Creating a Work Search Record

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 "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.

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."

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.

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."

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.

Recuiter

ABC Check spelling

* Method of Contact	E-Mail
	Other Method (100 character max.)
	My Letter.
	ABC Check spelling
* Result of Contact	Awaiting Outcome
	Other Result (100 character max.)

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

Notes
(2000 character max.)

ABC Check spelling

Follow Up Date: 01/02/2014

Save Clear 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."

IllinoisJobLink.com

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

Edit   Return To List

EOE | Privacy | Browser Help | Protect Yourself   BrowseAloud

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

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 -- 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	11/10/2013
* End Date	12/10/2013

[View]

EOE | Privacy | Browser Help | Protect Yourself BrowseAloud

IllinoisJobLink.com

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
				Work Search Record for Ann Doe			
1							
2				09/13/2013 thru 12/18/2013			
3				Generated 12/17/2013			
4							
5/6	Date	Activity	Source of Contact	Employer	Job Title	Method of Contact	Result
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

_____

Signature of Claimant/Participant

_____

SSN/Participant ID

_____

Date

jbs_actlog_report_dsp

Be sure to keep a copy for your records.

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