



# Career Information System

MassHire CIS 360 ADULT  
User Manual

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# CIS 360 Adult Summary

Whether users are first time job seekers or experienced professionals looking to make a change, **CIS 360 Adult** provides a framework for all stages of the career journey. Career Plans focus on four key transition points: Discover, Explore, Plan, and Seek. Through self-surveys, reflections, planning, and research tools, **CIS 360 Adult** empowers users to make informed career and education decisions.

## Key Features of CIS 360 Adult:

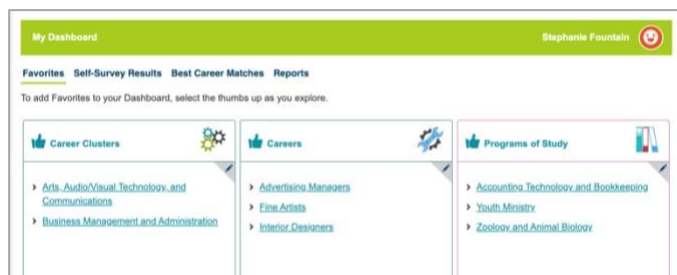
- All elements are written at a 9th grade reading level.
- Self-Survey Results, Favorites, and Career Plans transfer from CIS 360 Junior and CIS 360 High School.
- **My Dashboard** saves users' favorite clusters and careers, schools, programs of study, scholarships, self-survey results, personal notes, and allows them to pull quick reports. **My Best Career Matches** has a user's top 10 best matches based on self-survey results and favorites.
- **Career Plans** are a structured path through components, self-surveys, reflections, and activities. Adult plans are categorized by career transition points: Discover, Explore, Plan, and Seek.
- **Self-Surveys** are available in English and Spanish.
- **Careers** contains 650+ career profiles and 16 clusters, which represents 95% of the United States Labor Market.
- **Resume** and **Cover Letter** creator support users with content and format.

## Resources for CIS 360 Adult:

- **Career Plan Editor Guide**- Create your own Career Plans
- **Career Plan Activity Library**- Copy of all activities within Career Plan
- **Quick Starts**- Quick guides for users and administrators about frequently used features

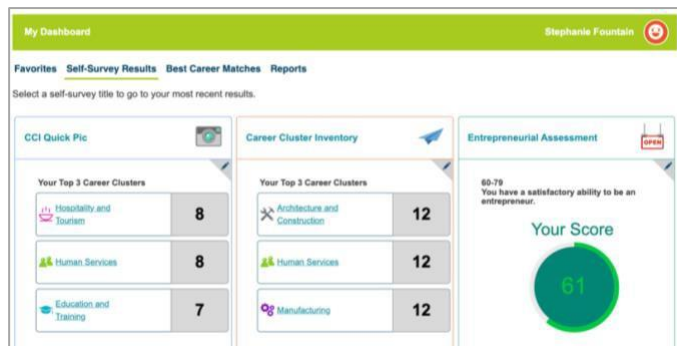
# My Dashboard

Individual dashboard displays favorites, notes, self-survey results, and generates reports.

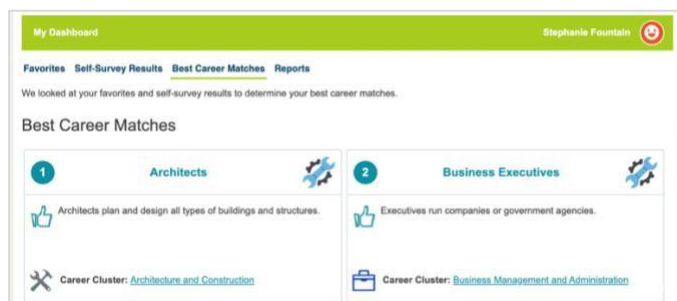


Select **thumbs up** on any careers, clusters, military careers, schools, scholarships, or programs of study to save to the Dashboard.

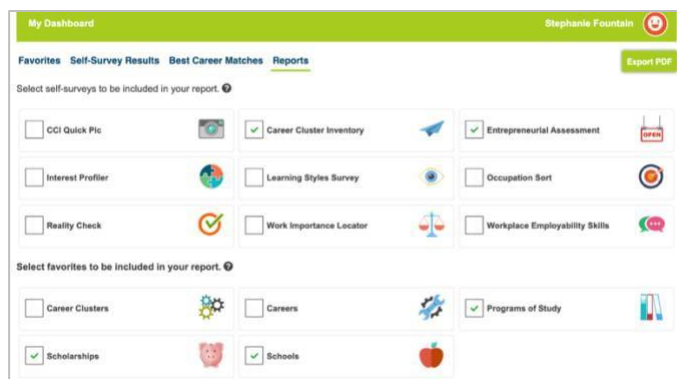
Select a **title** to quickly revisit favorited item.



