

Creating a Work Search Record



The screenshot shows the IllinoisJobLink.com homepage. At the top left is the logo "IllinoisJobLink.com". Below the logo is a navigation menu with links: "Return to IDES", "JobLink Home", "Find a Job", "Find Employees", "Resources", "Contact", and "FAQ/Help". To the right of the navigation menu is a central banner area. On the left side of the banner is a photo of a person holding a stack of resumes, with text that reads "OFFICE & ADMIN SUPPORT UP 28,900 ANNUALLY". To the right of the photo is the "ABOUT US" section, which states: "This is Illinois JobLink - your best source for posting and finding jobs in the state of Illinois. Whether you're looking for that perfect job, that perfect employee or information on an industry or workforce, Illinois JobLink is for you." Below the banner are two large buttons: "FIND A JOB" and "FIND EMPLOYEES". At the bottom of the banner is a footer with links: "Languages | EOE | Privacy | Browser Help | Protect Yourself" and a "BrowseAloud" logo. On the right side of the page is a "LOG IN" section with fields for "Username" and "Password", a "Log in" button, and links for "Forgot your password?" and "Forgot your username?". Below the login section is a "Not Registered Yet?" section with links for "Learn more: Job Seekers" and "Employers". At the bottom left of the page is a "Statistics" section showing "52104 Jobs" and "71543 Resumes".

This is the IllinoisJobLink.com official homepage. There are several links on this page to assist jobseekers.

You can select one of the links in the right column to retrieve your username and password. Under the "Statistics" header, you can view the total available jobs posted in IllinoisJobLink.com and the total number of public-posted resumes. To conduct a quick job search, select the "Quick Job Search" link.

To review your work search activity or create a work search record, log into IllinoisJobLink.com with your username and password.

After logging in, you will land on your “MyHomePage.” From this page, you can search jobs, update your existing resume or post a new one, view your saved job searches, setup email alert in your posted resume, add/edit demographic information in your Job Seeker account, review and update your contact information, and edit password.

Select the link “Work Search Record” to view, edit, or create a new work search record.



The screenshot shows the user interface for Illinois JobLink.com. At the top, the logo "IllinoisJobLink.com" is displayed in blue. Below the logo is a horizontal bar with a blue section on the left containing the text "MYHOMEPAGE" in white and yellow, and a photo of a smiling woman on the right. Below the bar, the text "Welcome, Ann!" is followed by a paragraph explaining the personalized home page. A bulleted list of navigation options is provided at the bottom.

IllinoisJobLink.com

MYHOMEPAGE

Welcome, Ann!

Your personalized home page gives you a broad range of tools to keep Illinois JobLink working to meet your career goals. By keeping your profile up to date you're also keeping potential employers up to date. Follow the links below to manage and maintain all aspects of your profile.

- [Search Jobs](#)
- [My Resumes](#)
- [My Saved Jobs](#)
- [Email Alerts](#)
- [Add/Edit a Job Seeker Account](#) -- Your Job Seeker account is active.
- [Contact Info](#)
- [Edit Password](#)
- [Work Search Record](#)

The "IllinoisJobLink.com Work Search Record" page is automatically updated with all job search activity performed in IllinoisJobLink.com. You can view your "Work Search Activity", the date you conducted work search, job title, internal job order numbers for jobs posted in IllinoisJobLink.com or external order numbers for jobs that are posted on external websites like "Indeed" or "Monster." The last column details results of your work search activity.

You can update the "Results" link by selecting the drop down arrow and choose the appropriate outcome from one of the options, Awaiting Outcome, Hired, Not Hired, Did Not Apply, or Other. The outcome that is selected is subject to verification by IDES staff.

Home >> My Home Page >> Work Search Record 

Illinois JobLink Work Search Record

Related Links: [Work Search Notes](#) | [Non Illinois JobLink Work Search Record](#) | [Print Work Search Record](#)

Work Search Activity	Date	Job Title	Order Number	External Order Number	Results
Job orders which are not links are no longer active.					
Viewed Job Order	12/16/2013	aic Apprenticeship Training/Transportation Constr	1182587	0	Did Not Apply
Viewed Job Order	12/16/2013	Cook	1219446	0	Did Not Apply
Viewed Job Order	12/16/2013	COOK I	1230514	0	Did Not Apply
Viewed Job Order	12/16/2013	Caregiver	1233032	0	Did Not Apply
Viewed Job Order	12/09/2013	Temporary School Secretary, Temporary School Secretary		8d5491ea573d5b44,8d5491ea573d5b44	Did Not Apply
Viewed	12/09/2013	MPS Special Service		db38ea57baa04743,db38ea57baa04743	Did Not Apply

By selecting the hyperlink, “Work Search Notes” you can enter and save a personal note about yourself or about the job that can be viewed by you at a later date. To enter a note, complete the “Notes” field with relevant information and select “Save.”

IllinoisJobLink.com

Home >> My Home Page >> Work Search Record

My Home Page
Return to IDES
Contact
FAQ/Help

Work Search Notes

Related Links: [Illinois JobLink Work Search Record](#) | [Non Illinois JobLink Work Search Record](#) | [Print Work Search Record](#)

Personal Notes

* indicates a required field

* Notes
(1000 character max.)

This position requires a uniform.

[Check spelling](#)

Save Reset

[My Home Page](#) ▶
[Return to IDES](#)
[Contact](#)
[FAQ/Help](#)

[Home](#) >> [My Home Page](#) >> [Work Search Record](#)

Note Saved

Your note has been saved. To continue, click OK.

From the “Note Saved” page, select OK. Use the “Work Search Notes” feature to remind yourself to follow up with employers, to send them a thank you letter after an interview, or whatever other reminders that will be helpful to you in your work search.

My Home Page

Return to IDES

Contact

FAQ/Help

Home >> My Home Page >> Work Search Record

Illinois JobLink Work Search Record

Related Links: [Work Search Notes](#) | [Non Illinois JobLink Work Search Record](#) | [Print Work Search Record](#)

Work Search Activity	Date	Job Title	Order Number	External Order Number	Results
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Job orders which are not links are no longer active.

Viewed Job Order	12/09/2013	Temporary School Secretary, Temporary School Secretary		8d5491ea573d5b44, 8d5491ea573d5b44	Awaiting Outcome
Viewed Job Order	12/09/2013	MPS Special Service Secretary, MPS Special Service Secretary		db38ea57baa04743, db38ea57baa04743	Awaiting Outcome
Viewed Job	12/09/2013	BH - Unit Secretary Coordinator/		a468821cfe8779a8, a468821cfe8779a8	Awaiting Outcome

Now, you're back to the Illinois JobLink Work Search Record page to create a work search record for job search activities conducted outside of IllinoisJobLink.com.

Be sure to have all of the details that relate to your job search activities for easy reference and completing the data fields.

Select the link, "Non Illinois JobLink Work Search Record"

The Non Illinois JobLink Work Search Record page contains; a field for Source (how you heard about the job), Date of Contact, Employer Name, Job Title, Method of Contact, and Results. This page also allows you to review or edit any posted work search activity. To review or edit previous work search activity, simply select the position under the Job Title heading.

To add new work search activity, select the link, "Add New Activity."

IllinoisJobLink.com

Home >> My Home Page >> Work Search Record

Non Illinois JobLink Work Search Record

Related Links: [Illinois JobLink Work Search Record](#) | [Work Search Notes](#) | [Print Work Search Record](#)

Source	Date of Contact	Employer Name	Job Title	Method of Contact	Results
On-Line Job Board	11/21/2013	University of Chicago	Secretary	Telephone	Awaiting Outcome
Employer Contact	10/23/2013	UPS	Secretary	Job Fair	Awaiting Outcome
Employer Contact	09/13/2013	UPS	Secretary	Job Fair	Awaiting Outcome

You will be directed to the “Add/Edit Work Search Record” page. On this page, complete each of the data fields. Data fields with blue asterisks (*) are required fields.

