

Certificate of Completion

Illinois workNet® hereby acknowledges that

Karlee Finley

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

11/7/2018

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication
Maintaining Professionalism
Solving Problems and Critical Thinking
Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior
Maintaining Interpersonal Relationships
Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration
Finding Training Programs to Qualify for Careers
Setting Goals
Preparing a Resume and Portfolio
Finding Job Openings

Applying for Jobs
Interviewing
Networking
Starting a Job
Managing Money
Gaining Skills for Success



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE