



Free Online Career Plan and Resume Building Tools to Help Students Reach Their Career Goals

September 2019



Presentation Materials Available at <https://qrgo.page.link/Q9ojo>.

SHARE YOUR EXPERIENCE



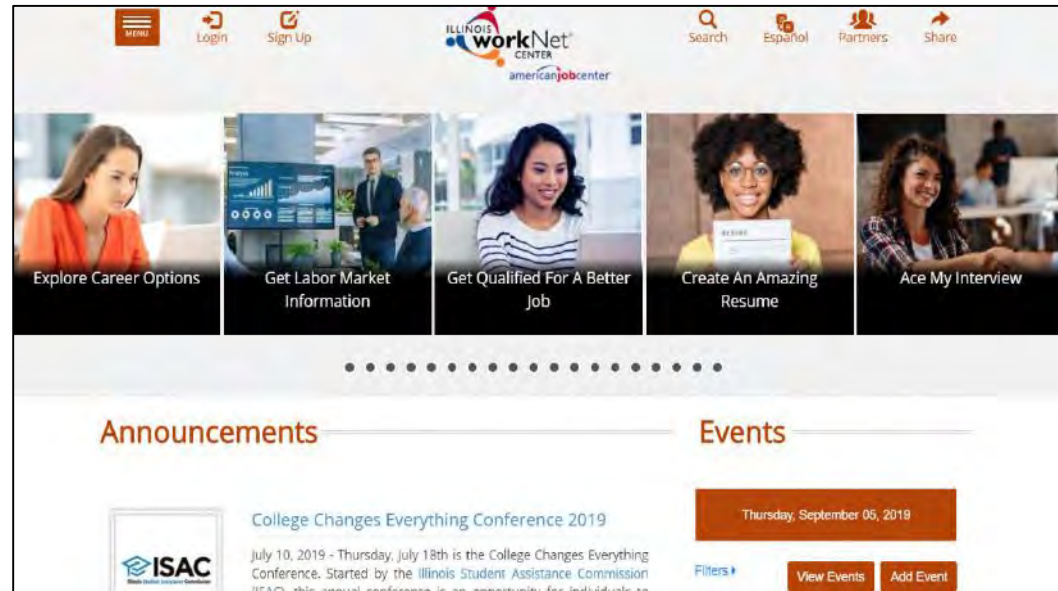
What are some of the challenges you face while helping students with career planning?



<https://learningapps.org/display?v=p26za3k2k19>

ILLINOIS WORKNET: **BENEFITS FOR STUDENTS AND ADVISORS**

- Students access resources and tools to help them explore careers, training, and skills needed to reach their training and employment goals.
- Advisors have access to the same resources and tools in addition to instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.
- All resources are FREE.



AGENDA



Student View

● **Illinois workNet Tools & Guides**

● **Career Plan Demo**

● **Resume Builder Demo**

Advisor/Instructor Tools

● **Customer Support Center Overview**

● **Career Plan Builder Demo**

● **Next Steps**

STUDENT TOOLS: GETTING STARTED

Students must have an Illinois workNet account in order to use personalized tools.



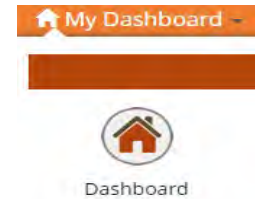
STEP ONE

Go to www.illinoisworknet.com to **Sign Up** for an Illinois workNet account.



STEP TWO

Verify your Illinois workNet account via email.



STEP THREE

Go to My Dashboard, then select the Dashboard icon.

MY DASHBOARD: GETTING STARTED WITH MY CAREER PLAN

Student View

The screenshot displays the 'Leanne's Dashboard' interface. At the top, there is a navigation bar with a 'MENU' icon, the 'ILLINOIS workNet CENTER americanjobcenter' logo, a 'Search' icon, and a language selector for 'Español'. Below the navigation bar, a secondary bar shows 'My Dashboard', 'Messages (1)', 'Bookmarks', 'Resumes', and 'Skills & Interests'. The main content area is titled 'Leanne's Dashboard' and has two tabs: 'My Tools' and 'My Assessments'. The 'My Tools' tab is active and contains several sections: 'Settings' with links for 'Update My Profile', 'Change Password', and 'Update - News Subscription Settings'; 'Messages' showing '1 Messages'; 'Career Plan' with a large orange arrow pointing to the right; 'Employment 101' with a 'Your Guide To Prepare' section containing 'A Career Plan' and 'A Job Search Plan' leading to 'Achieve Your Goals'; and 'My Bookmarks' with an 'Add New' button. At the bottom, there are sections for 'Resume Builder' and 'Job Search'.

