

Employment 101

Plan to reach your employment goals.

Inside Employment 101

- A pre-assessment to check your current knowledge (but it isn't required)
- A guided approach, resources, and planning tools
 - Career and Training Research
 - Job Search Organizer
 - Achieve Your Goals Notes
 - S.M.A.R.T. Plan
- A post-assessment to check what you have learned and to unlock your Illinois workNet Certificate of Completion
- An Illinois workNet Certificate of Completion to add to your resume and 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 one time.
- 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 101Guide.



The Process

1. Take the pre-assessment.
2. Complete the Employment Guide.
3. Take the post-assessment.
4. Download the Certificate of Completion and add it to your resume and portfolio.

When You Return

5. Update your plans as they evolve.
6. Use the tools to organize your job search.
7. Track your job search progress.

