

## for Jobseekers

IllinoisJobLink.com is the state's no-cost online job search tool that features current job openings, both regionally and nationally. As the centralized databank for jobs in Illinois, IllinoisJobLink.com features over **170,000 job openings** listed and waiting to be filled.

### What can I do on IllinoisJobLink.com?

On IllinoisJobLink.com, you can create an account to **search for jobs** and **post your resume** online. IllinoisJobLink.com **allows employers to search for your resume** based on keywords, skills, education and experience.

You can **perform and save advanced job searches** by city, occupation, and industry, among other search options. You can also set up searches so that you are **notified via email** when a job is posted that matches your individual skill set or personal search criteria.

IllinoisJobLink.com helps you **build a resume** highlighting your strengths using our "Resume Builder" tool or you can upload a word document with your existing resume. You can create, upload and store multiple resumes to tailor your skill set to each employer's needs.

Once you have created or uploaded your resume, you can use **Resunate** – IllinoisJobLink.com's resume enhancement tool – to optimize your resume to match to a particular job opening.

### Why should I use IllinoisJobLink.com?

IllinoisJobLink.com is a no-cost tool available to you 24 hours a day, 7 days a week.

Through IllinoisJobLink.com, you can **access employment services** provided by IDES to match you with your ideal job. It also includes **useful links to resources** such as skills certification and training programs to prepare you to be the best job candidate you can be.

You can use IllinoisJobLink.com to meet the requirement that you actively search for work each week to certify for Unemployment Insurance (UI) benefits. IllinoisJobLink.com is fully integrated into the Illinois Benefit Information System, and can help you **document your required work search**.

Finally, by posting your resume and providing an e-mail address in your IllinoisJobLink.com account, you will automatically be notified of IDES' **Hiring Fairs** and other potential hiring opportunities in your area.



For further information, visit IDES's website at [www.ides.illinois.gov](http://www.ides.illinois.gov)

*IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the Office Manager of the IDES office nearest you or the IDES Equal Opportunity Office (312) 793-9290 or TTY (888) 340-1007.*

# Unemployment Insurance – *Filing a Claim*

If you lost your job through no fault of your own, you may be eligible for unemployment benefits. The first step in determining whether you're eligible for unemployment benefits is to file a claim on IDES's website at [ides.illinois.gov/UnemploymentInsurance](http://ides.illinois.gov/UnemploymentInsurance)

## How do I know if I am eligible for Unemployment Insurance benefits?

To be eligible for Unemployment Insurance benefits you must: (1) have lost your job through no fault of your own; (2) have earned wages in the past 18 months; and (3) be able, available, and actively seeking new work.

## Where do I file a claim?

It is quick and easy to file a claim online through IDES's website. You will be prompted to create a username and password, which you will use to log in going forward. You will be able to check on the status of your claim as well as update any information if necessary.

You do not have use third parties to file your claim for you, and you do not have to pay to file a claim. Do not share your personal information with anyone.

## What information do I need to file a claim? To file for unemployment benefits, you will need:

- Your Social Security Number and your name as it appears on your Social Security card (as well as those of any dependents, such as a spouse or child);
- A valid Driver's License or State ID or, if you are not a US citizen, your Alien Registration Information (if filing in person, you need two forms of identification, with at least one containing your Social Security number);
- The name, address, and phone number for all employers you have worked for in the past 18 months; and
- If you are a recently separated Veteran: the Member 4 Copy of DD Form 214/215.

## What happens after I file?

Next, your eligibility will be determined by IDES, and you will be asked to certify for benefits. You should receive a ***UI Claimant Wage Information Sheet*** in the mail 7-10 days after filing your claim, which contains information including your weekly benefit amount and certification day. You will continue to certify weekly while you receive benefits.

You should use **IllinoisJobLink.com** to search for work each week you certify for Unemployment Insurance (UI) benefits. IllinoisJobLink.com is free and easy to use, and is fully integrated with the Illinois Benefit Information System so that you can easily document your work search activities.

## What if I am a Veteran?

Certain members of the military can get Unemployment Compensation (**Unemployment Compensation Ex-Military, or UCX**) based on their active duty service. Generally, to qualify for UCX, you must: (1) have served on active duty in the Armed Forces or Reserves for a continuous period of 90 days or more; (2) have been discharged or released under honorable conditions; and (3) have been discharged or released after completing the first full term of active service which you initially agreed to serve (with some exceptions, such as hardship).