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

Student View

The screenshot shows the 'MY CAREER PLAN' interface. At the top, there is a header with a user icon and the text 'MY CAREER PLAN'. Below this, a dropdown menu shows 'Current Project: Illinois workNet'. A 'Career Plan' button is visible. A navigation bar contains five tabs: 'Skills, Interests & Experiences', 'Plan Goals and Steps' (which is highlighted in purple), 'Accomplishments', 'Job Leads', and 'Update Log'. Below the navigation bar is an 'OVERVIEW' section with a 'CUSTOMER GOALS/PLAN AGREEMENT' box containing the text 'No Status update yet!' and a 'Download Career Plan' button. The main section is titled 'CAREER PLAN' and contains a table with the following columns: Goal, Steps, More Info, Earliest Start Date, Latest Due Date, and Status.

Goal	Steps	More Info	Earliest Start Date	Latest Due Date	Status
Get training to enhance your skills.	Show Next Steps		3/6/2019	7/1/2019	On Track
Get a job or work experience.	Show Next Steps				Not Started
Get support to reach your goals.	Show Next Steps				Not Started
Living independently.	Show Next Steps				Not Started

Self-Access:

- Students access and update pre-populated steps.

Staff-Assisted:

- Staff have the ability to update pre-populated steps or add other steps/services through Customer Support Center Tools.

This block provides a detailed view of a career plan step. An arrow from the 'Show Next Steps' link in the table above points to this section. It includes an 'Update' button, a description of the step, and a list of actions to take. The status is 'Planned/Not Started (Scheduled)'.

Update	*Get Started: Learn about exploring careers.	Use the Explore Careers Guide to:	Planned/Not Started (Scheduled)
		<ul style="list-style-type: none">• Learn about tools to find careers that may be a good match for your skills and interests.• Use career wage and trend information to select a career path.• Take next steps to learn more about career paths that you may like.• Compare the pros and cons of career paths.• Think about obstacles you may need plan for in order to reach your goals.	
Update	Join a student/trade association to learn about	Student and trade	Planned/Not

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

Student View

MY CAREER PLAN

Current Project: Illinois workNet ▾


Career Plan

Skills, Interests & Experiences | Plan Goals and Steps | Accomplishments | Job Leads | Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No Status update yet! ⓘ [Download Career Plan](#)

 **DESIRED CAREER PATH**

Career Pathway Choice
Law, Public Safety, Corrections, and Security

Occupation 1
Animal Control Workers

Occupation 2
Counselors, Legal

Wage Goal (Per Hour)
None

[See More](#)

✓ Select a topic to see saved information about your skills, interests and experiences.

- SKILLS AND INTERESTS
- EMPLOYMENT GOALS
- SITUATIONS
- DISABILITY BENEFITS ESTIMATOR
- EMPLOYMENT 101
- NOCTI RESULTS
- OBSERVATIONAL EVALUATION
- WORKSITE EVALUATION

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

Student View

MY CAREER PLAN

Current Project: Illinois workNet ▾

Career Plan

Skills, Interests & Experiences | Plan Goals and Steps | **Accomplishments** | Job Leads | Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT

No Status update yet! ⓘ [Download Career Plan](#)

ACCOMPLISHMENTS

Earned Credentials: 0

Completed Goals: 0

Completed Services: 2

RESUME BUILDER

[Resume Builder](#) [Guide](#)

Cover Letter Saved

Resume Saved

Remember to update your resume as you gain more skills, experience, and credentials. Use the **Resume Builder and Guide** to get started.

COMPLETED GOALS LIST

No Completed Goals. Once goal steps are complete, the goal will show in this area.

EARNED CREDENTIALS LIST

No Earned Credentials

COMPLETED SERVICES LIST

- Organize your information.
- *Get Started: Learn how to prepare to find a job.

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

Student View

MY CAREER PLAN

Current Project: Illinois workNet

Career Plan

Skills, Interests & Experiences | Plan Goals and Steps | Accomplishments | **Job Leads** | Update Log

OVERVIEW

CUSTOMER GOALS/PLAN AGREEMENT




No status update yet!

[Download Career Plan](#)

ARTICLES AND TIPS

[View All](#)

Use these resources to help you find job openings.



BOOKMARKED JOBS

You can bookmark jobs directly in the Illinois workNet job finder. ([Go to Job Finder](#))

- Public Health Nurse
- Armed Diplomatic Security Officer
- RN Telenurse - 40 hrs/wk Evenings (work from home eligible)
- Data Entry Specialist

MY CAREER PLAN: EXAMPLE RESOURCE LINKS

Student View

EXPLORE CAREERS GUIDE



1/9: Explore Career Introduction



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.