Completed **Self-Survey** results save on the Dashboard. Select the **pencil icon** to leave a personal note and **restore** results from a past survey.



**Best Career Matches** takes results from self-surveys and favorited careers/clusters to recommend up to 10 careers that are a match. Select the **career** or **cluster** to learn more.



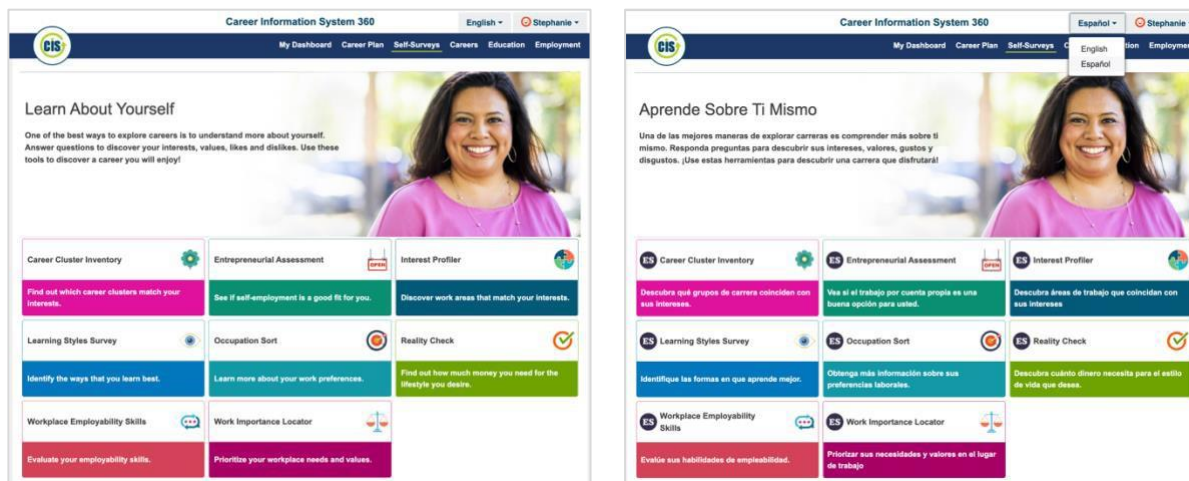
**Reports** export a single PDF with self-survey results, favorite careers and clusters, and career plan summaries.

# Self-Surveys

Self-surveys help users learn more about themselves and provide a way to look at the world of work through personal characteristics. They are not designed to tell a person what careers they should or should not pursue, but instead begin a dynamic process of career exploration.

CIS 360 Adult is released with eight self-surveys: Career Cluster Inventory, Entrepreneurial Assessment, Interest Profiler, Learning Styles Survey, Occupation Sort, Reality Check, Workplace Employability Skills, and Work Importance Locator. Each self-survey features a reflection activity in Career Plan. This helps users develop a strategy to apply results to their individual education and career plans.

Self-surveys are available in English and Spanish. Use the drop down to change the language setting. The self-survey landing page updates to show text in Spanish, and the ES icon to indicate Spanish. Questions and results are translated.



## Career Cluster Inventory

Career Cluster Inventory (CCI) uses activity similarity to help users identify and explore career clusters that match their interests. The assumption behind activity similarity is that if an individual enjoys activities paralleling those of a career (within a given career cluster), they will find jobs in that cluster satisfying.

Users complete the interest inventory and receive immediate feedback about clusters that match their interests. They also receive information about careers associated with these clusters and related programs of study.

- Time to complete: 5 to 10 minutes
- Number of items: 80
- Available in Spanish or English
- Each statement describes a different activity, rate how much they would like or dislike each activity.

