

From Labor Market Information (LMI) to Careers: Utilizing Illinois workNet Tools for Career Planning

February 26, 2020

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S.

Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.

OVERVIEW

Customer View Overview of Illinois workNet Career, Wages and Trends Demo **Career Plan Overview Employment 101 Overview Customer Support Center Overview** Instructor/Advisor Tools **Using the Career Plan Builder Next Steps**

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, 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 to align with the state's workforce and education needs.

All of Illinois workNet's resources are FREE.

2013 2020



ILLINOIS WORKNET: SERVICE INTEGRATION PARTNERS

Service integration involves:

- A combination of strategies (integrate, sync, API) to align and simplify access to client services and supports with the goal of providing the best experience possible.
- Implementation of a distinctive mix of partner agencies, strategies, and processes based on the resources available, the needs of the clients served, and WIOA requirements.
- Inclusion of new practices initiated by WIOA into the Workforce and the Core Partners' service systems, impacting the following:
 - Service delivery policies and procedures
 - Management information systems
 - Performance management systems

Benefits:

- Economize scarce resources
- Enhance job seeker/claimant/customer outcomes
- Promote more effective services to employers
- Boost data availability
- Improve performance accountability

Illinois workNet 3rd party interfaces that use API, Sync or Integration:

- NOCTI
- Illinois Career Information System
- Optimal Resume
- Illinois Department of Employment Security
- Illinois Workforce Development System
- O*Net
- Credential Engine
- YouTube
- Illinois Open Education Resources
- Department of Labor
- Indeed
- Illinois Essential Employability Skills
- AND MORE

ILLINOIS WORKNET: BENEFITS FOR INDIVIDUALS AND PARTNERS

- Individuals can access resources and tools to help them explore careers, training, and the skills needed to reach their training and employment goals.
- Providers have access to the same resources and tools. Plus, they have instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.
 Additionally, Providers have access to Illinois workNet outreach and resource room materials.







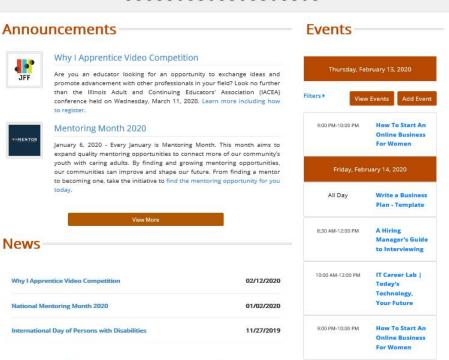
ILLINOIS WORKNET LANDING PAGE

- Calendar Events
- Announcements
- News
- Success Stories
- Latest Activities (Social Media)
- Articles and Tips

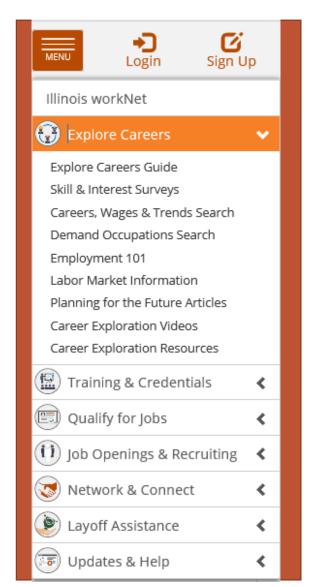
Resources, Partners, & Programs:

- Guides and Tools
- Illinois Initiatives
- State Partner Resources





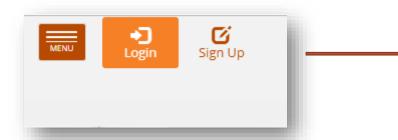
ILLINOIS WORKNET: MENU





LOGIN

- The login icon is located at the top of all workNet pages.
- After signing in, you will be redirected back to the page where you originally clicked the login button.
- Then, you will be able to view the My Dashboard toolbar.





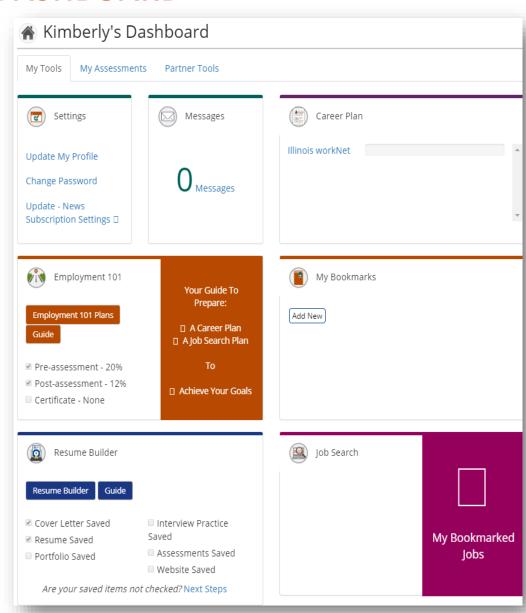


ILLINOIS WORKNET: MY DASHBOARD

My Dashboard offers a variety of personalized tools to allow users one place to access:

- Settings (Account Information)
- Messages
- Career Plan
- Employment 101
- Bookmarks
- Resume
- Job Search Bookmarks
- Program Applications
- Assessments

Illinois workNet Partners are granted access to the Dashboard's Partner Tools based on their needs.



ILLINOIS WORKNET: PARTNER SITE ACCESSIBLE IN HEADER

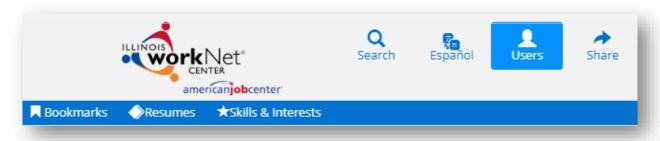
This addition allows partners to quickly refer to the partner site.

The partner site also includes an icon to refer users back to the main home page on Illinois workNet.

Partner Icon on workNet homepage:



workNet icon on Partner homepage:



EMPLOYMENT 101: INTEGRATED TOOLS

Research Careers, Wages & Trends

Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

AGRICULTURE Agriculture, Food, and Natural

Search

Keyword(s), enter at least 2 letters



Search





Resources





STUDENTS



Learn About Wages,
Job Opportunities,
Working Conditions,
Required Skills & More





Administrative Assistants

Career Clusters > Business Management and Administration > Administrative Assistants >







Administrative Assistants - At a Glance

Secretaries perform a variety of clerical and administrative duties needed to run an office.

Occupation is in demand for the following regions: Northern Stateline

Quick Facts: Secretaries		
Wages	Earn \$34,190 per year	
Employment	Very large occupation	
10 Year Growth	More slowly than average	
Annual Openings	Very High	

Preparation

A secretary typically needs to:

have a high school diploma or equivalent
 complete short-term, on-the-job training

Working Conditions

In a typical work setting, secretaries:

EMPLOYMENT 101: INTEGRATED TOOLS

Demand Occupations

Source: Illinois Career Information System (CIS) brought to you by Illinois Department of Employment Security.

What are Demand Occupations?

Occupations for which a demand is projected based on annual average job openings, average starting wages, education and training levels, and state or national initiatives. Local Workforce Innovation Areas will be able to petition the state to request that additional occupations be considered as a Demand Occupation. Only those occupations considered "in demand" will be included in the Demand Occupation Training List.

To read the policy review chapter 7.3 on the WIOA Policies page.

- Central ()
- Northwest ()
- East Central ()
- Southeast ()
- North Central ()
- Southern ()
- Northeast ()
- Southwest ()
- North Stateline 6
- West Central (1)

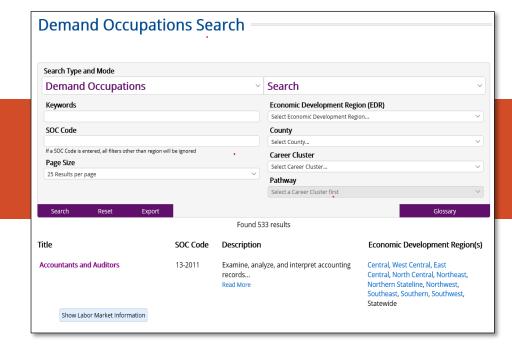


STUDENTS



Learn About Wages,
Job Opportunities,
Working Conditions,
Required Skills & More

Learn About Required
License/Certification &
Training Programs



CAREER PLAN: GETTING STARTED

Customers need to have an Illinois workNet account.



STEP ONE

Go to www.illinoisworknet.com

and sign up for an Illinois workNet account.



