

## Deciding jobs to consider



Jacob wants a full-time job. He knows that he is going to use public transportation, so he decides to look for jobs in the city, and to avoid jobs with shifts that start and end late.

Jacob thinks about the kinds of jobs he can do without going back to school or taking additional training.

He has a high school diploma and he has experience working in warehouses.

But how should he highlight these skills?

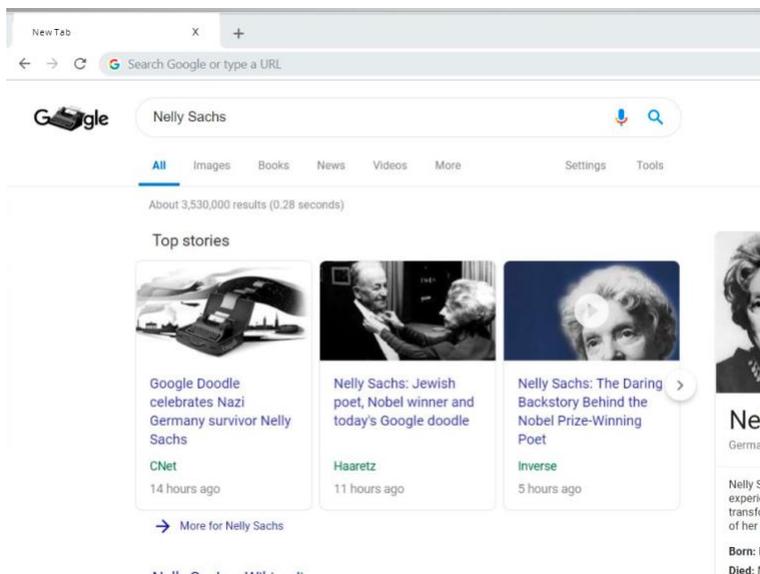
Jacob's nephew, Christopher, told him about Illinois WorkNet.com, a website with resources and tools to help people find jobs: like resume building, career exploration, and much more. He said Jacob will need an email account to create an account at Illinois WorkNet.

If you don't have an email account, the Intro to Email course on Chicago Digital Learn demonstrates how you can sign up for one.

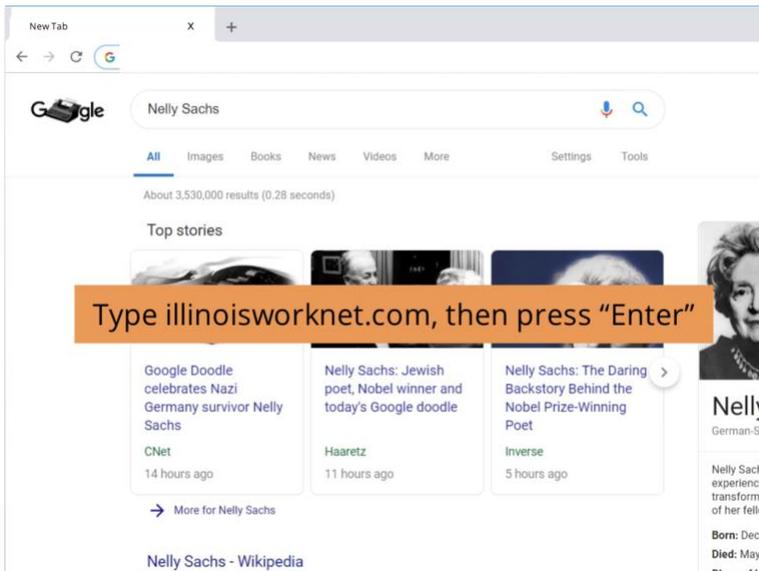
Once you have an email account, you can create your own Illinois WorkNet account.

Jacob has an email account. If you already have an email account, you can create your own Illinois WorkNet account and follow along with Jacob as he creates his account.

