



[IllinoisJobLink.com](http://IllinoisJobLink.com)



October 25, 2017

*Tools for Customer Decision Making*

The screenshot shows the homepage of IllinoisJobLink.com. At the top, there is a navigation bar with the site logo, a search bar, and links for 'CONTACT US' and 'LOG IN/REGISTER'. Below this is a secondary navigation bar with tabs for 'JOB SEEKERS', 'EMPLOYERS', 'TRAINING/EDUCATION', 'RESOURCES', and 'PROGRAMS'. Social media icons for Facebook, Twitter, Google+, and LinkedIn are also present. The main content area features a large blue banner with the text 'LET'S GET TO WORK!' and a sub-headline: 'Whether you're looking for that perfect job, that perfect employee or information on an industry or workforce, IllinoisJobLink.com is for you.' Below the banner are three distinct sections: 'LOOKING FOR A JOB?' with a 'Learn More' button, 'READY TO HIRE SOMEONE?' with a 'Learn More' button, and 'THINKING ABOUT A CAREER?' with a 'Find Training/Education' button. At the bottom, there is a footer with various links (FAQ, EDE, Veterans' Priority, Privacy, Browser Help, Protect Yourself, Employer Use Policy, About Us, Build r22146) and a disclaimer. A language selection dropdown and a 'Powered by Google Translate' notice are also visible.

IllinoisJobLink.com

jobs

CONTACT US | LOG IN/REGISTER

JOB SEEKERS | EMPLOYERS | TRAINING/EDUCATION | RESOURCES | PROGRAMS

f t g+ in

## LET'S GET TO WORK!

Whether you're looking for that perfect job, that perfect employee or information on an industry or workforce, IllinoisJobLink.com is for you.

...

### LOOKING FOR A JOB?

Post your resume and start your search for the perfect career today.

[Learn More](#)

### READY TO HIRE SOMEONE?

Take one step closer to finding the perfect candidate by signing up.

[Learn More](#)

### THINKING ABOUT A CAREER?

Find colleges and training providers that match your career goals.

[Find Training/Education](#)


FAQ | EDE | Veterans' Priority | Privacy | Browser Help | Protect Yourself | Employer Use Policy | About Us | Build r22146

DISCLAIMER, TERMS OF USE AND OTHER LEGAL INFORMATION: By using or accessing this web site, I agree to its Terms of Use and all other Policies. The Terms of Use and all other Policies are incorporated by reference. I acknowledge and agree that all links to external sources are provided purely as a courtesy to me as a web site user or visitor. Neither the State of Illinois, nor the Illinois Department of Employment Security are responsible for or endorse in any way any materials, information, goods, or services available through such linked sites, any privacy policies, or any other practices of such sites. I acknowledge and agree that the Terms of Use and all other legal information are available to me before I register as a user of the IllinoisJobLink.com system.

Select Language  Powered by Google Translate

# Registration in IllinoisJobLink.com

IllinoisJobLink.com

Return to IDES 

JobLink Home

Individuals ▶

Employers ▶

Resources ▶

Contact

FAQ/Help

### New Account Creation for Job Seeker

\* Indicates a required field

If you do not have an email account, click the following link for a list of free Internet email providers.

\* Username

\* Password

Confirm Password

Email Address

Confirm Email Address

\* Security Question  ▼

\* Answer

\* First Name

Middle Name

\* Last Name

\* Address

Address Line 2

\* City

\* State  ▼

- Self Registration
- Registration through Unemployment Insurance claim

# New Resume Page

STEP 1  
▶ Resume Overview

STEP 2  
▶ Address Book

STEP 3  
▶ Work Experience

STEP 4  
▶ Education

STEP 5  
▶ Honors and Awards

STEP 6  
▶ Licenses and Certifications

STEP 7  
▶ Other Information

STEP 8  
▶ Military Service

STEP 9  
▶ Commercial Driver's License

STEP 10  
▶ References

STEP 11  
▶ Review/Edit Selections

[Home Page](#)

