

A New Plan for a New Year

Organize your career plan in the [Illinois Career Information System](#) this year. **My Portfolio** is your electronic career folder and the first step in developing your future career goals. You can store your career research, exploration and plans and as long as you access your portfolio once a year, you will have this resource at no cost forever. Save your assessment results, your searches of occupations, schools, your resumes and any other favorite pages and links and upload files in one place. The information all comes together to help you form an individual career plan.

Begin by clicking on the IL Residents tab and select the **Jobseeker** version of the **Illinois Career Information System** so you can access **Career Plan**.



Instructions

1. Click the **My Portfolio** tab on the menu bar at the top of the home page or click **Create My Portfolio** in the user badge.
2. Now click **Create My Portfolio** under the **New Users** header.
3. Provide your email to help you retrieve your user name if you forget it.
4. Create a user name and password.
5. Congratulations! You now have a career portfolio.

Important: Once you have a portfolio, use that user name and password for future logins.




Now that you are in the portfolio, you can locate **Career Plan**. The **Full Planner** provides an in-depth career planning experience. Go through as many of these 33 activities step-by-step as interest you. **Career Plan** is organized into three levels of activities:





- Start with **Who Am I?** Learn more about yourself and careers that match your background and interests.
- Next, use **Where Am I Headed?** Explore occupations and training options and begin networking or job seeking.
- Finally, use **How Do I Get There?** Plan your next steps.

Each level contains activities that help you answer some reflection questions posed in the section. Your answers to the questions create your plan.

Checklists

To get where you want to go, you need a good road map and a plan. The following checklist includes a set of activities to help you plan. As you progress through the checklist, dreaming about and planning your future, enjoy yourself. Remember: success is the quality of the journey.

Key to Checklist Status column:  = No Progress;  = Partial completion;  = Complete.

Checklist Name	Required Activities: # Met/Total	Status	Date Completed	View
Who Am I?	5 / 5		12/18/2014	View
Where Am I Headed?	2 / 4			View
How Do I Get There?	4 / 6			View
Career Plan Checklist	5 / 11			View

The checklist is the easiest way to proceed and the **Full Planner** provides all the resources you need to find a way to your better future. Look at the budgeting tools to assess your finances and gain control over how to achieve your goals. No matter where your chosen path leads, you may need to earn enough to finance your next steps.

The *Networking and Job Search* section of the *Illinois Career Information System* is an excellent resource to keep you on top of a process that can be overwhelming. Tips on where to begin, how to learn about and contact employers, staying positive, and who can help are right there in one place.

Resume Creator is an easy way to build and edit your generic resume to fit a specific job. If you need a copy of important documents for your job search and applications, it is easy to access on any computer. Writing a cover letter is a snap with the guide included in Career Plan.

Discover what opportunities are available to at your neighborhood [American Job Center](#). Simply type in your zip code and find nearby locations. Learn about workshops, staffing agencies and employers interviewing in the job center, career training at local community colleges and Workforce Innovation and Opportunity Act training opportunities. There are resources available to you wherever you live in Illinois. Call 1.877.566.6230 if you have questions.

Is this the year you take charge and plan your future? Start your journey and plan for success! Visit us at ilcis.intocareers.org!

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