Use Illinois workNet tools to explore careers:

- Skills and Interest Surveys
- Careers, Wages and Trends Search
- Demand Occupations Search
- Employment 101

Get Started

Explore Careers

- Explore Careers Guide
- Skill & Interest Surveys
- Careers, Wages & Trends Search
- Demand Occupations Search
- Employment 101
- Labor Market Information
- Planning for the Future Articles
- Career Exploration Videos
- Career Exploration Resources

Training & Credentials


- Training and Credentials Guide
- WIOA Approved Training Programs Search
- Public & Private Training Programs Search
- Apprenticeship Opportunities Search
- Adult Education Opportunities
- Employer-Based Training Programs
- Planning & Financing Training Articles
- Training & Financial Aid Videos
- Training & Financial Aid Resources

Qualify for Jobs

- Prepare to Find a Job Guide
- Job Skills Guides
- Digital Literacy Guides
- Resume Writing Guide
- Marketing Your Skills Articles
- Job Qualification Videos
- Job Qualification Resources
- Job Openings & Recruiting
- Network & Connect
- Layoff Assistance
- Updates & Help

MY DASHBOARD: EMPLOYMENT 101

Student View



Employment 101

Employment 101 Plans
Guide

- Pre-assessment - 92%
- Post-assessment - 96%
- Certificate of Completion

Your Guide To Prepare:

- A Career Plan
- A Job Search Plan

To

- Achieve Your Goals

My Bookmarks

- Why Attendance and Self-Presentation Skills Matter
- Keep Your Business
- Joseph Business School, The

1 2 3 4 5

Add New 3 of 13 See All

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](#)

Job Search

- Data Entry Specialist
- Teacher Substitute - APPLY...
- Parking Enforcement Officer

1 2

3 of 4 See All


My Bookmarked Jobs

Program Applications

EMPLOYMENT 101: STEP-BY-STEP APPROACH

Student View

Employment 101 is a self-guided tool to help students develop a plan to reach their career goals.

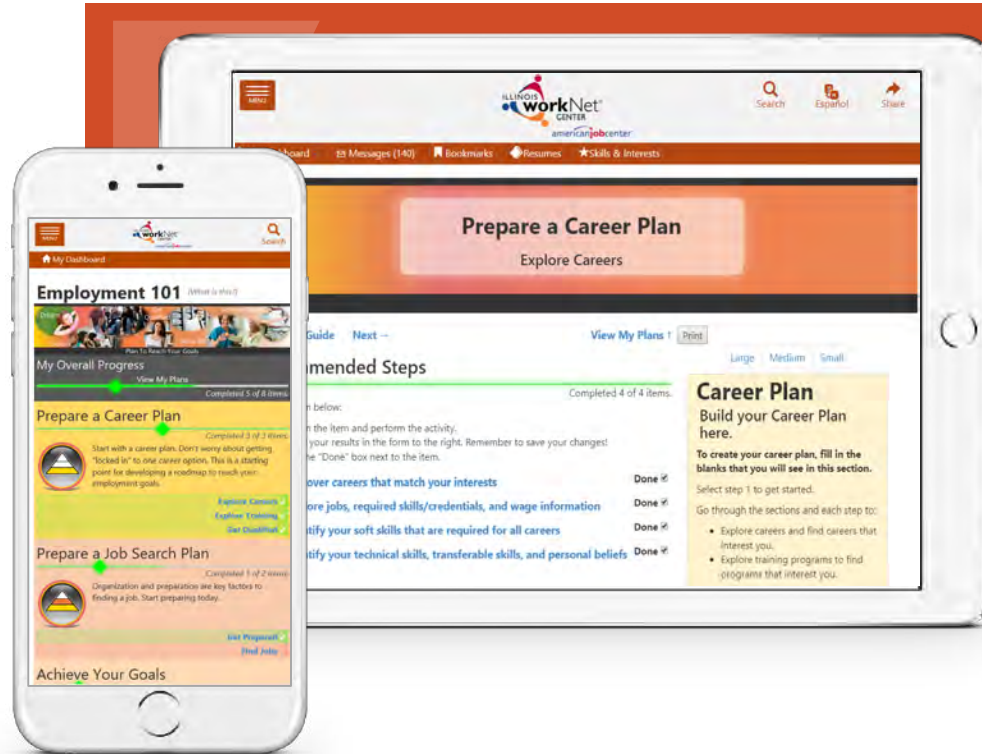


Career Readiness: Employment 101 Guide

1. Take Pre-Assessment	2. Complete Guide	3. Take Post-Assessment	4. Download Certificate
<p>You have taken the Pre-Assessment and received a score of 92% correct.</p> <p>Overview:</p> <ul style="list-style-type: none">• 25 multiple choice questions• Not a timed assessment• Take it only once• This assessment is graded but the grade is not counted against you <p>Topics Covered:</p> <ul style="list-style-type: none">• Career Exploration• Training Program Exploration• Workplace Skills• Job Search Skills• Goal Setting• Violence Prevention and Awareness	<p>Employment 101 Guide</p> <p>Overview:</p> <ul style="list-style-type: none">• Follow the steps to develop a Career Plan and Job Search Plan• Use the resources to create a resume and portfolio <p>Planning Tools:</p> <ul style="list-style-type: none">• Skill and Interest Results• Career and Training Research• Resume & Portfolio Builder• Job Search Organizer• Achieve Your Goals Notes• S.M.A.R.T. Plan	<p>Post-Assessment</p> <p>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.</p> <p>Overview:</p> <ul style="list-style-type: none">• 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 <p>Topics Covered:</p> <ul style="list-style-type: none">• Career Exploration• Training Program Exploration• Workplace Skills• Job Search Skills• Goal Setting• Violence Prevention and Awareness	<p>Certificate of Completion</p>