You must complete all required data fields. Otherwise, you will not be able to save your work until the missing information has been entered. If you would like to be reminded of follow up that is needed, enter a date from the calendar in the “Follow up Date” field.



My Home Page	
Return to IDES	
Contact	
FAQ/Help	

Add/Edit Work Search Record for Ver Test

* indicates a required field

* Date Applied	<input type="text" value="12/18/2013"/>
* Job Title:	<input type="text" value="Secretary"/>
* Company Name:	<input type="text" value="UPS"/>
Company Address	<input type="text" value="123 Anywhere"/>
Company Address Line 2	<input type="text"/>
Company City	<input type="text" value="Chicago"/>
Company State	<input type="text" value="Illinois"/>
Company ZIP/Postal Code	<input type="text" value="60603"/>
Company Country	<input type="text" value="United States"/>
Company International State/Province/County	<input type="text"/>

Contact Information

Contact Person:	<input type="text" value="Edward Brown"/>
Contact Person's Job Title:	<input type="text" value="HR Manager"/>
Contact Address	<input type="text" value="123 Anywhere"/>
Contact Address Line 2	<input type="text"/>
Contact City	<input type="text" value="Chicago"/>
Contact State	<input type="text" value="Illinois"/>
Contact ZIP/Postal Code	<input type="text" value="60603"/>
Contact Country	<input type="text" value="United States"/>
Contact International State/Province/County	<input type="text"/>
Phone:	<input type="text" value="3127939741"/> Ext. <input type="text" value="*"/>
Email	<input type="text"/>
* Source	<input type="text" value="Illinois Department of Commerce and Economic Opportunity"/>
Other Source (100 character max.)	

	<input type="text" value="Recruiter"/> <small>ABC</small> Check spelling
* Method of Contact	<input type="text" value="E-Mail"/>
	Other Method (100 character max.)
	<input type="text" value="My Letter."/> <small>ABC</small> Check spelling
* Result of Contact	<input type="text" value="Awaiting Outcome"/>
	Other Result (100 character max.)
	<input type="text"/>

After you have entered all the required data, scroll to the bottom page to save.

	Notes (2000 character max.)
	<input type="text"/> <small>ABC</small> Check spelling
Follow Up Date:	<input type="text" value="01/02/2014"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

After saving your record, you will land on the View Work Search Record page. This page provides you with a sneak preview of your completed work search record. While on the View Work Search Record page, you have the option to make changes by selecting Edit or to complete another record by selecting “Return to List.”

[Last Job Order](#) ▶
[Search Results](#)
[Home Page](#) ▶
[Return to IDES](#)
[Contact](#)
[FAQ/Help](#)



View Work Search Record

Date Applied	01/02/2014
Job Title	Secretary
Company Name	Hospital
Address	
Address Line 2	
City	
State	IL
Zip	

Contact Information

Contact Person	
Contact Person's Job Title	
Address	
Address Line 2	

City	
State	IL
Zip	
Phone	ext.
E-Mail	
Source	Illinois Department of Commerce and Economic Opportunity
Other Source	
Method of Contact	On Line
Other Method	
Result of Contact	Awaiting Outcome
Other Result	
Notes	
Follow Up Date	01/15/2014

[EOE](#) | [Privacy](#) | [Browser Help](#) | [Protect Yourself](#) 

Select the link, "Print Work Search Record" to print your non Illinois JobLink work search records.

IllinoisJobLink.com

Home >> My Home Page >> Work Search Record

My Home Page
Return to IDES
Contact
FAQ/Help

Non Illinois JobLink Work Search Record

Related Links: [Illinois JobLink Work Search Record](#) | [Work Search Notes](#) | [Print Work Search Record](#)

Source	Date of Contact	Employer Name	Job Title	Method of Contact	Results
Illinois Department of Commerce and Economic Opportunity	12/18/2013	UPS	Secretary	E-Mail	Awaiting Outcome
On-Line Job Board	11/21/2013	University of Chicago	Secretary	Telephone	Awaiting Outcome
Employer Contact	10/23/2013	UPS	Secretary	Job Fair	Awaiting Outcome
Employer Contact	09/13/2013	UPS	Secretary	Job Fair	Awaiting Outcome

MYHOMEPAGE



Welcome, Ann!

