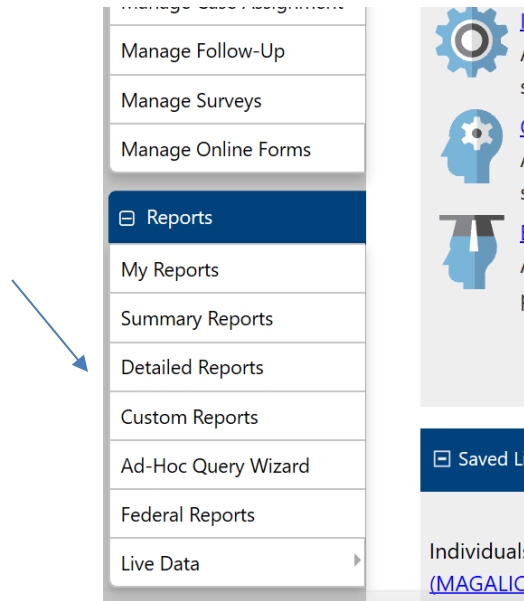


Career Connect Generic Program Employment Placement Report

This report captures employment earned during program (entered in the Employment Bar)

Step 1- Go to “Reports” on your dashboard. Click on “Detailed Reports”



Step 2- Go to “Case Load” under “Case Management Reports”

Case Management Reports	
Case Load Display Case Load Reports	Case Load - Non-WIOA Display Case Load - Non-WIOA Rep
Case Load - WIOA Display Case Load - WIOA Reports	Documentation Display Documentation Reports
Payment Display Payment Reports	Predictive Display Predictive Reports
Staff Referrals Display Staff Referrals Reports	

Step 3- Choose “Obtained Employment”

Case Load:

Advanced

- [Active Cases](#)
- [Application](#)
- [Case Closure Employment](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#)
- [Enrollment in Homeless Veterans Reintegration Program](#)
- [Exit Reason Summary](#)
- [Expiring Work Authorization](#)
- [Measurable Skill Gains](#)
- [Participants by Training Occupation](#)
- [Projected Begin Dates](#)
- [Quarterly Follow Up Status](#)
- [Summary](#)
- [Veteran Data Discrepancies](#)
- [Active Enrollment](#)
- [Assigned Case Load](#)
- [Case Closure Information](#)
- [Case Summary By Application Date](#)
- [Credentials](#)
- [Eligibility Enrollments](#)
- [Enrollment Summary By LWIA](#)
- [Exited Cases](#)
- [Hourly Wage Before and After Enrollment](#)
- [Obtained Employment](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Targeted Measurable Skill Gain](#)

Step 4- Select your program from the drop-down menu. You do not need to select a “Customer Group”.

Program:

Region/LWDB Status:

Region/LWDB:

Office Status:

None Selected

Title III - Wagner-Peyser (WP)
SNAP Employment and Training
Title I - Workforce Development (WIOA)
Title II - Adult Education and Literacy (AED)
Trade Adjustment Assistance (TAA)
Welfare Transition Program (WTP)
Generic - CHA Jobs Plus
Generic - ConstructionWorks Powered by the Illinois Tollway
Generic - Summer Jobs & Beyond
Generic - Universal Customers Served
Generic - CHA Employment Placement
Generic - Chicago Codes
Generic - 1N Statewide Opioid Grant
Generic - Opportunity Works

☒ Active ☐ Inactive ☐ All

Step 5- Select your Region and Office Location. You don't need to select a Geographic Area.

Location

Region/LWDB Status:

☒ Active ☐ Inactive ☐ All

Region/LWDB:

IL Tollway

Chicago Cook Workforce Partnership

Office Status:

☒ Active ☐ Inactive ☐ All

Office Location:

EDDK Corporation-The Workforce Connection

Lake County Workforce Dev Dept

Workforce Dev Div of Kane County

Workforce Services Div of Will County

Geographic

Outside the US:

☒ No ☐ Yes

Step 6- Filter by "Job Start Date". Select your date range. Click "Run Report".

Filter By Date:

Job Start Date

Date Range:

Last 10 Days

From:

01/04/2020

(MM/DD/YYYY)

To:

01/13/2020

(MM/DD/YYYY)

[Reset Dates](#)

Run Report

[Save to My Reports](#)

Step 7- Export your results by click in the small blue disk.

Staff Email Search

1 of 1

Obtained Employment

- Program: Generic - ConstructionWorks Powered by the Illinois Tollway
- LWIA/Region: Chicago Cook Workforce Partnership
- Office: OPW-Provisio Leyden Council for Community Action
- Filter By: Job Start Date
- From : 10/16/2019 to 1/13/2020

Program	User ID	StateID	Name	Current Age	Gender	Race	Ind Zip Code	Company
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