EMPLOYMENT 101: THE GUIDE

Student View



INSTRUCTOR 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

MY DASHBOARD: RESUME BUILDER


Student View

The dashboard is divided into several sections:

- Employment 101:** Features a progress bar for 'Employment 101 Plans' and 'Guide'. It shows completion rates for 'Pre-assessment - 92%', 'Post-assessment - 96%', and 'Certificate of Completion'. A sidebar lists 'Your Guide To Prepare:' with items like 'A Career Plan', 'A Job Search Plan', and 'Achieve Your Goals'.
- My Bookmarks:** Lists bookmarked articles such as 'Why Attendance and Self-Presentation Skills Matter', 'Keep Your Business', and 'Joseph Business School, The'. It includes a pagination control (1-5) and an 'Add New' button.
- Resume Builder:** Highlighted with a red arrow, it shows 'Resume Builder' and 'Guide' buttons. It lists saved items: 'Cover Letter Saved', 'Resume Saved', 'Portfolio Saved', 'Interview Practice Saved', 'Assessments Saved', and 'Website Saved'. A note asks 'Are your saved items not checked? Next Steps'.
- Job Search:** Lists bookmarked jobs: 'Data Entry Specialist', 'Teacher Substitute - APPLY...', and 'Parking Enforcement Officer'. It includes a pagination control (1-2) and an 'Add New' button.
- My Bookmarked Jobs:** A purple sidebar area with a placeholder box and the text 'My Bookmarked Jobs'.
- Program Applications:** A section at the bottom of the dashboard.

OPTIMAL RESUME: **RESOURCES**

Resume Writing Guide

- Get Prepared
- Start Writing
- Customize Your Resume
- Use Your Resume for Interview Prep
- **Illinois workNet Resume Builder Tools** 
- More Articles

[Resume Builder](#) – Helps create a clean, professional-looking resume. You can start a resume from scratch or choose from over 500 samples to use as a starting point.

[Letter Builder](#) – Helps create a professional letter. This includes any job-related letters, such as cover letters, thank-you letters, and job acceptance letters.

[Portfolio Builder](#) – Lets you create and organize a portfolio of your past projects.

[Self-Assessment Tool](#) – Lets you take different assessments and save the results. You can use them to assess and identify your skills, strengths, and accomplishments.

[Interview Prep](#) – Lets you practice your interviewing skills in real time. You can respond to a set of common interview questions and record yourself doing so.

[Video Resume Builder](#) – Lets you create and record a video version of your resume. You can also create a script to be read to you as you record, if you like.

[Website Builder](#) – Helps you create a personal website for yourself. You can add materials you've already made (such as resumes, letters, and portfolios) to your website.

Resume Builder tools can be found in your Illinois workNet account. Simply login and click on "Resumes" under the "My Dashboard" menu. After this, you're ready to start building!

OPTIMAL RESUME: **ACCESSING YOUR ACCOUNT**



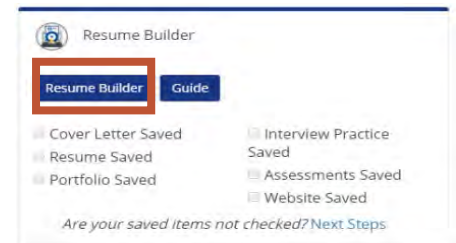
STEP ONE

Go to
www.illinoisworknet.com
and **Login** to your Illinois
workNet account.



STEP TWO

Go to **My Dashboard**.



STEP THREE

Select **Resume Builder**.