Your personalized home page gives you a broad range of tools to keep Illinois JobLink working to meet your career goals. By keeping your profile up to date you're also keeping potential employers up to date. Follow the links below to manage and maintain all aspects of your profile.

- [Search Jobs](#)
- [My Resumes](#)
- [My Saved Jobs](#)
- [Email Alerts](#)
- [Add/Edit a Job Seeker Account](#) -- Your Job Seeker account is active.
- [Contact Info](#)
- [Edit Password](#)
- [Work Search Record](#) -- An activity follow up is due.

On the date that follow up is required, you will be reminded by a message in red that appears on your "MyHomePage" next to the link "Work Search Record."

If you want to print from November 10, 2013 to December 10, 2013, from the Work Search Record Date Selection page, you must enter a start and end date to pull the work search records within the date range. Your "End Date" entered would have to be extended by an additional day if you wish to capture December 10th. For example, December 11, 2013, would have to be entered as the end date to return records to include December 10, 2013.

IllinoisJobLink.com

Work Search Record Date Selection

* indicates a required field

* Start Date	<input type="text" value="11/10/2013"/>
* End Date	<input type="text" value="12/10/2013"/>

EOE | Privacy | Browser Help | Protect Yourself 

Format Choice

Please indicate which report format.

Excel HTML

The Format Choice page lets you decide whether you would like to print either Excel or HTML format.

Select either Excel or HTML. Either work search record could be provided as evidence of your compliance to actively seek employment during a designated time frame.

	A	B	C	D	E	F	G
1	Work Search Record for Ann Doe						
2	09/13/2013 thru 12/18/2013						
3	Generated 12/17/2013						
4							
5	Date	Activity	Source of Contact	Employer	Job Title	Method of Contact	Result
6							
7	12/18/2013	Job Search	Illinois Department of Commerce and Economic Opportunity	UPS	Secretary	E-Mail	Awaiting Outcome
8	12/09/2013	Viewed Job Order	Indeed		Temporary School Secretary, Temporary School Secretary	External	Awaiting Outcome
9	12/09/2013	Viewed Job Order	Indeed		MPS Special Service Secretary, MPS Special Service Secretary	External	Awaiting Outcome
10	12/09/2013	Viewed Job Order	Indeed		BH - Unit Secretary Coordinator/ Surgical Services, BH - Unit Secretary Coordinator/ Surgical Services	External	Awaiting Outcome
11	12/09/2013	Viewed Job Order	Indeed		Billing Specialist, Billing Specialist	External	Awaiting Outcome
12	12/09/2013	Viewed Job Order	Illinois	Swedish Covenant Hospital	Unit Assistant Per Diem	Internal	Awaiting Outcome
13	12/09/2013	Viewed Job Order	Illinois	Mathematica Policy Research	Production Secretary	Internal	Awaiting Outcome
14	12/09/2013	Viewed Job Order	Illinois	Hilton Worldwide	Catering Coordinator	Internal	Awaiting Outcome
15	11/21/2013	Job Search	On-Line Job Board	University of Chicago	Secretary	Telephone	Awaiting Outcome
16	10/23/2013	Job Search	Employer Contact	UPS	Secretary	Job Fair	Awaiting Outcome
17	09/13/2013	Job Search	Employer Contact	UPS	Secretary	Job Fair	Awaiting Outcome
18							
19							
20							
21	Signature of Claimant/Participant						
22							
23							
24	SSNP Participant ID						
25							
26							
27	Date						
28							
29							
30							
31							
32							

Be sure to keep a copy for your records.

Congratulations! You have successfully created, processed, and printed a Work Search Record.