## NEW RESUME

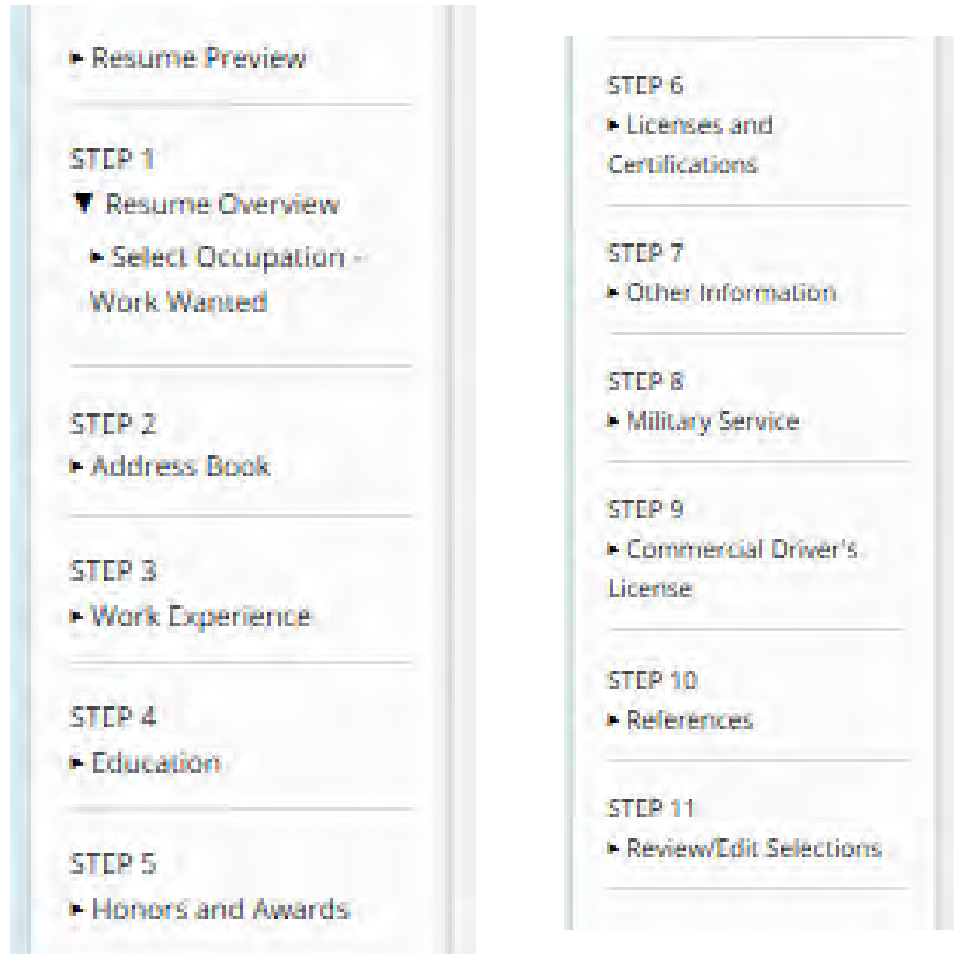
Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. If you want to upload a resume you have already created in Microsoft Word, answer all questions on this screen and use the field at the bottom of the screen to find and select the resume file to upload. Click **Cancel** to return to your Resumes screen.

\* Indicates a required field

Resume Title*	<input style="width: 90%;" type="text"/> <small>Your resume title is visible to employers. Each resume you add must have a unique title. It should be relevant to the type of work you are seeking. <b>Examples</b> Bank Teller- 3 years customer service experience, Manufacturing Engineer- Six Sigma Black Belt/ 10 yrs. experience, Programmer/developer-B.S. Computer Science Graduate.</small>
Job Title*	<input style="width: 90%;" type="text"/> <small>Enter the title of the job you want, such as Accountant, Fast Food Cook, Interior Painter, Administrative Assistant, etc. We recommend that the job title be based on your experience and training. The job title will be used to create the headline for your resume.</small>
Relevant Work Experience*	<input style="width: 20px;" type="text"/> years and <input style="width: 20px;" type="text"/> months <small>Enter the total number of years and months of your work experience that are relevant to the work you are seeking. The months must be less than twelve. If you have nothing to enter in either or both fields, enter zero.</small>
Education Level	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▾</div>
Are you willing to move to another location for work?*	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▾</div>
In what area would you like to find employment?*	<input style="width: 90%;" type="text"/> <small>This address will be used for job matching. If the location of your primary work search is elsewhere, enter that complete address. Your resume will display to employers that conduct resume searches for your designated area and that are within the one-way commuting distance you set. This is for job-matching</small>