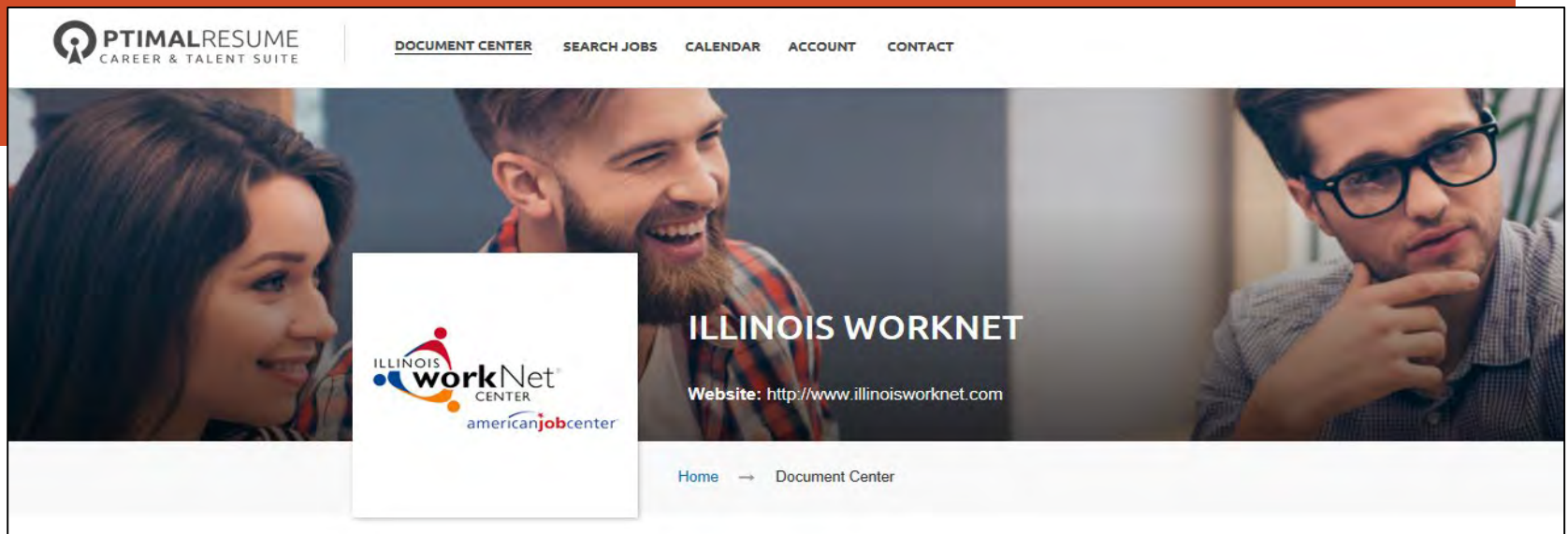
OPTIMAL RESUME: **GETTING STARTED**

- Complete any contact information that is missing.
- Enter your career preferences.
- Hold CTRL to select multiple items.
- Click Save.
- You may change Industry at any time.

The screenshot shows a web interface with two tabs: 'Contact/Login Information' and 'Career Preferences'. The 'Career Preferences' tab is active. Below the tab is a section titled 'Career Preferences' containing three dropdown menus, each with a label and a '(max. 5)' indicator. The first dropdown is labeled '* Preferred Industry: hold CTRL for multiple selection' and lists: Academic, Accounting, Agriculture/Farming/Agribusiness, Architecture - Commercial, Architecture - Landscape, and Architecture - Other. The second dropdown is labeled '* Preferred Job Function: hold CTRL for multiple selection' and lists: Accounting/Finance, Administrative/Clerical, Advertising, Advertising/Marketing/Public Relations, Aerospace/Aviation/Defense, and Agriculture, Forestry, & Fishing. The third dropdown is labeled '* Preferred Work Type: hold CTRL for multiple selection' and lists: Career/Degreed, Co-op, Contractor, Externship, Fellowship, and Full Time.

OPTIMAL RESUME: **DOCUMENT CENTER**

- The Document Center offers storage for files you create or upload.
- All documents created within Optimal Resume can be accessed from your Illinois workNet Dashboard at any time.
- Access from the **Resumes** button on the homepage toolbar.