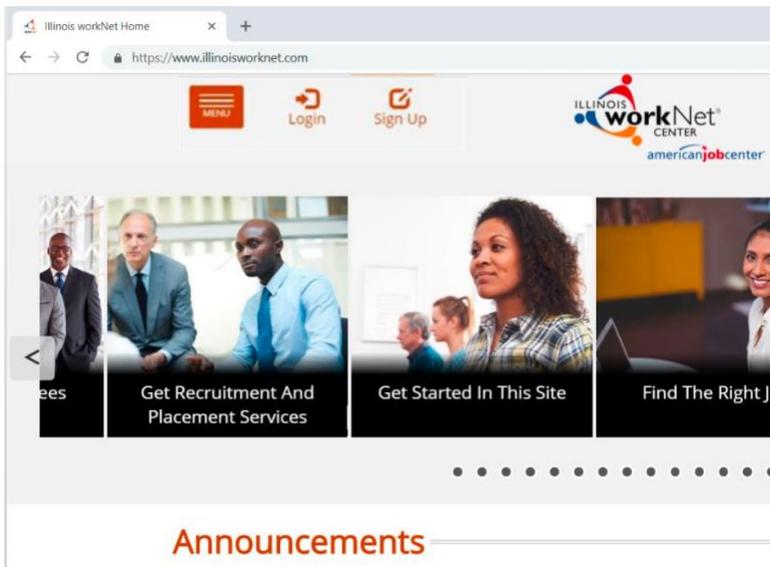
When you are ready, click next to continue.



Jacob is ready to create his Illinois workNet account. Click the area of the page where Jacob has to type the URL to get to the Illinoisworknet website.



Now help Jacob by typing [illinoisworknet.com](https://www.illinoisworknet.com).



Since it is his first time on the website, he cannot use the login link. Instead, he uses the Sign Up link.

Click on the Sign Up link to help Jacob start.

The screenshot shows the 'Illinois workNet Registration' page. At the top, there are navigation links for 'Login', 'Sign Up', 'Search', 'Español', and 'Share'. The main heading is 'Illinois workNet Registration'. Below the heading, there is a link to learn about account benefits and a note that fields with an asterisk are required. The form fields are: First Name\* (Jacob), Last Name\* (Brown), Date Of Birth\* (09/09/1979), Email Address\* (jacob.b123@gmail.com), Confirm Email Address\* (jacob.b123@gmail.com), Main Number (empty), Ext (empty), Alternate Number (empty), Ext (empty), ZIP Code\* (60607), Secret Question\* (What is the name of your favorite pet?), Secret Answer\* (Misty), User Name\* (jacob\_brown), Password\* (masked with asterisks), and Confirm Password\* (masked with asterisks). At the bottom, there is a 'You are required to read and indicate that you agree to the updated Terms and Conditions of this site...' notice with a link to 'View Terms and Conditions', an 'Accept Agreement\*' checkbox, and a 'Save' button.

Now, a registration form opens.

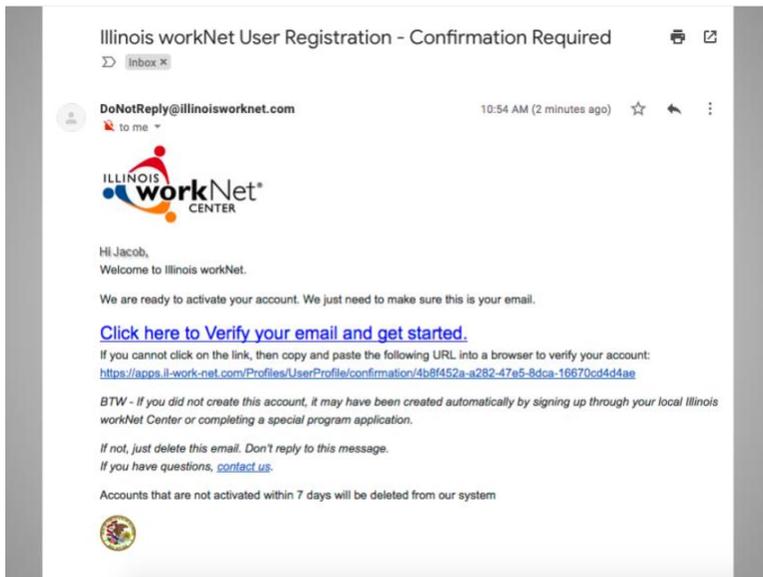
He sees that if there's a star, or an asterisk, next to the box, an answer needs to be provided.

He types his first name, last name, date of birth, and his email address twice to confirm.

He skips the phone numbers as those fields do not have an asterisk, meaning they are not required.

