



Employment 101

Plan to reach your employment goals.

Inside Employment 101

- A pre-assessment to check your current knowledge (but isn't required)
- A guided approach, resources, & planning tools
 - Career & Training Research
 - Job Search Organizer
 - Achieve Your Goals Notes
 - S.M.A.R.T. Plan
- A post-assessment to check what you have learned & to unlock your Illinois workNet® Certificate of Completion
- An Illinois workNet Certificate of Completion to add to your resume & portfolio

Use A Guided Approach

Follow simple steps that:

- Provide guidance through the process.
- Present resources only related to that step.
- Show related planning tool sections.

This means that you:

- Are not overwhelmed with too much information at once.
- Know exactly which field to complete in the planning tools.
- Can access all the information you need in one place.



GET STARTED

1. Go to www.illinoisworknet.com/employment101.
2. Log into your Illinois workNet account or sign up.
3. Select "My Dashboard".
4. Select the link to your Employment 101 Guide.



THE PROCESS

5. Take the pre-assessment.
6. Complete the Employment Guide.
7. Take the post-assessment.
8. Download the Certificate of Completion & add it to your resume & portfolio.



WHEN YOU RETURN

9. Update your plans as they evolve.
10. Use the tools to organize your job search.
11. Track your job search progress.

www.illinoisworknet.com/Employment101



Illinois Department of Commerce & Economic Opportunity
 OFFICE OF EMPLOYMENT & TRAINING
 JB Pritzker, Governor