OPTIMAL RESUME: DOCUMENT CENTER

Select from a variety of documents/content to manage

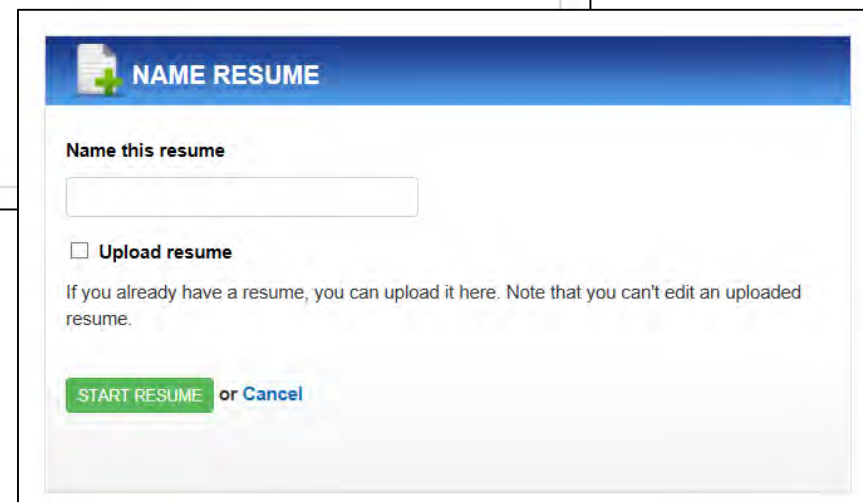
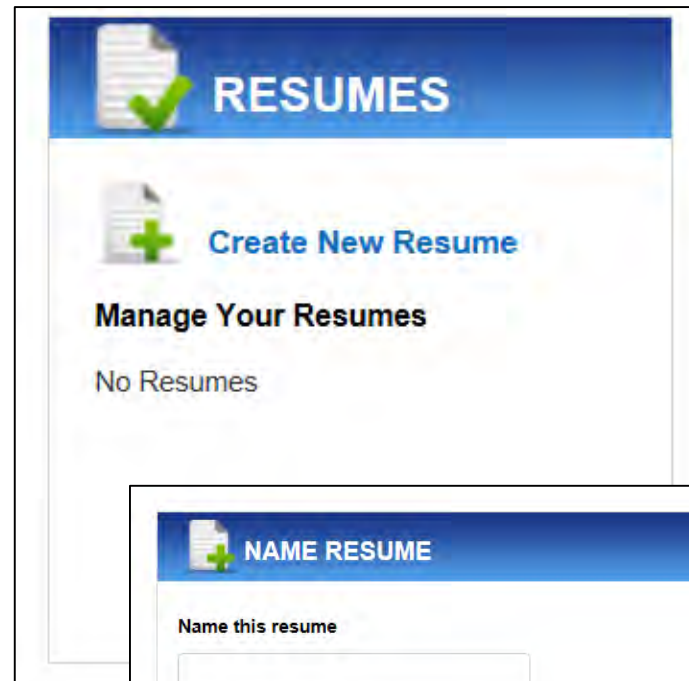
The image displays a grid of seven document management panels, each with a blue header and a white body. The panels are arranged in three rows: the first row has three panels (RESUMES, LETTERS, PORTFOLIOS), the second row has three panels (ASSESSMENTS, INTERVIEWS, VIDEO RESUMES), and the third row has one panel (WEBSITES) on the left side. Each panel features a document icon, a title, a 'Create New' button with a plus sign, and a 'Manage Your' label. The INTERVIEWS and VIDEO RESUMES panels also include a status message at the bottom.

Document Type	Create New Button	Manage Your Label	Status
RESUMES	Create New Resume	Manage Your Resumes	
LETTERS	Create New Letter	Manage Your Letters	
PORTFOLIOS	Create New Portfolio	Manage Your Portfolios	
ASSESSMENTS	Create New Assessment	Manage Your Assessments	
INTERVIEWS	Create New Interview	Manage Your Interviews	No Interviews
VIDEO RESUMES	Create Video Resume	Manage Your Video Resumes	No Video Resumes
WEBSITES	Create New Website	Manage Your Websites	No Websites

Today, we will focus on the Resume Builder Section!

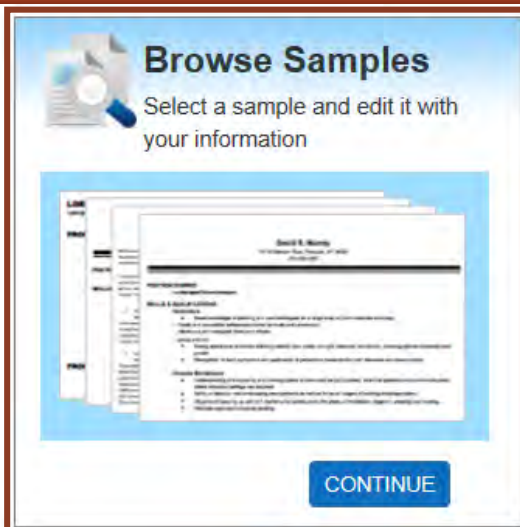
OPTIMAL RESUME: RESUME BUILDER

- From Document Center, select Create New Resume, name your resume, then click Start.
- Upload an existing resume.
 - You **can not** edit a resume you upload.
- If you use standard resumes with your customers, you can send them to info@IllinoisworkNet.com and Optimal will upload them into their system as a template that can be used.

A screenshot of a form titled "NAME RESUME". It has a blue header with a document icon and a green plus icon. Below the header, there is a text input field labeled "Name this resume". Underneath, there is a checkbox labeled "Upload resume". Below the checkbox, there is a note: "If you already have a resume, you can upload it here. Note that you can't edit an uploaded resume." At the bottom, there are two buttons: "START RESUME" (green) and "or Cancel" (blue).