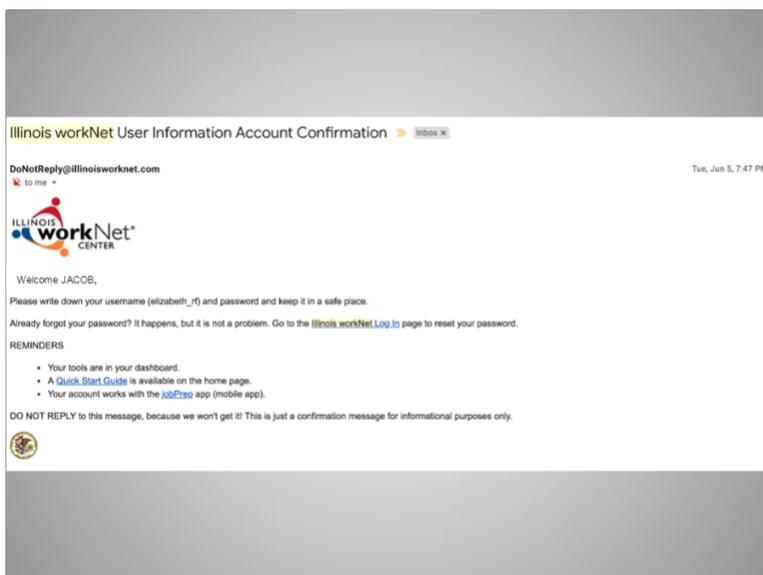
He types his zip code, then selects a question and writes an answer. Now he chooses a user name, and writes a password that he can remember. A password must have 8 to 20 characters, including a lowercase letter, an uppercase letter, and a number.

He confirms the password and clicks to accept the user agreement. He has to accept the agreement before he can use the service. This is like a code of conduct on how he is allowed to use the website.

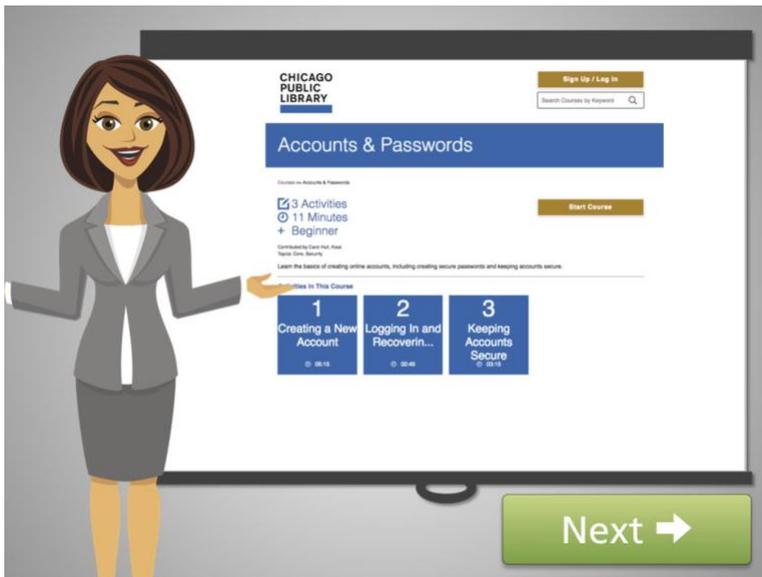


Before he can use his account, he will have to check his email for an email from Illinois WorkNet asking him to confirm his account.

Click on the link to help Jacob verify his email.



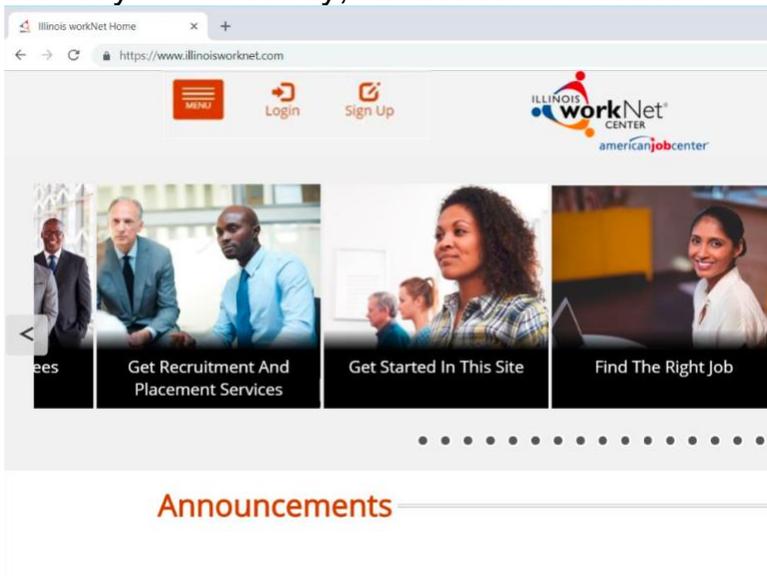
A second email will show up in his inbox to confirm his account and welcome him to Illinois workNet.