### CAREER CLUSTER DESCRIPTIONS

	<b>Agriculture, Food, &amp; Natural Resources</b>	Raise, sell, or make products from plants and animals, or work to conserve natural resources, protect the environment.
	<b>Architecture &amp; Construction</b>	Responsible for buildings and structures like highways and bridges.
	<b>Arts, Audio/Visual Tech, &amp; Communications</b>	Perform or create art, or work behind the scenes to make the performance or publication happen.
	<b>Business Management &amp; Administration</b>	Help businesses operate.
	<b>Education &amp; Training</b>	Guide and train individuals.
	<b>Finance</b>	Help businesses or individuals keep track of money.
	<b>Government &amp; Public Administration</b>	Plan and perform government functions at the local, state, or federal level.
	<b>Health Science</b>	Promote health and wellness, diagnose, and treat injuries and disease.
	<b>Hospitality &amp; Tourism</b>	Help restaurants, hotels, attractions, recreation events, and travel related services operate.
	<b>Human Services</b>	Work with individuals and families to meet their needs.
	<b>Information Technology</b>	Work with computer hardware, software, multimedia, and network systems.
	<b>Law, Public Safety, Corrections, &amp; Security</b>	Enforce the law, provide fire protection, security, or legal services.
	<b>Manufacturing</b>	Design a new product or determine how it is made, make the product, or install and repair the product.
	<b>Marketing</b>	Help businesses sell products.
	<b>Science, Tech, Engineering, &amp; Mathematics</b>	Complete scientific research in laboratories or the field, plan and design products and systems, or provide support to scientists, mathematicians, and engineers.
	<b>Transportation, Distribution, &amp; Logistics</b>	Drive or pilot transportation to move people and products, repair vehicles, trains, planes, and ships, or work to make sure products and people get to the right place on time.

## Entrepreneurial Assessment

Entrepreneurial Assessment looks at the fit of entrepreneurship based on common 16 shared traits with links to careers with high self-employment. This survey can help users determine if self-employment is a good match for them.

- Time to complete: 5 to 10 minutes
- Number of items: 20
- Available in Spanish or English
- Rate how much they agree with a statement that describes common traits of Entrepreneurs.

### ENTREPRENEURIAL COMMON TRAITS

<b>Works Hard</b>	Self-employment requires a great deal of time and effort. The entrepreneur must perform a wide variety of time-consuming tasks. 77% of entrepreneurs report working 50+ hours per week, and 54% say that they work more than 60 hours per week.
<b>Has Family Support</b>	A successful entrepreneur needs family support. If you are married, your spouse must believe in your business because it requires that both of you sacrifice time and money. The stress may create disruptions in family relationships. If you have children, they need encouragement in understanding your need to spend so much time away from the family. The more positive support you receive from your family, the more you can concentrate on making the business a success.
<b>Takes Risks</b>	Entrepreneurs are risk takers. They risk their careers, time, and money to make a success of their businesses. A review of research on this finds that most entrepreneurs perceive risks differently than other people. An entrepreneur feels in control of a situation when others may feel at risk. Entrepreneurs try to organize a risky situation by identifying resources, ordering them for a purpose, and scheduling their use appropriately.
<b>Sacrifices Employment Benefits</b>	One of the realities of self-employment is that you won't receive a regular paycheck. You pay for your own fringe benefits. A nice office, secretarial assistance, equipment, and other features of employment you have grown to expect are no longer available unless you provide these for yourself.
<b>Is Independent</b>	Entrepreneurs like being independent and in control of situations. Many people who become self-employed consider the opportunity to be their own boss as one of the major benefits of self-employment. Although being independent may not be a major concern for you, it is certainly an aspect of self-employment that you need to feel comfortable with. If you cannot afford to hire other employees when you begin your business, you may at first be lonely as a self-employed person.
<b>Wants Financial Success</b>	A primary reason that entrepreneurs have for going into business is to achieve financial success. The desire for financial success provides motivational drive for the self-employed person. If you want to be an entrepreneur, you need to establish a reasonable financial goal that you want to achieve through self-employment. This goal helps you measure how well you are doing in fulfilling your personal needs through an entrepreneurial career.
<b>Is Energetic</b>	Self-employment requires long work hours. You are frequently unable to control the number of hours required to fulfill all the necessary tasks. The entrepreneur must have a high energy level to respond to the job's demands. In fact, an entrepreneur is often energized by the work and finds an energy loss when "relaxing." You need stamina that allows you to work 12- to 16-hour days, 6- to 7-day weeks, and 52-week years.
<b>Has Internal "Locus of Control"</b>	Successful entrepreneurs have an internal locus of control, or inner sense of responsibility for the outcome of a venture. Research evidence shows that an internal locus of control increases creativity and activity. To be an entrepreneur, you should have a strong sense of being a "victor" who is responsible for your actions. If, however, you frequently consider yourself a "victim" and blame other people, bad luck, or difficult circumstances for your failures, entrepreneurship might not be the right career move for you.