- Tell us about the job you'd like to find!
- Select Job Title

# Resumes in IllinoisJobLink.com



- Building your resume in IllinoisJobLink.com is a simple 11 step process



# Work Experience / Education

Your talents have been saved. ✕

## YOUR PRIMARY TALENTS FOR FITNESS MANAGER

Select the talents that you would like to include on the resume you are creating. We suggest that you select no more than five that are most relevant. When finished, click Save and Continue.

- Manage or oversee fitness or recreation facilities, ensuring safe and clean facilities and equipment.
- Provide individual support or counseling in general wellness or nutrition.
- Supervise fitness or wellness specialists, such as fitness instructors, nutritionists, or health educators.
- Conduct needs assessments or surveys to determine interest in, or satisfaction with, wellness and fitness programs, events, or services.
- Develop or coordinate fitness and wellness programs or services.
- Prepare or implement budgets and strategic, operational, purchasing, or maintenance plans.
- Track cost-containment strategies and programs to evaluate effectiveness.
- Maintain wellness- and fitness-related schedules, records, or reports.

Your work activities have been saved. ✕

## YOUR PRIMARY WORK ACTIVITIES FOR FITNESS MANAGER

Select the work activities that you would like to include on the resume you are creating. We suggest that you select no more than five that are most relevant. When finished, click Save and Continue.

- Coordinating the Work and Activities of Others
- Developing and Building Teams
- Training and Teaching Others
- Guiding, Directing, and Motivating Subordinates

Your tools and technologies have been saved. ✕

## YOUR PRIMARY TOOLS AND TECHNOLOGIES FOR FITNESS MANAGER

Select the tools and technologies that you would like to include on the resume you are creating. We suggest that you select no more than ten that are most relevant. Click Next to view more choices. When finished, click Save and Continue.

- Body fat calipers
- Laptop computers
- Payroll software
- Height measurement rulers
- Work scheduling software
- Measuring tapes
- Stationary exercise bicycles
- Manual blood pressure cuffs
- Upper body weight machines

# Resume Review / Preview

Resume was successfully updated. ✕

## RESUME REVIEW

Here are some suggestions that we think will improve your resume.

- It is recommended that you include at least one education experience on your resume.
- The dates of your work experiences overlap. Make the necessary corrections or proceed.
- This resume has a job type that is not found in your work experience items. Click [here](#) to add the tools and talents for this job to your skills list.

[Go back and revise my resume](#)
[Proceed anyway](#)

- Suggestions to improve resume

## RESUME PREVIEW

If you built your resume, you can edit your headline and summary statement or objective statement, your employer's name and the job description on this page by clicking the selection you want to edit. If you make changes, click **Finish** to save your edits. If you wish to make changes to an uploaded resume, it must be replaced with a new uploaded resume. To change or edit your resume selections, click **Go Back**. Click **Preview References** to see your references page. To download or print your resume in PDF, click **Print/Download PDF**. When the PDF is displayed, a toolbar that will allow you to save or print the document will be in the lower right corner. To download your resume in MS® Word, click the **Download Word** link. You will be able to print your resume through the MS® Word software.