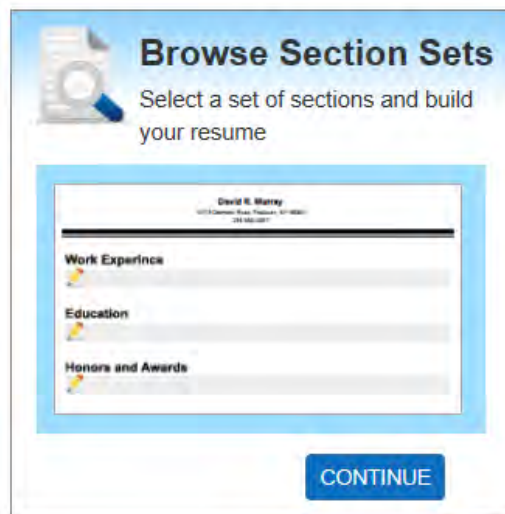
OPTIMAL RESUME: RESUME BUILDER

- Three options are available to create a new resume:
 - **Browse Samples** – Provides templates to select a resume (540 samples are available).
 - **Browse Section Sets** – Provides section headers, you complete filling in the rest of the information.
 - **Start From Scratch** – For experienced resume writers, you will have a blank template.



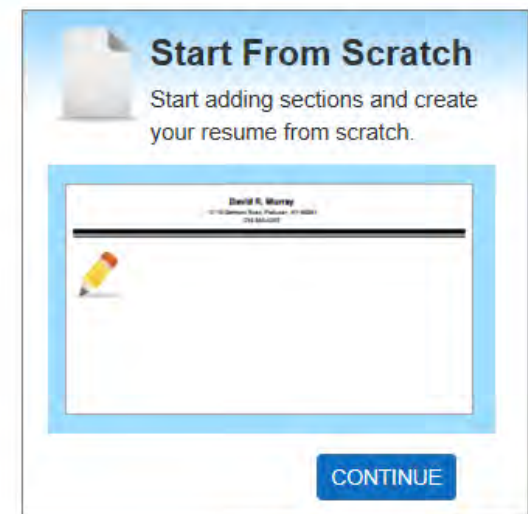
Browse Samples
Select a sample and edit it with your information

CONTINUE



Browse Section Sets
Select a set of sections and build your resume

CONTINUE



Start From Scratch
Start adding sections and create your resume from scratch.

CONTINUE

GROUP ACTIVITY

The screenshot shows a learning app interface with a central task card and several numbered steps. The task card is titled "Task" and asks "What is the order of tasks to start building your resume?". It has an "OK" button. The steps are:

1. Browse Samples (select a sample and edit it with your information)
4. Name the resume.
6. Complete your profile information.
7. Customise your information.
8. Select a sample template.
9. Go to www.illinoisworknet.com

A hand icon is pointing to step 7. There is also a "Sign Up" button visible in the background.



<https://learningapps.org/display?v=pcyxwd17c19>

SHARE YOUR EXPERIENCE

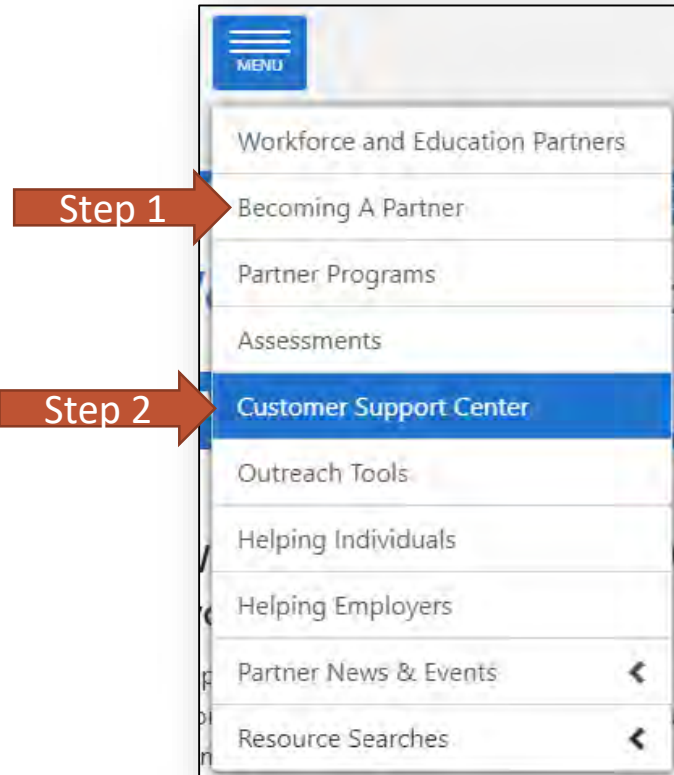


What types of tools would be helpful to communicate with or provide career planning guidance to your students?