<b>Has a Need to Achieve</b>	Entrepreneurs have a strong need for achievement. They strive to excel and accomplish objectives that are quite high. If you want to become an entrepreneur, you should be willing to set high goals for yourself and enjoy striving to achieve these goals.
<b>Has Business Experience</b>	An entrepreneur should have extensive business experience to be successful. General management experience is beneficial because an entrepreneur should know about all types of management. Formal training and education in management also are helpful.
<b>Has a Self-Employed Parent as a Role Model</b>	Research has shown that entrepreneurs are more likely to have a parent who is self-employed. A parent's inspiration and knowledge about operating a business can contribute to an entrepreneur's success. If you have a parent who is self-employed, consider this a plus for your own success as an entrepreneur.
<b>Has Self-Confidence</b>	An important characteristic of entrepreneurs is self-confidence. This factor is particularly important when you face major challenges and difficulties with your business. You need to believe in yourself. Your belief helps you overcome the problems that inevitably affect all self-employed persons at some point in their careers.
<b>Has Integrity</b>	People often cite honesty and integrity as characteristics of entrepreneurs. Customers do not want to deal with business owners who are dishonest and unethical. You should feel positive about your ethical treatment of people and be committed to conducting your business with the utmost integrity.
<b>Has Determination</b>	One of the most important characteristics of entrepreneurs is determination. This trait is closely related to self-confidence. The more you believe in yourself, the more likely you are to continue to struggle for success when faced with tremendous obstacles. You need determination to overcome the problems that beset every new venture.
<b>Adapts to Change</b>	A new business changes rapidly, an entrepreneur must be able to adapt to change. Two primary skills are required for adaptation to change: the capacity to solve problems, and the ability to make quick decisions. Another skill is the ability to learn from your experiences and to seek formal learning that will help solve your problems. To be a successful entrepreneur, you will need all these capabilities.
<b>Has a Good Network of Professionals</b>	An entrepreneur has a good network of professionals. This network provides access to those who can be consulted for advice, information, and referrals. You should have an extensive network of professionals to whom you can turn for assistance.



## Interest Profiler

The Interest Profiler (IP) explores how interests relate to careers. The O\*NET based self-survey describes 60 work activities that represent a wide variety of careers, as well as a broad range of training levels. Users rate each activity according to their level of interest and be matched with Interest Areas. Interest Areas are compatible with Holland's R-I-A-S-E-C constructs: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

One way to find a career that individuals enjoy is connecting interests to careers.

- Time to complete: 5 to 10 minutes
- Number of items: 60
- Available in Spanish or English
- Each item describes activities related to careers. Rate how much they like or dislike the activity.

### INTEREST PROFILER SIX INTEREST AREAS

<b>REALISTIC</b> People with realistic interests like work activities that include practical, hands-on problems and solutions. They enjoy dealing with plants, animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work. Often people with realistic interests do not like careers that mainly involve doing paperwork or working closely with others.	<b>CONVENTIONAL</b> People with conventional interests like work activities that follow set procedures and routines. They prefer working with data and detail more than with ideas. They prefer work in which there are precise standards rather than work in which you must judge things by yourself. These people like working where the lines of authority are clear.
<b>INVESTIGATIVE</b> People with investigative interests like work activities that have to do with ideas and thinking more than with physical activity. They like to search for facts and figure out problems mentally rather than to persuade or lead people.	<b>SOCIAL</b> People with social interests like work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, to give advice, to help, or otherwise be of service to people.
<b>ARTISTIC</b> People with artistic interests like work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.	<b>ENTERPRISING</b> People with enterprising interests like work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They like taking risks for profit. These people prefer action rather than thought.

## Learning Styles Survey

The Learning Styles Survey prompts users to think about themselves and to consider learning alternatives. Users may develop new strategies to enhance their learning by evaluating their learning style and information processing preferences. Users should only use the Learning Styles Survey as a general guide to their learning style.

1. Time to complete: about 5 to 10 minutes
2. Number of items: 24
3. Available in Spanish or English
4. For each item, users choose the frequency that best describes them (often, sometimes, not often).
5. Results rate primary, secondary, and third learning style. Each include study tips.

### LEARNING STYLES

#### Auditory



Description	Study Tips
You learn best through your ears. You sit where you can hear what is going on in the classroom. You like to listen to the lesson and take notes on it later. It is helpful if you can talk about the facts and concepts you learn in class with a friend or a study partner. You may hum or talk to yourself when you are bored. You remember things through the sounds related to the experience.	<ul style="list-style-type: none"><li>• Record lessons or your notes and re-listen later.</li><li>• Quietly say words out loud when you read.</li><li>• Talk to yourself about important points in notes.</li><li>• Ask teachers to give directions out loud or have someone read them to you.</li><li>• Put key ideas or facts into a song or rhythm.</li><li>• Join or organize a study group.</li><li>• Do homework with friends.</li><li>• Ask a visual or tactile study partner to create a verbal quiz for you.</li></ul>

#### Visual



Description	Study Tips
You learn best through your eyes. Learning is easier for you when information is presented visually. Charts, diagrams, images, or written materials make concepts clearer. You prefer to learn from a book rather than a teacher who lectures. Sitting in the front of the room lets you look at the teacher and helps you focus. It may be difficult for you to complete work while talking with someone. You may like to picture ideas in your head, watch TV or videos. You probably take detailed notes.	<ul style="list-style-type: none"><li>• Look at people when they are talking.</li><li>• Recopy notes in color.</li><li>• Use post-it notes to write down key ideas.</li><li>• Make to-do lists.</li><li>• Use diagrams, charts, and maps.</li><li>• Arrange color coded flash cards on a wall or poster.</li><li>• Visually organize notes using columns, categories, outline forms, and charts.</li><li>• Study in a quiet place, sound may distract you.</li><li>• Write out everything so you can look at it for review.</li></ul>

#### Tactile



Description	Study Tips
You learn best through physical experience. You are a hands-on person, probably an athlete. You like to share your opinions with others. The more you can manipulate and touch information the better. Physical activity while learning helps you remember; like working on a lab experiment or going on a field trip. You like to doodle, eat a snack, or move frequently to help with concentration.	<ul style="list-style-type: none"><li>• Take notes to give your hands something to do.</li><li>• Rewrite your notes or type them on a computer.</li><li>• Make charts, grids, outlines, diagrams.</li><li>• Underline while reading, write notes in the book.</li><li>• Exercise while you problem solve.</li><li>• Take short breaks while studying.</li><li>• Play music in the background.</li><li>• Act out ideas or role play situations.</li></ul>

## Occupation Sort

Occupation Sort uses 28 highly important factors for career decision-making. It applies career decision making and choice theory. It is not strictly a Sort but a hybrid tool. Individuals prioritize factors, create an acceptable range for each factor, and compromise. Once results are generated, users may change their minds, and learn why a career is eliminated from the list.

1. Time to complete: about 10 to 15 minutes
2. Number of items: varies with factors selected
3. Available in Spanish or English
4. Rank how important each factor is
5. Choose the level that you want each factor in a career

### OCCUPATION SORT CATEGORY DESCRIPTIONS

<b>Advise</b>	In some jobs, workers discuss topics with individuals or groups. Then they guide, suggest, or recommend options or solutions.
<b>Artistic</b>	In some jobs, workers express themselves through music, dance, words, or visual arts. In other jobs, workers design or create visually interesting, yet functional objects.
<b>Assist and care for others</b>	In some jobs, workers provide personal assistance, medical attention, emotional support, or other personal care to others. They work with patients, customers, or coworkers.
<b>Attention to detail</b>	Some jobs require workers to pay close attention to details and make sure they complete all tasks.
<b>Communicate</b>	Some jobs require workers to speak or write clearly to communicate with others.
<b>Design equipment or systems</b>	In some jobs, workers design equipment or products (e.g., factory machines, airplanes). In other jobs, workers design systems or processes to solve problems (e.g., computer networks).
<b>Education and training</b>	Some jobs require four or more years of school or training, others require a few hours of on-the-job training. Some require several years of experience or a combination of experience and training.
<b>Enterprising</b>	Some jobs give workers chances to start up and carry out new projects, activities, or ideas.
<b>Flexible hours</b>	Some jobs require working 9 a.m. – 5 p.m., Monday through Friday. Others do not have rigid schedules and work time may be flexible.
<b>Independence</b>	Some jobs allow workers to do their tasks in their own way with little direction. In other jobs, supervisors tell workers what to do.
<b>Indoors or outdoors</b>	In some jobs, workers spend most of the day outside. In other jobs, workers spend most of the day indoors. Some people work both indoors and outdoors.
<b>Influence others</b>	In some jobs, workers try to convince people to change their minds or their behavior. This may include getting people to buy something or interact differently with others.
<b>Job prospects</b>	Careers need new workers every year to fill new jobs or replace workers. Some careers need a lot of new workers; others don't need many at all. The number of job openings may affect how easy it is to find a job. Over time the job prospects for a career may change.
<b>Math or science</b>	Some jobs require workers to select the correct math formulas or methods to solve problems. Other jobs require workers to use scientific rules and methods to solve problems or create new knowledge. Often a career uses similar amounts of math and science.
<b>Organize</b>	In some jobs, workers schedule events, programs, and activities for groups of people. In other jobs, workers organize data or other types of information.
<b>Physical activity</b>	Some jobs require physical activity, like walking, climbing, or lifting. Other jobs require sitting or standing in one place most of the time.

<b>Plants or animals</b>	In some jobs, workers care for or work with plants or animals.
<b>Problem solving</b>	In some jobs, workers identify problems and review related information. They develop solutions.
<b>Responsibility for others</b>	In some jobs, workers are responsible for products or services created by other workers. In other jobs, workers take care of others who are hurt, in danger, or otherwise in need of protection.
<b>Shift work</b>	Some jobs require working nights or evenings. This may be only some of the time or it could be your regular schedule. These jobs may also require working on holidays.
<b>Supervise</b>	In some jobs, workers supervise others. This includes guiding, directing, encouraging, and evaluating other people's work. This may include hiring and firing.
<b>Teach</b>	In some jobs, workers teach others new subjects or how to do things. Teaching may occur in classrooms or work settings.
<b>Travel</b>	Some jobs require frequent travel away from home for one or more nights per week. Yet other jobs rarely require travel or workers travel during the day but return home at night.
<b>Urban or rural</b>	Some jobs are found only in large cities, while others occur only in rural areas. Many jobs can be found everywhere.
<b>Variety</b>	In some jobs, workers do different tasks every day or perform many different tasks during the day.
<b>Wages</b>	Some jobs pay workers a lot of money. Other jobs pay modestly or pay little. How much must a career pay before you would consider it? Even though inexperienced workers will probably receive less pay to start, answer as a person who has experience working in the career.
<b>Work with hands</b>	Some jobs require workers to use their hands to manipulate physical objects. This may involve using one's hands to pick up, move, or put together objects; use tools; or operate vehicles or machines.
<b>Work with the public</b>	In some jobs, workers deal directly with the public, such as greeting or serving customers. In other jobs, working with the public includes performing for audiences.














## Reality Check

How much money will a user need to support their lifestyle? What careers match those financial needs? Use reality check to get a realistic view of how much it will cost to live after school, how much a user will need, and what they can make in various careers. Reality Check may be localized to a state, featuring specific cities and cost of living that is adjusted to the location.

Reality Check is available in English or Spanish and is used in two ways:

- The user selects various lifestyle options and sees which careers and wages fit their lifestyle choice.
- The user begins with a career and wage, then sees if their lifestyle goals fit that career choice.

### REALITY CHECK CATEGORIES






Location 	Type of Housing 	Utilities * 	Food 
Rural or country Small city or town Medium-size city Large city Very large city	Live with parents 1-bedroom apartment 2-bedroom apartment 3-bedroom apartment House Enter your own \$	Electricity Water and gas Internet Cell phone Cable Enter your own \$	Home Home and fast food Restaurants Enter your own \$
Transportation 	Clothing * 	Health Care 	Entertainment * 
Human power Public transportation Basic auto Average auto Luxury auto Enter your own \$	Basics Extras Work clothes Shopping spree Enter your own \$	No health insurance Buy work insurance Buy own insurance Enter your own \$	Homebody Fun around town Explorer Live it up Enter your own \$
Personal Care * 	Miscellaneous * 	Student Loans 	Children 
Basics Extras Health and fitness Salon services Luxuries Enter your own \$	Small stuff Pet care Furniture Electronics Travel Enter your own \$	No debt Certificate (public, private) Associate (public, private) Bachelor's (public, private) Graduate (master's, doctoral, professional) Enter your own \$	None One Two Three + Enter your own \$
Savings 	* Indicates multiple answers can be selected		
0% 2% 5% 7% 10% Enter your own \$			

## Workplace Employability Skills

The Workplace Employability Skills self-survey can help a user evaluate proficiency with nine skill areas. Employability skills are things like professionalism, collaboration, and innovation. These are skills that employers look for when hiring. Results reflect strengths as well as areas of improvement. Knowing more about skill level helps build strengths and focus on things that need improvement.

- Time to complete: 5 to 10 minutes
- Number of items: 27
- Each statement describes employability skills, rate level that best matches current ability (high, medium, or low).

### WORKPLACE EMPLOYABILITY SKILLS

	<b>Diversity Competence Skills</b>	Adjust your communication to engage other cultures or other generations and working with diverse people.
	<b>Collaboration Skills</b>	Contribute to a team, respect contributions of others, and take responsibility for your role in a team.
	<b>Complex Communication Skills</b>	Listen, make presentations, and summarize information.
	<b>Workplace Environment Skills</b>	Adapt to change, be open to learning new ways of doing things, and explain the policies, procedures, and guidelines of your school.
	<b>Financial Practices and Skills</b>	Effectively organize personal finances, handle financial activities responsibly, and demonstrate knowledge of financial concepts.
	<b>Initiative and Self-Direction Skills</b>	Continuously improve your performance or behaviors, pursue your work with drive, investigate resources, and seek out new responsibilities.
	<b>Ethical Practices Skills</b>	Respectfully use the property of your school, take responsibility for your actions, know the difference between personal and school-related activities, and be reliable.
	<b>Professionalism Skills</b>	Dress appropriately for school, manage your time productively, and take ownership of your work.
	<b>Thinking and Innovation Skills</b>	Identify problems and propose solutions, transfer your knowledge and skills into other situations.

## Workplace Importance Locator

The Workplace Importance Locator is a work values self-survey that helps users identify their highest work values and careers associated with those values. The O\*NET based self-survey looks at work values such as achievement, work environment, and work relationships. Working in a place that matches values can help make careers more satisfying.

- Time to complete: 5 to 10 minutes
- Number of items: 20
- Rate the importance of each value from most important, important, somewhat important, less important, and least important. Each rating is used four times and answers can change along the way.

### WORK VALUE DEFINITIONS

<b>Independence</b>	<b>Working Conditions</b>	<b>Support</b>
People for whom independence is important like to make decisions and try out ideas on their own. They prefer jobs where they can plan their work with little supervision.	People for whom good working conditions are important like jobs offering steady employment and good pay. They want employment that fits their individual work style. They may prefer doing a variety of tasks, working alone, or being busy all the time.	People for whom support from their employer is important like to be treated fairly and have supervisors who will back them up. They prefer jobs where they are trained well.
<b>Recognition</b>	<b>Achievement</b>	<b>Relationships</b>
People for whom recognition is important like to work in jobs which have opportunities for them to advance, be recognized for their work, and direct and instruct others. They usually prefer jobs in which they are looked up to by others.	People for whom achievement is important like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.	People for whom relationships are important like to work in a friendly, non-competitive environment. They like to do things for other people. They prefer jobs where they are not pressured to do things that go against their sense of right and wrong.



## Careers

Research careers by title or cluster with the **Career Index**. CIS 360 contains 650+ career and military career profiles that represents 95% of the United States Labor Market. The industry profiles are largely based on the North American Industry Classification System (NAICS). The career profiles consist of curated and validated data compiled from multiple sources including, but not limited to, the U.S. Department of Labor Occupational Information Network (O\*NET) digital database which is widely recognized as the nation's primary source of career data.

1. The **Careers Index** defaults to **title** view. Select **Cluster** to see the 16 career clusters.

2. Headings sort careers by **Favorites**, **Hot Jobs** (fast growing, many openings, generally pay well), **Education Level**, **STEM**, and **Wages**.

3. Filter to narrow down results based on **favorites**, **education level**, **wages**, **hot job**, **STEM**, and **high self-employment**. Results can also be filtered on results from **completed self-surveys**.

