State of Illinois

Department of Employment Security

Employment Resources for Job Seekers

IDES
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

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Introduction

Looking for a job does not have to be a solo project. Job seekers can get help from the Illinois Department of Employment Security (IDES).

Many people refer to IDES as the "unemployment agency." But IDES offers much more than unemployment insurance services. We are committed to helping people find suitable employment. The reason is simple: When the people of Illinois work, the Illinois economy works.

The IDES mission also includes publication of reliable, high quality data on employment and occupational trends. This information can help people make more informed career and business decisions.

americanjobcenter®

Employment services, workforce and career information, and unemployment insurance services are available at IDES offices and **American Job Centers** (formerly known as workNet or Workforce Centers) throughout the state.

WIOA – The Workforce Innovation and Opportunity Act

Our nation's workforce development system provides critical support and services to workers who want to develop the necessary skills for a good job and to employers who need skilled workers to compete. The Workforce Innovation and Opportunity Act (WIOA) is intended to revitalize and transform the public workforce system to meet the needs of job-seekers, workers, and employers. WIOA includes reforms that will affect more than a dozen programs receiving $10 billion in annual training and education funding and programs that serve approximately 20 million Americans each year.

For more information, see the **State of Illinois WIOA Unified State Plan**.

Reemployment Workshops

If you recently filed for unemployment insurance benefits you may be asked to attend a Reemployment Services Workshop or a Reemployment and Eligibility Assessment Workshop. Your participation is required to continue receiving unemployment insurance benefits, but we at IDES view this as an opportunity to help you get back to work. We encourage you to approach these workshops as an opportunity as well.

In the workshops, we will provide you with important information, such how to highlight your skills in today's job market, and we will work with you one-on-one to help you find employment in a good job. We provide a variety of effective services at no cost—all of our services are free.

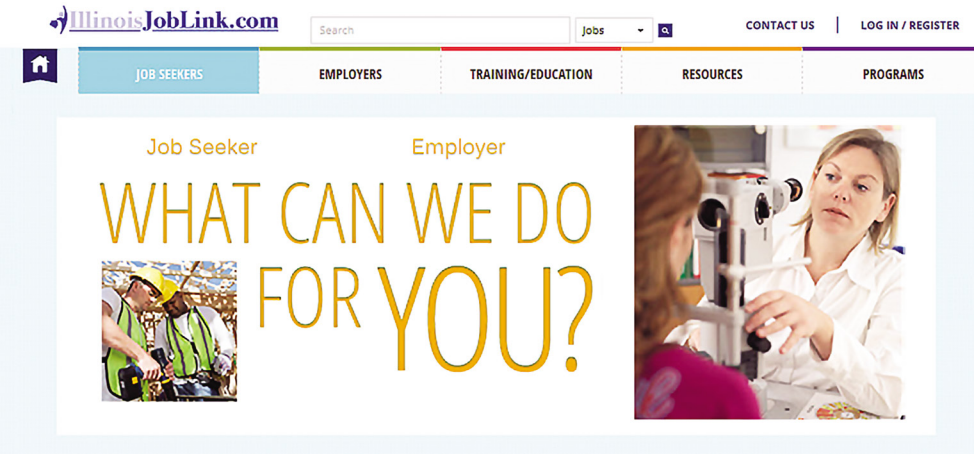
Reemployment Services include:

- Development of Individual Reemployment Plans
- Orientation to American Job Centers
- Relevant Labor Market Information
- Referral to appropriate services
- Assessment of skills
- Assistance with IllinoisJobLink.com and job search
- Advice on seeking reemployment
- Job search workshops and referrals
- And more!

IllinoisJobLink.com

IllinoisJobLink.com is a robust, dynamic and comprehensive web-based workforce development system for job seekers, employers, training providers and workforce professionals with real-time data. For job seekers, it features job matching, resume creation and career management tools and resources**.**

IllinoisJobLink.com connects job seekers with employers. Register at **IllinoisJobLink.com**, create or upload your resume and start searching for jobs. A job search can be simple or detailed as desired, beginning with a basic keyword and location search using the **What**, **Where**, and **Within** boxes, or choosing from a wide variety of filters in the **REFINE SEARCH** menu. Make certain your resume is **ACTIVE** so employers and IDES staff can provide you with job opportunities.