For more information on UCX, go to IllinoisJobLink.com, and click "Army UCX" under the "Find a Job" tab.



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# Veterans' Programs and Services

**Veteran-Specific Programs and Services** – IDES staff can determine if you qualify for Veteran-specific programs, such as the Gold Card Program or UCX.

- **Veterans' Intensive Services.** IDES' DVOP specialists provide eligible Veterans with intensive services to help identify and overcome significant barriers to employment. Examples include, but are not limited to, one-on-one counseling and referral to training opportunities with our partners as well as coordination and outreach with other State agencies and workforce partners.
- **"Hiring Our Heroes" Hiring Events.** IDES is proud to host Hiring Fairs for Illinois Veterans. Hiring Fairs are unique events in that IDES personnel pre-matches Veterans' skill sets with employers' needs prior to the event, so that a Veteran is more likely to leave the event with a job offer in hand. For example, at one Hiring Fair in 2013, IDES' pre-registration and pre-matching process enabled 577 on-site interviews, more than **150 on-site job offers, and 100 more conditional job offers.**
- **IllinoisJobLink.com.** By creating an account on IllinoisJobLink.com and uploading or creating a resume, you will automatically receive **Veterans' Preference** by receiving notice of new job openings up to 48 hours before non-veterans, as well as possible "on-the-spot" interview opportunities at local IDES sponsored Hiring Events. Make sure to identify yourself as a Veteran when creating your account. IDES personnel will then use your account and resume to pre-match your skill set with an employer's needs, which may result in an interview at a Hiring Fair.
- **Gold Card Program** – The Gold Card Program provides post-9/11 Veterans with services such as:
  - Job readiness assessments;
  - Career guidance through group or individual counseling;
  - Provision of labor market, occupational, and skills transferability information;
  - Referral to job banks, job portals, and job openings; and
  - Referral to employers and registered apprenticeship sponsors.

## **Illinois Hires Heroes Consortium**

The Illinois Hires Heroes Consortium is a group of Illinois employers who recognize the great value veterans bring to the workplace and operationalize the term "veteran-friendly" by committing to implement military veteran recruitment, training and retention practices. Members of the Consortium are Illinois employers who commit to at least three initiatives - one in each aforementioned human resource category.



An initiative of Illinois Governor Pat Quinn, the Consortium has mobilized public attention and employer commitment to addressing the issue of veteran employment. Consortium members benefit from hiring some of the most dedicated and skilled employees our nation has to offer.

The Illinois Department of Veterans Affairs (IDVA) and IDES assist participants in meeting the simple goals that lead employers on the path to recruiting and retaining high-quality veteran candidates. Employers can be publicly recognized by Governor Pat Quinn and are allowed to use the Illinois Hires Heroes logo to market themselves as veteran-friendly.



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# Veterans' Programs and Services

If you are recently separated from military duty, you might be eligible for unemployment insurance benefits. IDES can help you.

As a veteran, you will receive **Priority of Service** from American Job Center staff, because you have earned it. Our staff makes it a top priority to connect you with the appropriate job or job training. When you contact IDES, be sure to identify yourself as a Veteran and remember to have your DD Form 214/215 ready as proof of your military service.

**General Employment Services** – IDES employment services staff and Veterans' Employment Representatives are available to help you find a job.

- **Employment Specialists.** All job seekers (veterans and non-veterans) are initially assisted by an Employment Specialist, who will start the employment assistance process by reviewing a basic triage form and your Illinois Job Link registration.
- **Disabled Veterans' Outreach.** In addition to IDES' regular staff, IDES also has Disabled Veterans' Outreach Program (DVOP) specialists to assist veterans with significant barriers to employment. DVOP specialists are fellow disabled or special disabled Veterans who are specialists in providing intensive, one-on-one, individualized employment services. DVOP specialists can help you navigate through the many supportive service organizations within your community to find the ones to best assist meeting your employment needs.
- **IllinoisJobLink.com.** Staff can help you register on [IllinoisJobLink.com](http://IllinoisJobLink.com), Illinois' online job search tool that features current regional and national job openings. As the centralized databank for jobs in Illinois, IllinoisJobLink.com features over 150,000 job openings listed and waiting to be filled.
- **Career Information System.** IDES staff can also assist you with exploring careers using the Illinois Career Information System. The Career Information System is another online tool that provides career assessments as well as comprehensive information about careers, including educational requirements, wages, and economic outlook for specific occupations.