**Don Ryan**  
don.ryan@illinois.gov  
cell: 309-678-5899

**Administrative Services Director**

- Knowledge of employment law and hiring practices
- Capable of managing multiple projects while meeting deadlines and objectives
- Excellent proficiency in Microsoft Office Suite, including Access, Excel & PowerPoint
- Authorized to represent company in business and legal matters

**Work Experience**

**Director - Parent Education Services**  
Dallas Child and Family Development Center  
Dallas, TX  
January 2006-September 2017

**Education**

**Bachelor's Degree, food**  
Some School  
Some City, IL

- Inspect guest rooms, public areas, and grounds for cleanliness and appearance
- Monitor employee and patron activities to ensure liquor regulations are obeyed
- Answer inquiries pertaining to hotel policies and services, and resolve occupants' complaints
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner
- Investigate and resolve complaints regarding food quality, service, or accommodations
- Communicating with Persons Outside Organization
- Experience with: ChefDesk Chef's Calculators, ChefTec software, ClubSoft Food & Beverage Point of Sale, Computerized cash registers

# My Resume Page / Searching for Jobs

## MY RESUMES

- Here you can manage your resumes or click **Create Another Resume** to start building a resume or to upload one you have created in Microsoft Word. To update your job preferences related to an existing resume, click the resume title.
- Click **Edit Selections** to view or edit the information that will be included on your resume. To finish an incomplete resume, click the resume title to add your job search preferences; then click Incomplete to add more detail or select the information that will be included on the resume.
- You can create as many resumes as you want; new resumes will be added to this page. You will be able to edit, print or save a copy of your resume to your computer.
- Click the **Expires** date link for a resume to make it active, inactive or to set the number of days it will remain active. To replace an uploaded resume, click **Upload**.
- Click **View Options** for links to edit your job preferences or to search for jobs matching the work wanted on your resume or to delete the resume.
- To print a resume, click the resume title, then click the **Preview Resume** link at the top of the sidebar on the left side of the Resume Overview page. On the Resume Preview page, click the **Print/Download PDF** link to view the resume in PDF format and use the Adobe print icon to print the resume.

### ► maintenance

Created: 2014-04-09 | Updated: 2017-10-20 | Expires: 2017-11-09  
 Selections: [Upload](#) | Views: 0

View Options ▾

### ► Salsa Dance Instructor

Created: 2017-10-04 | Updated: 2017-10-20 | Expires: 2018-01-18  
 Selections: [Edit Selections](#) | Views: 0

View Options ▾

### ► Child Care Center Administrator

Created: 2017-10-04 | Updated: 2017-10-05 | Expires: 2018-01-03  
 Selections: [Edit Selections](#) | Views: 0

View Options ▾

### ► Human Resources Director

Created: 2017-10-04 | Updated: 2017-10-20 | Expires: 2018-01-18  
 Selections: [Edit Selections](#) | Views: 0

View Options ▾

- Manage your resumes

### ► Salsa Dance Instructor

Created: 2017-10-04 | Updated: 2017-10-20 | Expires: 2018-01-18

Selections: [Edit Selections](#) | Views: 0

View Options ▾

[View/Edit](#) [Search for matching jobs](#) [Delete](#)



# Job Search in IllinoisJobLink.com

### REFINE SEARCH

- Wage
- Job Location - State
- County
- Industry
- On The Job Training
- Company
- Green
- Federal Contractor
- Driving Required
- STEM Discipline
- License Type
- Internship Externship
- Source
- Date Posted
- Apprenticeship
- Last Update

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- My Home Page
- Upcoming Events
- Job Search
- My Saved Searches
- My Resumes
- My Saved Jobs
- My Skills List
- Work Search Record

## JOB SEARCH

Enter your search criteria into the boxes below, then click the search icon or press enter. In the *What* box, you can type the job title, keywords, or job posting number. In the *Where* box, enter a city, state or zip code. In the *Within* box enter the number of miles around the location entered. If either the *Where* or *Within* boxes are going to be used, then both boxes are required. To narrow your search results, use the "Refine Search" filters on the left by selecting a category. The number next to each filter indicates the number of results currently in the system using that filter, plus your current search criteria. If zero jobs meet the criteria, the filter will not display for selection. Results do not include indeed.com jobs. To search indeed.com jobs, click "Search Other Job Banks" at the right. Filters can be removed by selecting the link you want to remove in the "Filtered By" section. Searches can be saved by entering a unique name in the Label field and selecting the "Save search as" button.

[SEARCH OTHER JOB BANKS](#)

\* Indicates a required field

*job should be...*

What

Business Manager

Where

61605

Within

60

Miles

Q

**FILTERED BY** E EDUCATION LEVEL: BACHELOR'S DEGREE / E CITY: BLOOMINGTON / E WORK TYPE: FULL TIME

Label \*

Business Manager

Save search as...

[Show Saved Job Searches](#)

**1 - 10 of 54 matches in 0.025 seconds** **Results sorted by relevance**

**Searching near Peoria, Illinois**

**Business Banking Relationship Manager III - Bloomington Main Full Time) (5264707)**

**Employer:** Commerce Bank

Last Updated: 2017-10-03

**Location:** Bloomington, IL

- Keyword(s)
- Refine search

# Career Lattice / Career Exploration

## CAREER LATTICE

Would you like to advance in your career but do not know where to turn? Let IllinoisJobLink.com's Career Lattices be your guide! Whether you do not know where to begin your job search or you want to start planning your next move, it's time to explore what your next job can be.

IllinoisJobLink.com's Career Lattices are **Career Planning Maps** that assist jobseekers to understand and plan for different career options. It shows job progression opportunities within a specific industry or across different industry tracks or sectors. By moving the scroll bars up and down and across, you can explore each lattice and make informed decisions on the job you seek. You also have the ability to use the zoom function to increase or decrease your view.

Jobs that have similar or transferable knowledge and skills, and jobs that progress into one another are connected by lines. You can explore career options by seeing where you fit in and where you can grow your career across various industries.

### Benefits of our Career Lattices:

- Display job progression opportunities
- Better understand one's skills and how they interrelate to other industries, organizations, professions and positions
- Recommends action to pursue one's dream job and future career choices

Here is a list of Career Lattices developed by a team of industry experts. Click on a lattice of your choice and begin exploring potential pathways to your dream job!

Information Technology      Tracks

Finance      Tracks

Manufacturing      Tracks

Restaurant Hospitality      Tracks

Gateway      Tracks

Wholesale/Retail      Tracks

Healthcare      Tracks

Human Resources      Tracks

- Information Technology
- Finance
- Manufacturing
- Restaurant Hospitality
- Gateway
- Wholesale/Retail
- Healthcare
- Human Resources.

# Career Lattice / Career Exploration

## CAREER LATTICE TRACKS FOR HUMAN RESOURCES

Benefits

Compensation

Employee Relations

Human Resources In...

Recruitment & Empl...