The IDES website contains more information about **IllinoisJobLink.com,** including tutorials on how to create an account and how to create or upload a résumé, and a link to Frequently Asked Questions (FAQs). Go to **ides.illinois.gov** and select "**How can IllinoisJobLink.com work for you?**" from under the **Individuals** tab.

Searching for work in IllinoisJobLink.com will help to satisfy the requirement to be actively seeking work in order to qualify for unemployment insurance benefits.

IllinoisJobLink workshops are offered in IDES local offices. These workshops share information such as what actions are required in Illinoisjoblink.com to receive unemployment insurance benefits, how to create a resume, how to use the job search engine to find job opportunities, and how to set up a work search record. Go to the **Events and Workshops** calendar on the IDES website to find a workshop near you.

The next IllinoisJobLink workshop is _____

Date Time Location

Veterans

Finding jobs for U.S. veterans and helping them access job training and veterans benefits are high priorities for IDES. Our Veteran Services page provides information and links to other organizations and resources.

Priority service for veterans:
IDES staff provides veterans with priority of service for employment services (although this does not apply to unemployment insurance services). Eligible veterans and eligible persons should visit a local IDES office to obtain more information related to employment services and opportunities tailored specifically for veterans. **NOTE:** Be sure to bring your DD-214 when you visit a local office.

Re-employment rights:
Veterans who have recently returned from a tour of active duty may have special reemployment rights under the Uniformed Services Employment & Re-employment Rights Act. Veterans should apply to their former employer as soon as possible after separating from military duty.

Federal Job Opportunities:
The federal government offers federal jobs, training and education to certain veterans. Federal government agencies also seek to fill job openings with disabled veterans. The U.S. Department of Veterans Affairs offers Vocational Rehabilitation and Employment services and resources.

Work Opportunity Tax Credit (Hiring incentive for employers):
IDES offers federal tax credits to employers who hire veterans from disadvantaged backgrounds. Go to WOTC for Job Seekers for details.

Labor Market and Career Resources

Job seekers, job changers, high school, technical school and college students, educators, and economic developers can start with the Illinois Department of Employment Security's online labor market and career resource information to learn about current and future in-demand jobs, wages and educational requirements. Illinois residents can access a variety of comprehensive, free-of-charge career exploration tools that include extensive career planning material, employment statistics and *real-time* hot jobs.

Choose ***your*** link and get started today!

Career Information System:

- Assessments – Identify interests and match them to occupations and careers.
- Exploration – Find occupations that pay enough to support your lifestyle preferences.
- Schools and Financial Aid – Learn about programs of study, post-secondary schools, and how to pay for them.

Job Seeker Career Information System:

- Assessments – Correlate your work values identifiable work needs.
- Exploration – Research career and training using *Career Plan*.
- Employment – Learn how to use *Jobseeker Success Mindset* training to overcome barriers to reemployment and find your new career direction.

Labor Market Data and Statistics:

- Interactively learn about labor market and occupational information and resources such as industry employment trends, local area profiles, and average wages.
- Access historical data analyses that offer years of employment and wage data and economic indicators and demographics.
- Search Illinois employer databases.

Illinois workNet Center

Illinois workNet Center is an online source for local and statewide resources and tools to help individuals, employers, and workforce/education partners achieve their training and employment goals. The Illinois workNet provides access to a wide array of services and workforce development resources. Job seekers can explore career information, job qualification and training information, job listings, network opportunities and much more.