STEP TWO

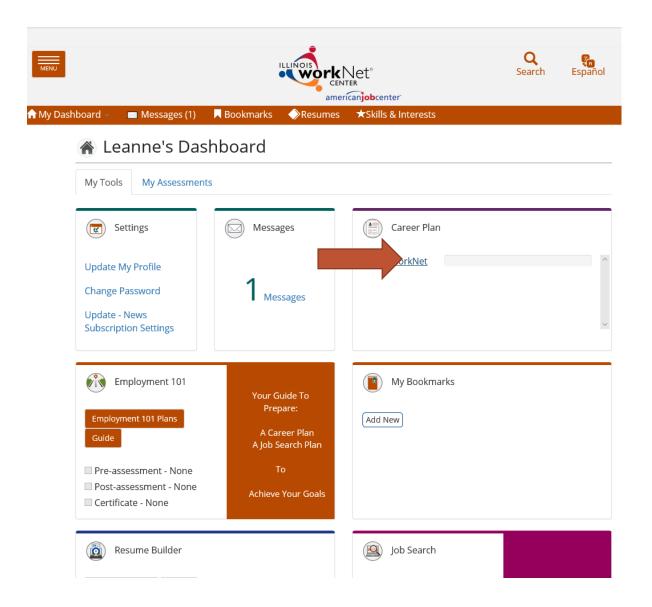
Verify your Illinois workNet account via email.



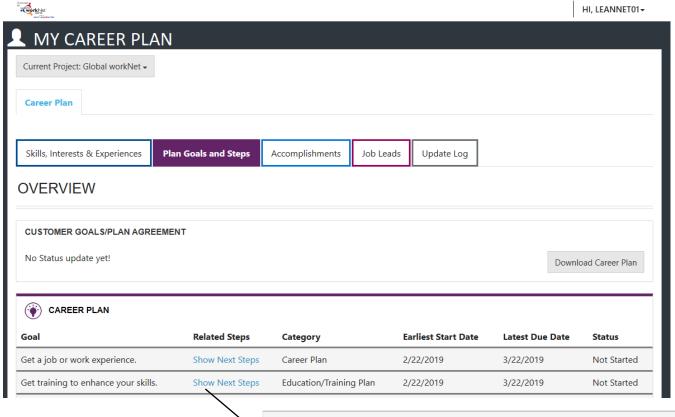
STEP THREE

Go to My Dashboard and Dashboard Icon.

