

COMPLETE all sections and PRINT all supporting documentation as directed.

Last Name		First Name	MI
Address		City/State/Zip	Phone #
SSN		DOB	Age
Email			

In order for you to register for an IL WorkNet Account, you will need an email account to verify your WorkNet account. If you do not have an email, you can use any of the following email providers to create a free account:

- ✓ MSN.com: www.hotmail.com or www.outlook.com
- ✓ Yahoo: www.yahoo.com
- ✓ Google's Gmail: www.gmail.com
- ✓ Any other web-based email host and click 'create account'


**PLEASE NOTE:** If you were provided a Username and Password from someone at the American Job Center, you will NOT need to register for an IL WorkNet Account. Simply follow the instructions below to log into your account.




If you weren't provided login information, please follow the instructions below to create an account.

**Creating an Illinois WorkNet Account**

1. Go to an Internet page and enter [www.illinoisworknet.com](http://www.illinoisworknet.com) in the address bar located at the top of the web page.
2. Then click on: 'Sign Up' (Top left of the page)
3. You will now fill out your Registration information as requested.
  - o Make sure to write down your *Username and Password* that you have created.
4. Once you have your information completed, click on 'Accept Agreement' and then 'Submit'.
5. You will now check your e-mail to verify your account and get started.
6. Once you verify your account, you will then be redirected back to the Illinois WorkNet home page to log in.

**Logging into your Illinois WorkNet Account**

1. Choose Log-In (top left of the page).
2. Enter your Username and Password.
  - a. If this is your first time Logging in, you will be prompted to change your password.
  - b. Once you change your password, you will be redirected to verify your personal information.
3. Click on  (Click on the drop-down arrow)

4. Select the Assessment icon - 
  -  You Can Take These On Your Own (Self-Accessed Assessments)
  -  Skill and Interest Survey Results  
Career Exploration - Identify careers that match your skills and interests.  
[Learn More](#)

5. Choose – 'Skill and Interest Survey Results'
6. Choose – 'Interest Profiler'
7. You are now ready to begin the assessment.
8. *Please Note:* You will be completing **ONLY** the **Interest Profiler** Survey. No other assessment is required.




**Interest Profiler Assessment**

Now you are ready to begin the *Interest Profiler* to see how your interests are rated towards different occupations. The Interest Profiler will identify your interests, and then match them with a wide variety of careers. It doesn't tell you what you should do; rather it organizes your interests in six broad categories of work. There are 180 activity questions. *This is not a timed exercise. There are not any right or wrong answers – no pass/fail.* This is simply gathering information about you. As you go through the questions, remember to read the statement and choose your first reaction, either 'Like', 'Unsure' or 'Dislike'. Don't think about it; just choose your first response. Your answer should not take into account whether you can do the job, but, rather, if it sounds like something you would like to do.

**Step 1 – Begin the Assessment**

- To begin the assessment click on: 'Rate the Activities' {bottom right-hand side of the webpage}
- Begin answering the survey questions.
- Once you have answered the last question; Click on: 'Get Results' to review your scores.

**Step 2 – Print Your Results**

- Once you get your results, Click on the 'Print' icon  top right-hand side of the webpage}
- On the next screen fill in your name in the box provided, only if your name is not already entered
- Click on: 'Print Results' and select your printer.
  - If you do not have a printer, you can print to Adobe PDF to save a PDF copy of your results.
- Once your results are printed, close the window by selecting the 'X' at the top right of the page to go back to IL WorkNet.

**Step 3 – Review Your Results**

- Use your Interest Profiler score page to answer the following questions. (Some will be self-assessment questions.)

1. List your three highest interest profiler scores below. Please do not list the score number.

1.	
2.	
3.	

2. Describe the information you reviewed in your **Highest Scored Interest Area**, and how it may have matched up to your occupation/career of choice?

3. Find your career of choice under one of the interest areas by selecting each one and looking within each area until you find your occupation of choice.

4. If your career of choice is not listed within your **Highest Interest Area**, then search in the next Interest Area to locate your occupation of choice and then put which Interest Area it falls into:

**Step 4 - Labor Market Information**

- Many times, that ‘dream job’ turns out to be a nightmare because you haven’t researched it fully. This exercise gives you the opportunity to find out information about occupations including wages, job growth, education needed, working conditions and much more. From this, you can make an educated decision whether that type of work is well-suited to you. Our Case Managers will be there to help you with those decisions, too!
- Once you have found your occupation within the Interest Area, click on your career/occupation. Now you can view your Labor Market Information.
- Review the information provided. Use your Interest Labor Market Information to answer the following questions. (Some will be self-assessment questions.)

1. Why are you interested in this occupation, and why do you feel it is the best match for you?

2. Looking at your “**At a Glance**” information you will now identify the entry level hourly rate at 25% of this occupation.
- a. Click on **Wages** on the left-hand side of the “**Topics**” box.
  - b. Scroll to the bottom of your **Wages** page and click on the option **View Number Version**, then choose the **Hourly Tab** at the top of your page.
  - c. Fill in the Hourly wage for the following:

i. For **Illinois**


ii. For **Rock Island/Moline**

3. Now, review the “**Employment and Outlook**” information to see how many jobs are available over a year’s time.
- a. Click on **Employment and Outlook** on the left-hand side of the “**Topics**” box.
  - b. Choose the **View Number Version** if it not already set.
  - c. Fill in the Annual openings for the following:

i. For **Illinois**

ii. For **Rock Island/Moline**

**Step 5 – Printing Your Information**

- You will now print all the “**At a Glance**” information for your occupation of choice.
- Select the  option on the top of the web page
- Click on “Select all Topics” within the dialog box
- Click on “Select all Related Information” within the dialog box
- Click on “Print Selected Items” in the dialog box
- Click on ‘Print’
- Click on ‘X’ in upper right-hand corner to exit out of the dialog box

**Step 6 – Your Occupation**

➤ Answer the following questions in regard to your occupation of choice.

1. Why do you feel you would be successful in this occupation?

2. Describe what education, experience, and skills/abilities you have in this occupation already?

3. What programs of study, degrees, or certifications are needed for this occupation?

4. Which schools or colleges is the training available at?

5. Which school or college would be the best fit for the occupation you want and why?

6. How much funding will be needed for your education (an estimation)?

7. List three (3) different Companies you would like to work for in this occupation?

1.
2.
3.

**Step 7 – Job Searches**

- You need to complete three job searches for your desired occupation/career.
- For each company you listed write an exact brief description of what the employer has posted for that job. (You can search on either indeed.com or the company Web site if available.)



**Job #1**

Company Name:

Job Title:

Job Requirements:

**Job #2**

Company Name:

Job Title:

Job Requirements:

**Job #3**

Company Name:

Job Title:

Job Requirements:

Would you be interested in an **On-the-Job Training (OJT)** instead of or as well as receiving training for college?

Please review your work & make sure it has all been answered. Documentation that will need to be turned in

1. Completed Illinois workNet Assessment Packet
2. Interest Profiler Survey Results Page
3. Your Career (of choice) "Labor Marketing Information" (At A Glance)"