PARTNER TOOLS: THE GUIDE

Advisor View

www.illinoisworknet.com/partners



A screenshot of the Illinois workNet website's 'FORCE AND EDUCATION PARTNERS' page. The page features a blue header with the Illinois workNet logo and navigation links for 'Login', 'Sign Up', 'Search', 'Español', and 'Share'. A dropdown menu is open, showing the same menu items as the previous image, with 'Customer Support Center' highlighted. The main content area includes a section for 'January 2019' with a 'Mentoring Month 2019' announcement and a 'Veterans in Residence Powered by Bunker Labs is now accepting applications' announcement. Below this is a 'View More' button. The page also features a section titled 'TOOLS, GUIDES, & INITIATIVES' with a sub-section 'Global Partner Tools'. This section includes a paragraph about global tools and four icons representing different tools: Employment 101, Assessments, Create a Partner Account, and Customer Support Center. Each icon has a brief description of the tool's purpose.

CUSTOMER SUPPORT CENTER: **GETTING STARTED**

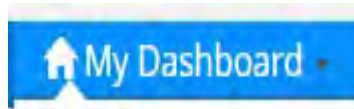
Advisor Login

Partners must have an Illinois workNet partner account.



STEP ONE

Go to
www.illinoisworknet.com
and **Login** to your Illinois
workNet account.



STEP TWO

Go to My
Dashboard.



STEP THREE

Invite students to join your
Customer Support Center group.
When they accept the invitation,
they are immediately added to
your group.

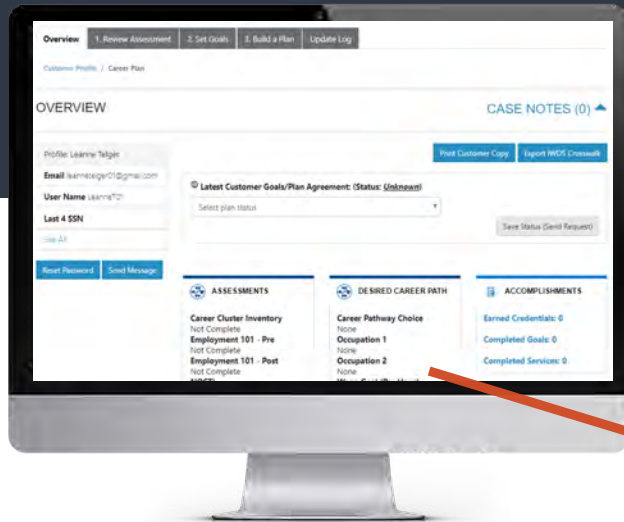
CUSTOMER SUPPORT CENTER: PARTNER TOOLS

Advisor View

Access Career Plan Builder

CAREER PLAN TAB:

- Career Plan will be prepopulated with basic goals and steps.
- Customize goals and steps based on the student's assessment results.
- Use the Career Plan as a communication tool.
- View student's saved items in Illinois workNet.



Goal	Related Steps	Category	Earliest Start Date	Latest Due Date	Status
Get a job or work experience.	Show Next Steps	Career Plan	2/22/2019	3/22/2019	Not Started
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

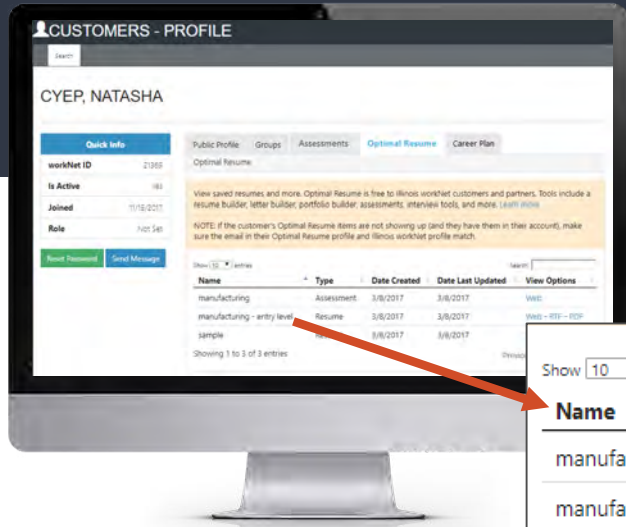
CUSTOMER SUPPORT CENTER: PARTNER TOOLS

Advisor View

View Student Employment 101 Results

OPTIMAL RESUME TAB:

- View student's saved resumes, cover letters, interview practices, assessments, and webpages.



Showing 1 to 3 of 3 entries

Name	Type	Date Created	Date Last Updated	View Options
manufacturing	Assessment	3/8/2017	3/8/2017	Web
manufacturing - entry level	Resume	3/8/2017	3/8/2017	Web - RTF - PDF
sample	Resume	3/8/2017	3/8/2017	Web - RTF - PDF

Showing 1 to 3 of 3 entries

Previous 1 Next

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 **HOME:** <https://www.illinoisworknet.com/>

 **EMAIL:** info@illinoisworknet.com

 **CSC Guide:** <https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>



FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST