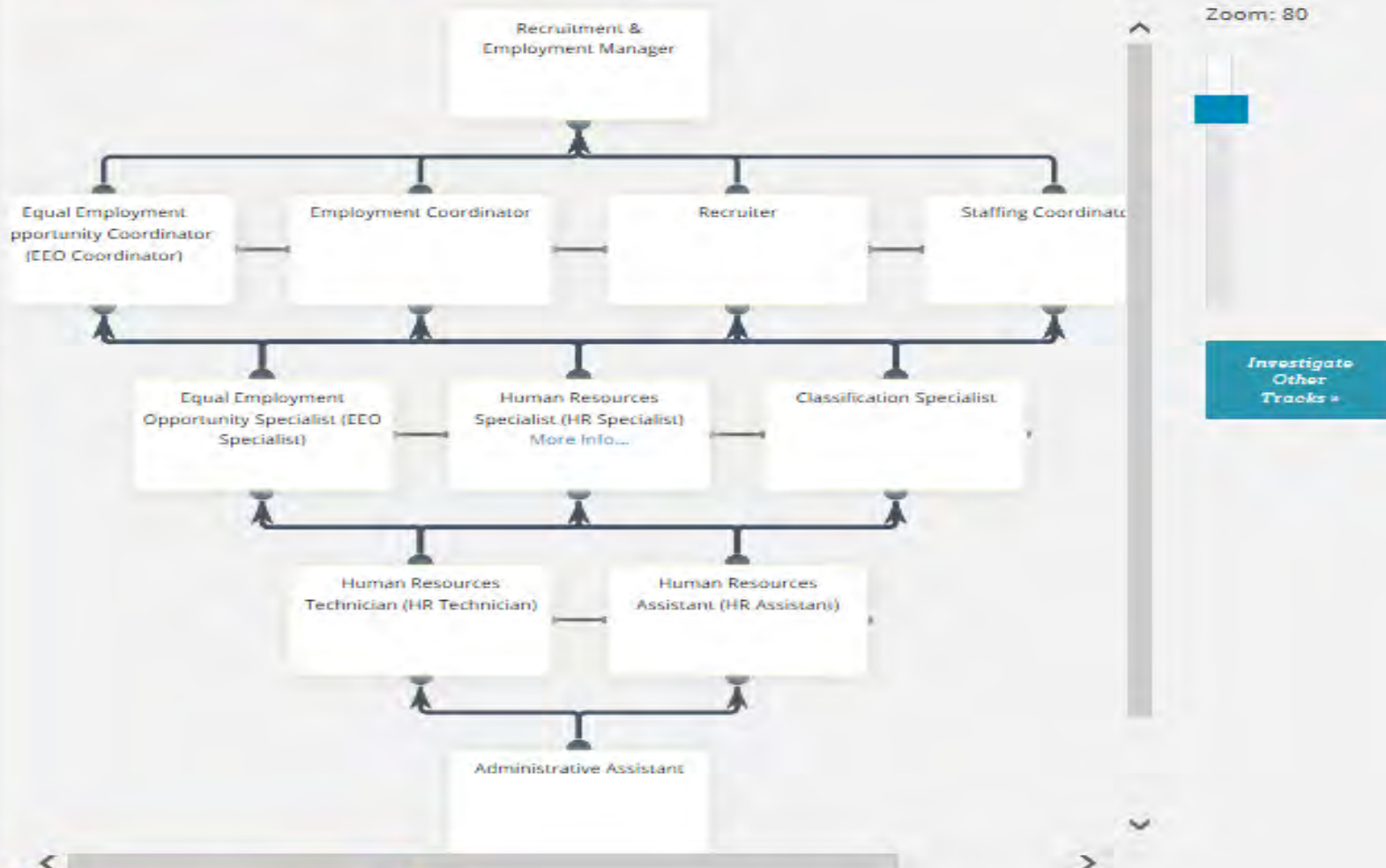
Strategic Planning

Training & Developm...

- Human Resource Career Lattice contains 7 tracks

# Career Lattice / Career Exploration

## RECRUITMENT & EMPLOYMENT



- Recruitment & Employment Track



# Career Lattice / Career Exploration

## ADDITIONAL INFORMATION FOR HUMAN RESOURCES SPECIALIST (HR SPECIALIST)

Occupation Title/Code	<a href="#">Human Resources Specialists</a> 13-1071.00 <a href="#">Click the job title for more information about this job</a>
Median Wage	United States: \$28.45 hourly, \$59,180 annual State: \$26.73 hourly, \$55,590 annual Based upon Bureau of Labor Statistics data
Projected Job Growth (10 Year)	<a href="#">State and National Trends</a>
Education Required	<a href="#">Education and Training</a>
Recommended Certifications	<a href="#">Search for certifications for this occupation in Illinois</a>
Occupational Outlook	<a href="#">Explore Bureau of Labor Statistics data and projections for this occupation</a>
Apprenticeships	<a href="#">Search for apprenticeship opportunities for this occupation in Illinois</a>
Volunteer Opportunities	<a href="#">Volunteer Illinois</a> <a href="#">Volunteer Match</a> Websites that may offer volunteer opportunities that can help you gain applicable work experience
Find Job Openings	<a href="#">View job openings for this occupation</a>