Sponsored by the Illinois Department of Commerce and Economic Opportunity (DCEO), the Illinois workNet portal was developed in collaboration with the Illinois Workforce Innovation Board (IWIB) and other partner agencies and organizations. Partners include economic development, workforce development, education agencies, and local workforce innovation boards along with their public and private partners, including local governments, community colleges, and non-profit organizations.

www.illinoisworknet.com

CareerOneStop provides tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, prepare for a job interview, and search for jobs. In addition, CareerOneStop provides links to workforce and labor market information web sites that contain local information resources and tools, as well as nationwide directory of American Job Centers, employment and training programs and workforce system partners (under **Find Local Help**).

CareerOneStop is sponsored by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

www.careeronestop.org

Apprenticeship Information

ApprenticeshipUSA is a combination of on-the-job training and related instruction in which workers learn practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.

Job seekers interested in learning a skilled trade while earning wages can get information on apprenticeship programs from IDES through direct links to apprenticeship training programs at the Apprenticeship Individuals Web page. Besides the traditional apprenticeships in skilled trades, apprenticeships are being developed in: 1) advanced manufacturing; 2) transportation; distribution & logistics; 3) finance; 4) information technology; 5) health science; 6) agriculture; food and natural resources; and 7) energy, among others. An apprentice can earn 30 to 70 percent of a journeyman's wages. Typically, apprenticeships last from three to five years.

Requirements:
Most apprenticeships require a high school diploma, your own transportation and the ability to work with your hands. Many trades also require above-average math skills and the ability to work at elevated heights. However, 48 community colleges in Illinois now have developed / are developing apprenticeship training curriculums and working with businesses to establish various apprenticeship programs in the workplace.

Where to get more information:
The Apprenticeship application and information are available at IDES Apprenticeship, in IDES local offices and at workNet Centers throughout Illinois.

For office locations, call IDES Claimant Services at **1-800-244-5631** or go to IDES Office Locator.
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Below are a few of the trades that offer apprenticeships:

- Bricklayer
- Carpenter
- Drywall Finisher
- Electrician
- Metal Worker
- Pipefitter
- Tuck Pointer

Returning Citizens (Ex-Offenders)

The Illinois Department of Employment Security offers specialized employment services for individuals who have been convicted of a crime. Employment incentives are also available to employers that hire from this population.

Re-entry Employment Service Program
Our Re-entry Employment Service Program (RESP) prepares those with convictions as a barrier to employment for work, advocates to employers on their behalf, and assists with identifying resources to aid them transition into their new jobs. For more information, go to Re-entry Employment Service Program.

Work Opportunity Tax Credit (Hiring incentive for employers):
IDES assists employers in receiving a federal tax credit for each returning citizen hired within one year of their conviction or release from prison. For more details, go to WOTC Job seekers.

Fidelity Bonding:
Offered to employers, fidelity bonding protects employers against employee dishonesty, theft or embezzlement. Go to Fidelity Bonding.

Youth (Ages 16-24)

Taking a leap into the workforce for the first time is never easy. The Illinois Department of Employment Security assists in facilitating the transition of young adults between ages 16 and 24 into the workplace.

Hire the Future
The Hire the Future program promotes job readiness that will increase youth employability while providing career development assistance. Through job development, the program aids youth in securing employment opportunities that will assist them in building positive work skills and habits. For more details, visit Hire the Future.

Agricultural-Related Employment

Agricultural-Related Employment consists of farming and other agriculture industries, including food processing and the manufacture of farm machinery, chemicals and fertilizer. It also consists of the Migrant Seasonal Farm Workers Program and Foreign Labor Certification in farming and non-farming industries where temporary positions posted by employers may be filled by foreign workers carrying visas when the positions cannot be filed by American citizens.

The **Illinois Migrant Council** **(IMC)** is a community-based non-profit organization with the primary mission of promoting employment, education, health, housing and other opportunities for migrant and seasonal farmworkers (MSFW) and their families to achieve economic self-sufficiency and stability.

The **National Farmworker Jobs Program** **(NFJP)** is a nationally-directed, locally-administered program that partners with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by migrant and seasonal farmworkers who depend primarily on jobs in agricultural labor performed across the country.