**Veteran-Specific Unemployment Insurance Benefits** – Certain members of the military can get Unemployment Compensation based on their active duty service, known as UCX.

Generally, to qualify for UCX, you must: (1) have served on active duty in the Armed Forces or Reserves for a continuous period of 90 days or more; (2) have been discharged or released under honorable conditions; and (3) have been discharged or released after completing the first full term of active service which you initially agreed to serve (with some exceptions, such as hardship).

For more information on UCX, go to [IllinoisJobLink.com](http://IllinoisJobLink.com), and click "Army UCX" under the "Find a Job" tab.



# Hiring Fairs

Hiring Fairs are IDES' smarter alternative to Job Fairs. Hiring Fairs ensure that job seekers' and employers' time and effort are being invested wisely.

## How do Hiring Fairs work?

IDES starts by **collaborating with individual employers** to identify the jobs that they are seeking to fill and the skills required for those positions. IDES personnel then uses IllinoisJobLink.com to **identify job seekers who possess the skill sets** that employers are seeking.

Once qualified job seekers are identified, IDES personnel will refer those job seekers to the employers **prior to the event date**. Employers will then review the job seekers' resumes that have been referred to them from IDES, and **schedule on-site interviews** with qualified candidates for the day of the event.

Hiring Fairs have proven to be successful because IDES starts with identifying employer needs, and then pre-matches job openings with job seekers who meet those needs. For example, at one Hiring Fair in 2013, IDES' pre-registration and pre-matching process enabled 577 on-site interviews, more than **150 on-site job offers**, and **100 more conditional job offers**.

## How Can I Participate in a Hiring Fair?

By **creating an account on IllinoisJobLink.com** and **uploading or creating a resume**, you will automatically be considered for Hiring Fairs. Be sure to use the resources available to you through IllinoisJobLink.com to assist you in identifying keywords and skills to include on your resume that will help IDES personnel match your resume to employers' needs.

Remember to include your e-mail address during your [IllinoisJobLink.com](http://IllinoisJobLink.com) registration to receive **email alerts about job matches and upcoming hiring events**.



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# Career Information System (CIS)

<https://ilcis.intocareers.org/>

IDES' Career Information System (CIS) is a comprehensive online resource available to all Illinois residents. It offers career guidance by providing tailored information on individual occupations and industries, including education requirements, localized wage data, and job growth rates.

Throughout CIS, job seekers can find links to such resources as educational programs in their area, financial aid information, employer information, and helpful tools to embark on a successful career.

**How Can I Use CIS?** CIS provides five different ways for you to use the site:

- **Personal Portfolio** – You can create a personal account on CIS to organize your career research, goals, and plans in your personal portfolio. In your portfolio, you can save information like your resume (or build one if you don't already have one), assessment results, favorite files, and work samples. Through your portfolio, you can also track workshops or training that you've completed.
- **Explore Occupation Matches** – Through CIS, you can answer questions about yourself to help you connect to occupations that match your interests, skills, work values, and lifestyle preferences. CIS' SKILLS Inventory can help you discover which career path fits your strengths and preferences.
- **Learn about Occupations and Employment Options** – CIS provides occupation and career cluster descriptions so you can explore what people do at work. You can learn about specific industries or types of careers, such as military careers or environmentally friendly jobs, and you can compare and contrast different occupations using CIS' sorting tool.
- **Find Training Programs and Education** – CIS has information about instructional programs, schools, and areas of study, and helps you explore different ways to pay for school. CIS can help you answer important questions like: What Can I Study? Where Can I Study? How Should I Choose a School or Program? And, most importantly, How Do I Pay For School?
- **Prepare for a Successful Job Search on Illinois Job Link** – Use CIS to prepare for your job search, get tips for successful employment, and access IllinoisJobLink.com to look for open positions in your desired field.

**What Will I Find on CIS?** You will find a wealth of information on numerous areas of your career exploration.

- CIS lists 542 occupations with wages by Illinois regions, their outlook, and what you need to do to enter the field. Most occupations include one-minute video clips and Real World interviews with individuals in that line of work, as well as links to related job openings.
- CIS has a bank of sample resumes targeted to specific industries, which you can use as examples to build your own. Once you have a job, CIS' "Keep That Job" series offers tips for staying on and moving up within your new job.
- You can speed up your job search with proven techniques for researching potential employers, interviewing, and networking. If you are able to obtain an interview, use CIS' "Employer Locator" to gather information on your potential employer, including a map to get to your interview.



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