY FOR JOBS: RESUME WRITING GUIDE



About: A resume is required for most jobs. Employers will look at your resume to get a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a first impression of your skills and abilities. Here you will find articles on each step in the resume writing process.

Audience: Job Seekers

Short URL: illinoisworknet.com/resume



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JOB OPENINGS & RECRUITING: STARTING A BUSINESS GUIDE



About: Interested in starting a business, growing, or furthering your online presence? The Start a Business Guide on Illinois workNet has plenty of resources for you to get you on your way to starting your business.

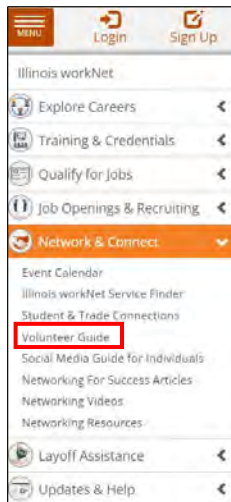
Audience: Employers

Short URL: illinoisworknet.com/start



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NETWORK & CONNECT: VOLUNTEER GUIDE



About: Volunteering is a worthwhile act that helps your community, but it also looks great on a resume. Whether you are volunteering for the first time or just want to expand your work experience, use the Illinois workNet Volunteer Guide to learn more.

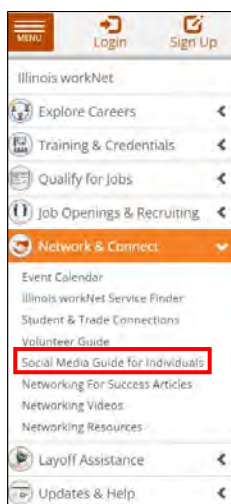
Audience: Youth/Adult

Short URL: illinoisworknet.com/volunteer



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NETWORK & CONNECT: SOCIAL MEDIA GUIDE FOR INDIVIDUALS



About: Learn about the benefits of using social media for your job search, best practices for what to share and what not to share online, and how you can create your own professional brand.

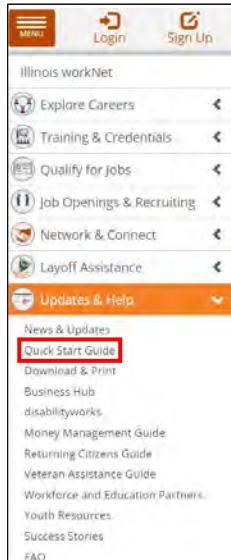
Audience: Youth/Job Seekers/Adult

Short URL: illinoisworknet.com/SocialMediaGuide



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UPDATES & HELP: QUICK START GUIDE



About: Use the Quick Start Guide to learn how Illinois workNet can help you achieve your training and career goals!

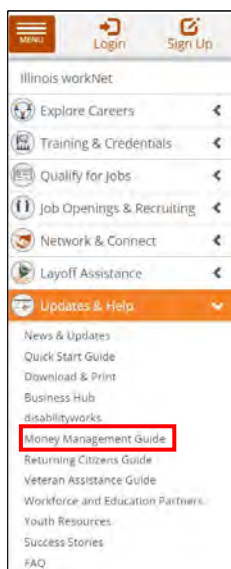
Audience: Job Seekers/Individuals

Short URL: illinoisworknet.com/quickstartguide



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UPDATES & HELP: MONEY MANAGEMENT GUIDE



About: People spend money in order to purchase the things they want. Those things may be houses, cars, clothes, fancy dinners, vacations, sports equipment, or electronic items. Select the option that best fits your situation to find great resources and helpful information to help you with your current or future money management goals.

Audience: Youth/Individuals

Short URL: illinoisworknet.com/moneymanagement



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OTHER GUIDES: **DISABILITY EMPLOYMENT GUIDE**

About: Get started today on the path to reaching your training and employment goals with disability services.

Audience: Individuals with a Disability

Short URL: illinoisworknet.com/disabilityguide



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OTHER GUIDES: **YOUTH GUIDE**

About: Whether you are looking to explore careers, find training, or just get resume assistance, this guide can help. With quick and easy steps, you will learn more, gain skills and knowledge, and be prepared for the road ahead.

Audience: Youth

Short URL: illinoisworknet.com/youth



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