The **Migrant and Seasonal Farmworker** **(MSFW) program** offers employment services to individuals who are legally eligible to work in the United States and are of legal age to perform services for wages. MSFW is administered in coordination with other programs serving migrant agricultural workers and seasonal farm workers.

The Illinois Department of Employment Security (IDES) has a State Monitor Advocate (SMA) who heads the MSFW Program.

Additional Resources for Job Seekers

1 **Job fairs and hiring events**, computer literacy training, IllinoisJobLink, employment workshops and more are posted on the IDES website. Go to the **Events and Workshop** calendar to learn about upcoming workshops throughout Illinois.

2 **State and federal government job openings**:
For state of Illinois openings, visit State of Illinois **Employment Opportunities**.

For federal job openings, log on to **USAJOBS** or the **U.S. Office of Personnel Management**.

3 The **Illinois Community College Board** provides several options in **adult education** to improve literacy, obtain GED credentials or improve English language skills in order to transition to college and other career pathways.

4 **Temporary Assistance for Needy Families (TANF)** provides services to address any barriers to employment and to help program recipients acquire skills to obtain and retain unsubsidized employment.

5 The **Senior Community Services Employment Program (SCSEP)** provides on-the-job training to low income seniors, ages 55 and older. SCSEP also assists seniors in gaining marketable skills to re-enter the workforce and to obtain unsubsidized employment.

6 The **Accelerated Training for Illinois Manufacturing (ATIM)** prepares workers for high-demand jobs in manufacturing. Participants will benefit from personal career development and accelerated training plans, paid job skill training and work-based learning opportunities with manufacturing employers, and more.

7 **IDES Resource Rooms** provide free computer time, Internet access, fax machines and educational tools, plus individual support.

For IDES office locations, call **1-800-244-5631** or go to **IDES Office Locator**.

Unemployment Insurance Benefits

Individuals who become unemployed through no fault of their own may be eligible for unemployment insurance benefits. The Illinois Department of Employment Security (IDES) administers these benefits for the State of Illinois.

Who qualifies for benefits?
The basic requirements are listed below. To qualify for benefits, you must:

- Be out of work (or working less than full time) through no fault of your own
- Be able to work
- Be available for work
- Be actively seeking work
- Have worked for employers that are subject to the state's unemployment insurance law
- Have earned at least $1,600 during a recent 12-month (4-quarter) period. Of these earnings, $440 must have been earned outside of the quarter with the highest earnings during that period.

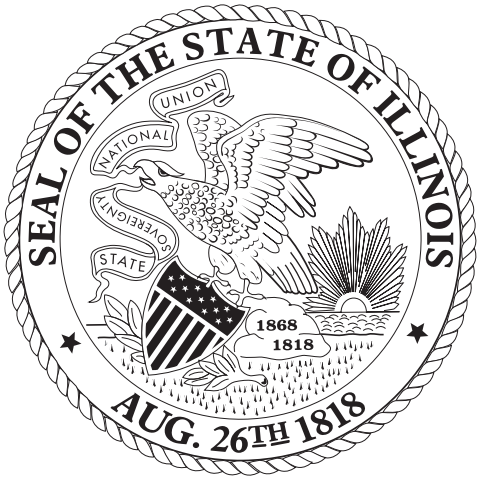
Registration Requirement:
The employment service registration is a requirement for individuals who apply for unemployment insurance benefits. In Illinois, claimants must register for work with the employment service at IllinoisJobLink.com. For more information go to **www.ides.illinois.gov**.

Reemployment Services:
Under Federal guidelines, you may be identified as eligible for reemployment services offered by various state and local organizations. If you are referred by IDES to any of these reemployment services, you are required to participate in those services, or your benefits may be suspended.

File Online:
The preferred method of filing for UI Benefits is to file online at **www.ides.illinois.gov.** You can also file in person at an IDES office or American Job Centers. For office locations, go to IDES Office Locator.

Questions may be directed to IDES Claimant Services Center at **1-800-244-5631.**

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the office manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1007.



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