Creating an account on Illinois Worknet is very similar to creating an account on most other websites.

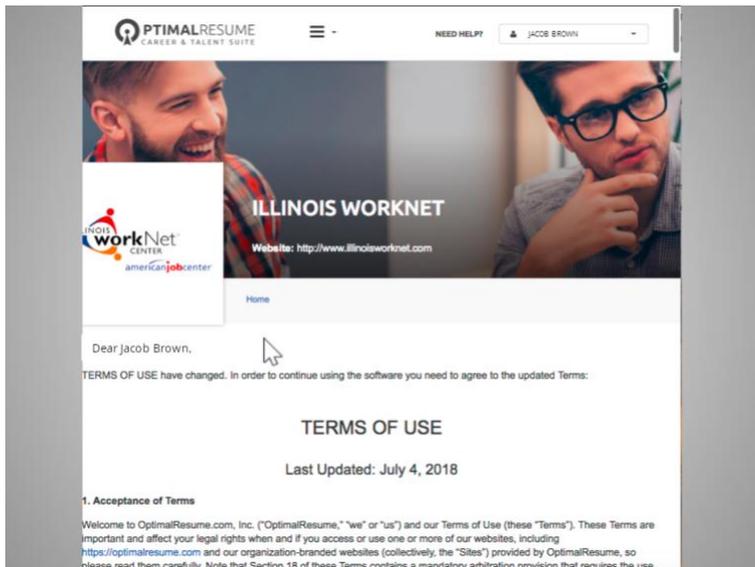
If you are unfamiliar with creating online accounts, the Accounts and Passwords course on Chicago Digital Learn can demonstrate how it works, or you can visit local organizations that provide job search help.

When you are ready, click next to continue



Jacob is now ready to use the resources he needs. He navigates to [www.illinoisworknet.com](http://www.illinoisworknet.com).

Now that he has an Illinois workNet account, help Jacob get in by clicking on the correct link to start using illinois worknet.



Now he enters his username and password and clicks on Sign In.

Once in his account, he navigates to My Dashboard to display his personal tools; and clicks on Resumes.

After a few seconds, another tab opens with the Resume Builder tool. Because this application is a service he has never used before, he has to accept its terms and conditions before he can start using it. He scrolls all the way down to agree, and clicks continue.

A screenshot of the OptimalResume profile completion form. The form is titled 'Contact/Login Information' and 'Career Preferences'. A red banner at the top says 'Some of the required fields from your profile are not completed. Please complete your profile now.' The form is divided into two columns. The left column contains the 'Contact/Login Information' section with fields for: Full Name (Jacob Brown), Email (jacob.b123@gmail.com), Confirm Email (jacob.b123@gmail.com), Address 1 (1101 W Taylor St), Address 2, City (Chicago), State/Province (Illinois), Zip/Postal Code (60607), Country (UNITED STATES), and Phone (3127465656). The right column contains the 'Profile completion' section with a legend for required fields (marked with a red asterisk) and a checklist of fields: Full Name (checked), Email (checked), Address 1 (unchecked), Address 2 (unchecked), City (unchecked), State/Province (checked), Zip/Postal Code (checked), Country (unchecked), and Phone (unchecked). Below the 'Career Preferences' section, there are fields for Preferred Industry, Preferred Job Function, and Preferred Work Type, all of which are currently unchecked. At the bottom of the form, there are three buttons: 'Next Section >', 'Save & Continue', and 'Discard Changes'.

He completes the new required fields in the contact/login information form. It is important that this information is correct because this will be part of Jacob's resume and cover letter when he creates those documents later.

He clicks Save and Continue to complete the career preferences form.

The screenshot shows a web form titled "Career Preferences" with a "Profile completion" sidebar. The main form has three sections: "Preferred Industry" with a dropdown menu where "Transportation" is selected; "Preferred Job Function" with a dropdown menu where "Transportation and Warehousing" is selected; and "Preferred Work Type" with a dropdown menu where "Full Time" is selected. The sidebar contains fields for "Contact/Login Information" (Full Name, Email, Address 1, Address 2, City, State/Province, Zip/Postal Code, Country, Phone) and "Career Preferences" (Preferred Industry, Preferred Job Function, Preferred Work Type). A green "Save & Continue" button is highlighted with an orange box, and a mouse cursor is pointing at it. Other buttons include "Prev Section" and "Discard Changes".