MY DASHBOARD: GETTING STARTED

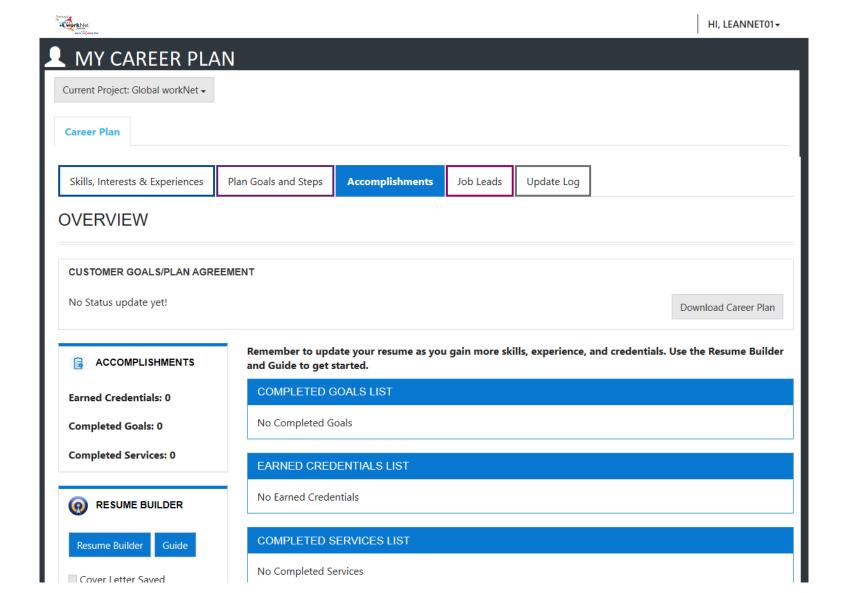


MY CAREER PLAN: START WITH A STEP-BY-STEP APPROACH

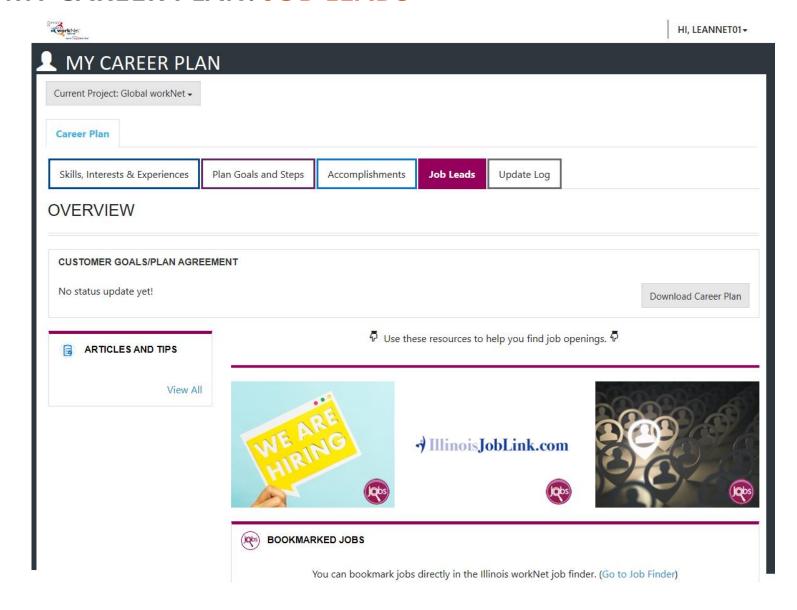


4	Get training to enhance your skills.	Hide Next Steps	Education/Training Plan	2/22/2019	3/22/2019	Not Started
		Learn about credentials you can earn and how to get them. •		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
		Compare training programs to find your best option.		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
		Compare pros and cons for the training programs.		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)
		Make a plan to pay for training and to support yourself while you are in training.		2/22/2019	3/22/2019	Planned/Not Started (Scheduled)

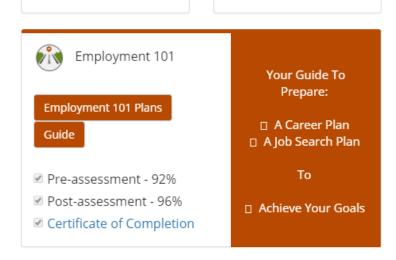
MY CAREER PLAN: ACCOMPLISHMENTS

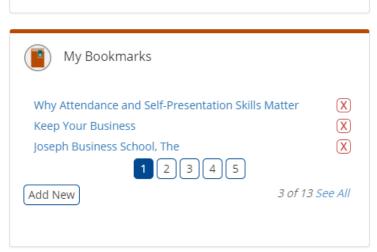


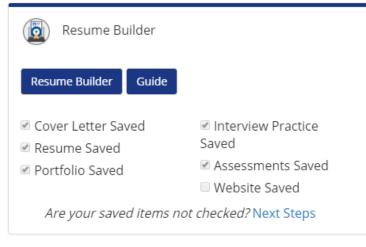
MY CAREER PLAN: JOB LEADS

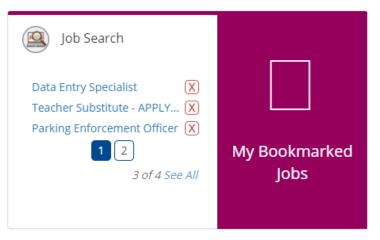


MY DASHBOARD: OTHER HIGHLIGHTS









EMPLOYMENT 101: STEP BY STEP APPROACH

...to develop a roadmap to reach career goals.



🙌 Career Readiness: Employment 101 Guide

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 92% correct

Overview:

- · 25 multiple choice auestions
- · Not a timed assessment
- · Take it only once
- · This assessment is graded but the grade is not counted against you

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

2. Complete Guide

Employment 101 Guide

Overview:

- . Follow the steps to develop a Career Plan and Job Search Plan
- · Use the resources to create a resume and portfolio

Planning Tools:

- Skill and Interest Results
- · Career and Training Research
- · Resume & Portfolio Builder
- · Job Search Organizer
- · Achieve Your Goals Notes
- S.M.A.R.T. Plan

3. Take Post-Assessment

Post-Assessment

You have taken the Post-Assessment and received a score of 96% correct. You can take the Post-Assessment again and the higher score will be kept.

Overview:

- · 25 multiple choice questions
- · Not a timed assessment
- · Unlimited number of attempts
- · Highest score is saved
- · Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- · Training Program Exploration
- Workplace Skills
- · Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

4. Download Certificate

Certificate of Completion

EMPLOYMENT 101: PRE & POST ASSESSMENTS

CUSTOMERS:

ACCESS THROUGH THEIR ACCOUNT.

1. Take Pre-Assessment

You have taken the Pre-Assessment and received a score of 28% correct.

Overview:

- 25 multiple choice questions
- · Not a timed assessment
- · Take it only once
- This assessment is graded but the grade is not counted against you

Topics Covered:

- · Career Exploration
- Training Program Exploration
- Workplace Skills
- · Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

3. Take Post-Assessment

Post-Assessment

Overview:

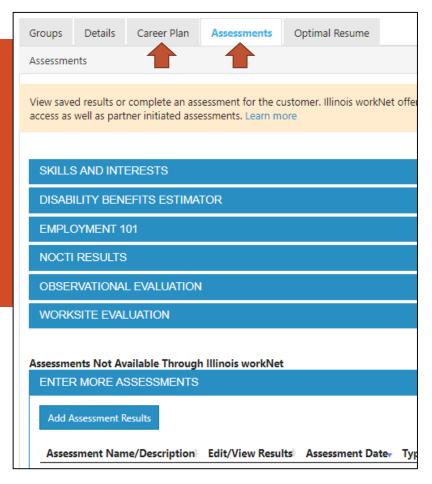
- 25 multiple choice questions
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Topics Covered:

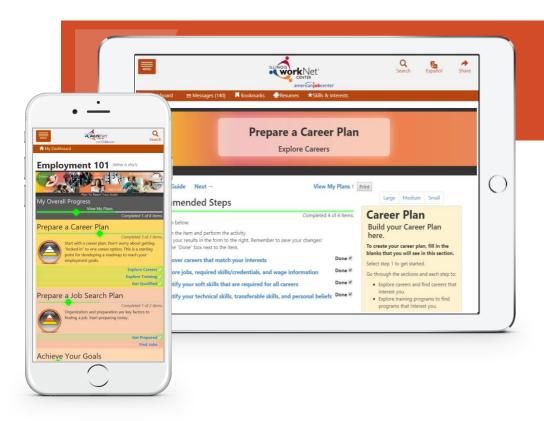
- Career Exploration
- Training Program Exploration
- · Workplace Skills
- · Job Search Skills
- · Goal Setting
- Violence Prevention and Awareness

INSTRUCTORS/CAREER PLANNERS:

VIEW RESULTS IN THE CUSTOMER SUPPORT CENTER.



EMPLOYMENT 101: THE GUIDE



INSTRUCTOR/CAREER PLANNER GUIDES AVAILABLE:

- Prepare a Career Plan
- Prepare a Job Search Plan

STEPS WITH INTEGRATED RESOURCES:

- Articles
- Searches
- Tools
- Videos
- Link to View Plans

SIDE BAR FOR:

- Career Planning
- Job Search Records
- Goals and Notes

EMPLOYMENT 101: CERTIFICATE OF COMPLETION

Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha r Telger (PA)

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

7/17/2015

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication

Maintaining Professionalism

Solving Problems and Critical Thinking

Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior

Maintaining Interpersonal Relationships

Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration

Finding Training Programs to Qualify for Careers

Setting Goals

Applying for Jobs

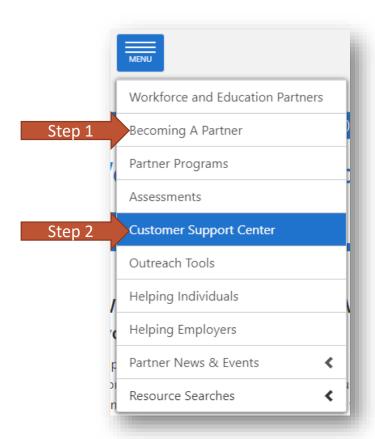
Interviewing

Networking



PARTNER TOOLS:

www.illinoisworknet.com/partners





BECOME AN ILLINOIS WORKNET PARTNER

- To become an Illinois workNet Partner, you must first add your location into the Service Finder (<u>illinoisworknet.com/servicefinder</u>).
- After you have added your organization to the Illinois workNet Service Finder, send an email to info@illinoisworknet.com.
- For a more detailed instructions on how to become a partner, visit this page:
 https://www.illinoisworknet.com/partners/Pages/becomingapartner.aspx page.

BECOMING A PARTNER

Create an Illinois workNet account. - From the top of this page, or any page in Illinois workNet click, select "Sign Up". Fill out the required fields and accept the terms and conditions, then save your information. Check your email for the link you need to click to verify your account.

Add your organization to the Illinois workNet Service Finder. - Before you can officially become a partner, your organization must be listed in the Illinois workNet Service Finder. You must log into your account and submit your organization to be approved as a partner location. For more information about how to do this, see the Service Finder article.

Send your request. - Finally, you're ready to formally request! Once you are sure step 2 is completed, send an email to info@illinoisworknet.com. Include the following information:

- A reason for the email; for example, "I would like to request an Illinois workNet partner account."
- · Your name as it appears in your Illinois workNet account.
- The name of your organization as it appears in the Service Finder.
- · Your organization's address and work phone number.

We will review your request, confirm your information is accurate, and provide you with a partner account.



CUSTOMER SUPPORT CENTER: GETTING STARTED

Partners need to have an Illinois workNet partner account.



My Dashboard •

Customer Support Center

STEP ONE

Go to

www.illinoisworknet.com

and log into your Illinois workNet account.

STEP TWO

Go to My Dashboard.

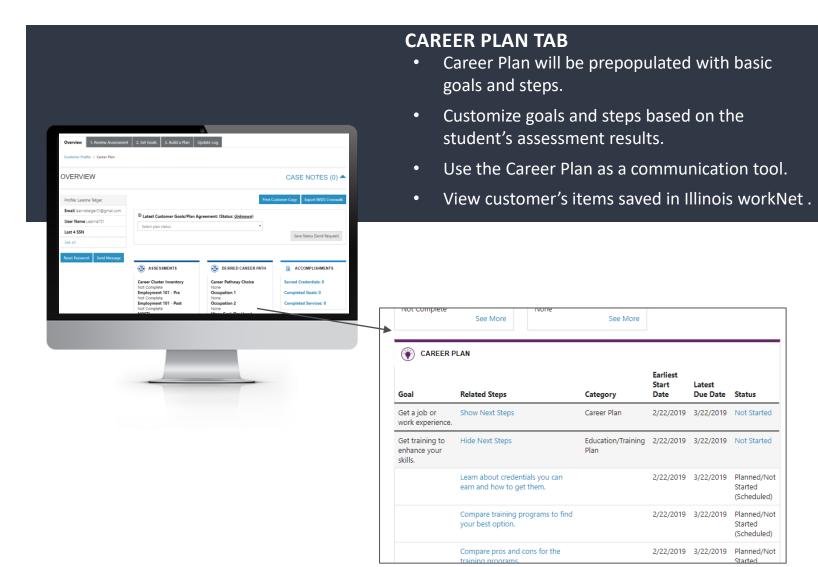
STEP THREE

Invite customers to join your Customer Support Center group.

When they accept the invitation, they are immediately added to your group.

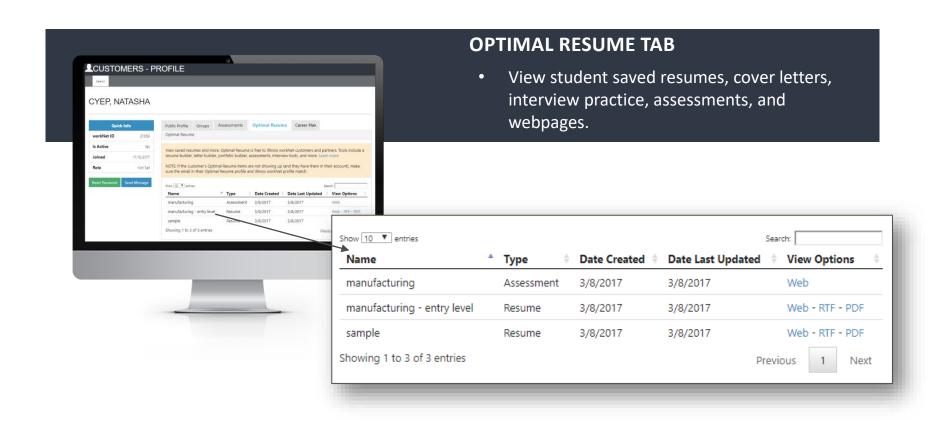
CUSTOMER SUPPORT CENTER: PARTNER TOOLS

Access Career Plan Builder



CUSTOMER SUPPORT CENTER: PARTNER TOOLS

View Customers Employment 101 Results



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EMAIL: info@illinoisworknet.com

MORE INFO: www.illinoisworknet.com/ExploreCareers