Specific Vocational Preparation	Related Experience Required - Over 2 years up to and including 4 years Similar Jobs - Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, sales managers, database administrators, graphic designers, chemists, art directors, and cost estimators.
Related Career Lattices	<a href="#">Benefits (Human Resources lattice)</a> <a href="#">Compensation (Human Resources lattice)</a> <a href="#">Employee Relations (Human Resources lattice)</a> <a href="#">Human Resources Information Systems (HRIS) (Human Resources lattice)</a> <a href="#">Recruitment &amp; Employment (Human Resources lattice)</a> <a href="#">Strategic Planning (Human Resources lattice)</a> <a href="#">Training &amp; Development (Human Resources lattice)</a> <a href="#">Wholesale/Retail (Wholesale/Retail lattice)</a>
Related Occupations	<a href="#">Management Analysts</a> <a href="#">Insurance Sales Agents</a> <a href="#">Public Relations Specialists</a> <a href="#">Loan Counselors</a> <a href="#">Eligibility Interviewers, Government Programs</a> <a href="#">Fraud Examiners, Investigators and Analysts</a> <a href="#">First-Line Supervisors of Office and Administrative Support Workers</a> <a href="#">Training and Development Specialists</a> <a href="#">Human Resources Managers</a> <a href="#">Human Resources Assistants, Except Payroll and Timekeeping</a> <a href="#">Public Relations and Fundraising Managers</a> <a href="#">Tax Examiners and Collectors, and Revenue Agents</a> <a href="#">Market Research Analysts and Marketing Specialists</a> <a href="#">Brokerage Clerks</a> <a href="#">Sales Agents, Financial Services</a> <a href="#">Loan Officers</a> <a href="#">Claims Examiners, Property and Casualty Insurance</a> <a href="#">Equal Opportunity Representatives and Officers</a> <a href="#">Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</a> <a href="#">Insurance Sales Agents</a>

# Accessing Career Lattices

ILLINOISJobLink.com

CONTACT US | LOG IN/REGISTER

JOB SEEKERS EMPLOYERS TRAINING/EDUCATION RESOURCES PROGRAMS

LET'S GET TO WORK!

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READY TO HIRE SOMEONE? Take one step closer to finding the perfect candidate by signing up. [Learn More](#)

THINKING ABOUT A CAREER? Find colleges and training providers that match your career goals. [Find Training/Education](#)

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Select Language [Powered by Google Translate](#)

ILLINOISJobLink.com

Search Jobs CONTACT US | LOG IN / REGISTER

JOB SEEKERS EMPLOYERS TRAINING/EDUCATION RESOURCES PROGRAMS

QUICK JOB SEARCH

Keywords

Location

Radius

[Search](#) Please log in or register to perform an advanced search

**CAREER LATTICES**

Explore your career options with our Career Lattice Explorer

[GO](#)

CREATE A PROFILE

With a Job Seeker account you can:

- Perform advanced job searches
- Create and post resumes
- Save your job searches
- Receive job alerts by email or text
- Many more benefits - all free

[Create a Job Seeker Account](#)

Already have an account? Log in:

[Log In](#)

[Forgot Username or Password](#)

# Accessing Career Lattices



The screenshot shows a web interface for career exploration. On the left is a navigation menu with items: My Home Page, Upcoming Events, Job Search, My Saved Searches, My Resumes, My Saved Jobs, My Skills List, Work Search Record, My Profile, Career Exploration, and Log Out. The main content area is titled "CAREER EXPLORATION" and contains a paragraph: "Below is a list of occupations in the Career Lattices that you are a match for, based off of the Talents you selected in your resumes. You can also perform a general search for any occupations that exist in the Career Lattices by using the Search box below. Select Explore Career Lattices to see all of the Career Lattices available." Below this text is a search box labeled "Keywords" and a button labeled "Explore Career Lattices". A list of results is shown below, including "Dishwasher - Restaurant Hospitality Lattice", "Dishwasher - Gateway Lattice", "Compliance Specialist - Human Resources Lattice", and "Compliance Coordinator - Human Resources Lattice".

- Career Lattice specific to talents entered



# Benefits of our Career Lattices

- Display job progression opportunities
- Better understand one's skills and how they interrelate to other industries, organizations, professions and positions
- Recommends action to pursue one's dream job and future career choices





# Contact Info & Time for Questions

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ILLINOIS WIOA SUMMIT  
Workforce Innovation and Opportunity Act