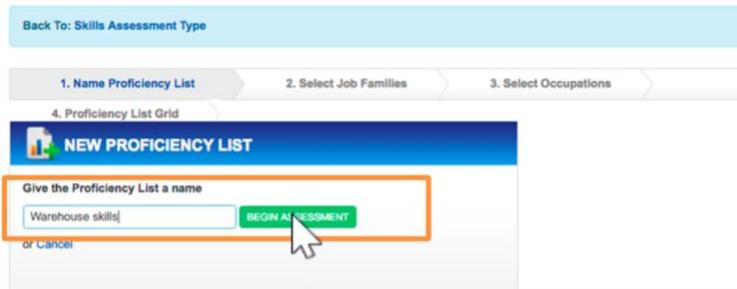
Here, he selects Transportation, from Preferred Industry; Transportation and Warehousing, from Preferred Job Function; and full time in Preferred work type.

He clicks Save and Continue.

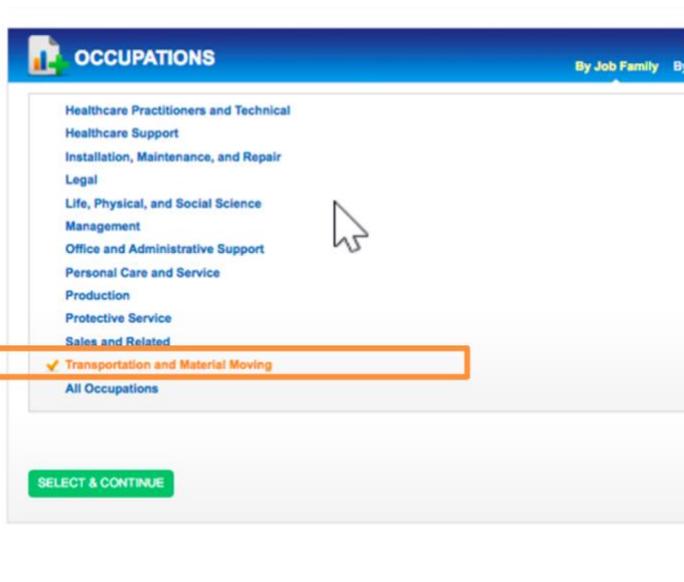
The screenshot shows a "SELECT ASSESSMENT TYPE" form with three options: "Skills Inventory", "Accomplishment Sheet", and "Proficiency List". The "Proficiency List" option is highlighted with an orange box. A mouse cursor is pointing at the "Proficiency List" option. To the right, there is a "HELP Getting Started" section with a video player titled "OPTIMAL RESUME THE OPTIMAL FIRST IMPRESSION About Skills Assessment".

The Resume Builder has several other tools, but he only needs the assessments part for now. He looks for the Assessments box, and clicks on Create New Assessment.

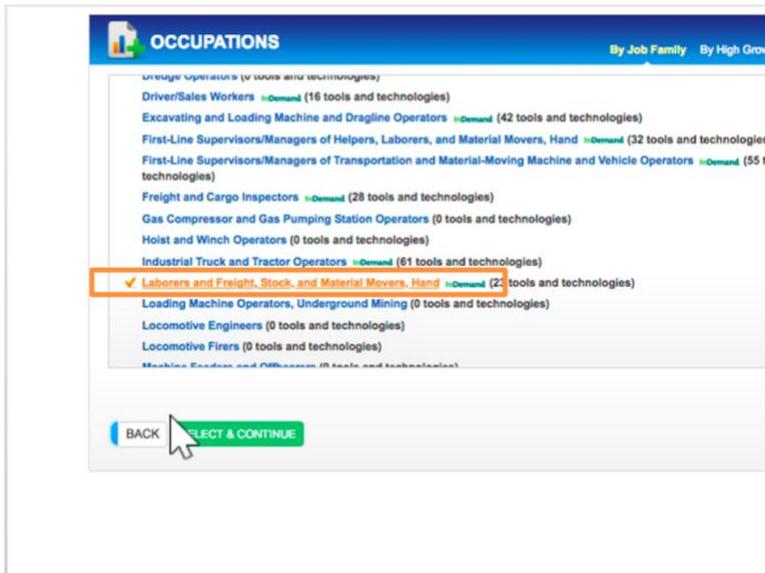
Now he sees three types of assessments. His nephew told him to use the Proficiency List because he wants to describe skills he has from his previous jobs.



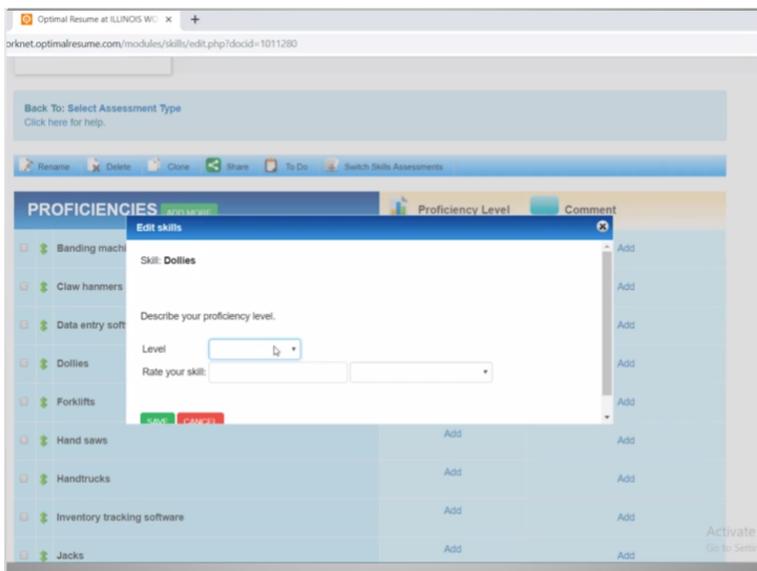
He can create as many assessments as he needs, so he needs to name them. He names this one “Warehouse skills”. And clicks Begin Assessment.



From the different options under Job Families, he thinks the best match for him is “Transportation and Material Moving” so he clicks on it and then clicks “Select & Continue.”

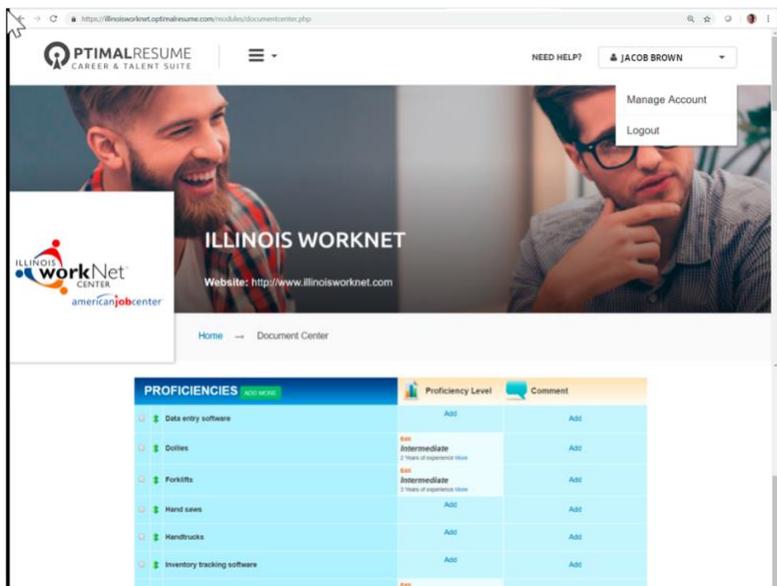


Now he sees a list of specific occupations he can select from. He did a lot of stocking and moving at his previous job, so he picks “Laborers and Freight, Stock, and Material Movers,” and clicks “Select & Continue.”



Jacob now selects skills he has, one by one, adding his level of experience. Christopher told him that he can delete skills he doesn’t have so his list includes only the skills he does have.

To delete those unneeded skills from his list, he selects them one by one and scrolls down and clicks Delete Selected Skills.



Now Jacob has a list of skills he writes down in his notebook. Later, when he prepares his resume and cover letter, and when he gets calls, and practices for interviews, he will need to talk about these skills.

Before he leaves the library, Jacob needs to make sure he signs out from Illinois workNet to keep his information secure. He signs out by clicking on his name, and then on “Logout”.



Jacob has found his Good Fit Jobs by narrowing down his search to: full time, city jobs, in warehouses, transportation, and manufacturing, with day shifts.

Now Jacob knows what type of jobs to look for and he will be seen as a good candidate because he has the skills to do the job.