4. Select the **thumbs up** to add to favorites.

5. Hover mouse over any **Career Title** to see a description and select the **Career Title** to see the **Career Profile**.

6. **Career at a Glance** is an overview of wages, education, and employment outlook.

7. **Job Description** has tasks, skills, abilities, work setting, and physical demands.

8. **Wages** provides national wage data by annual, monthly, or hourly as well as entry, median, and experienced. Compare national wages to states with **Select State**.

9. **Employment and Outlook** has national data by current employment, job growth, and opportunities. Compare national and state results with **Select State**.

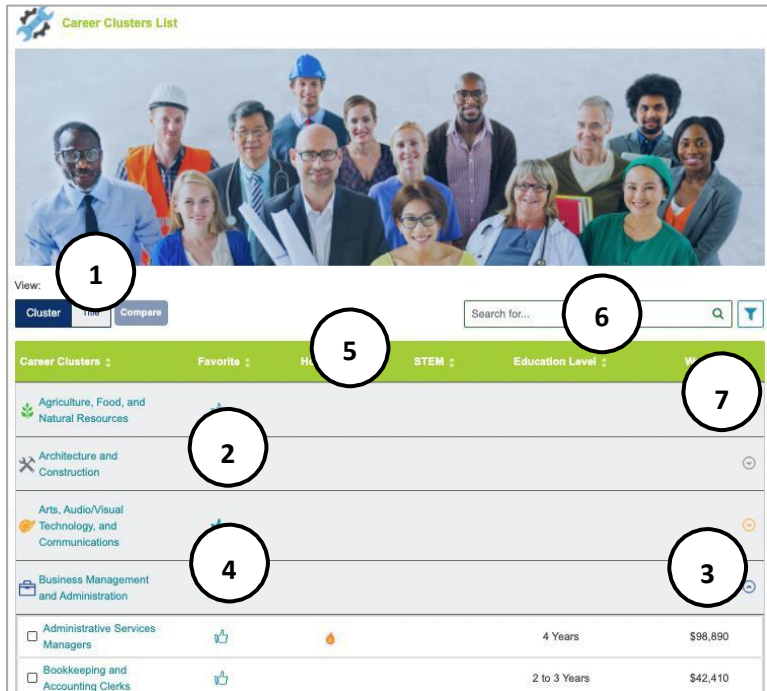
10. **Education and Training** includes preparation, helpful high school courses, knowledge areas, related programs of study, and licensing/certificate information.

11. **Personal Qualities** use self-survey results for Interest Profiler and Work Importance Locator, if completed, to match **Interests** and **Values** to the selected career.

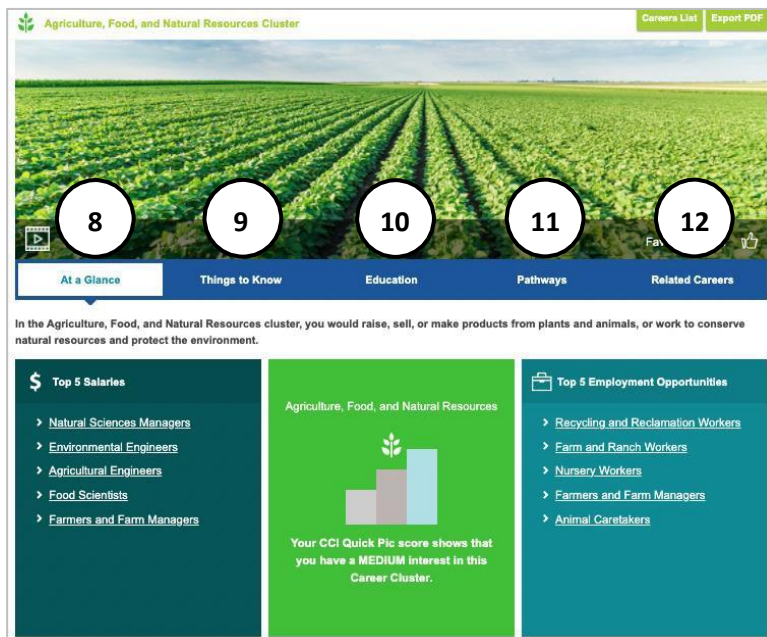
12. **Related Careers** links directly to career and cluster profiles.



## Career Clusters



1. Select **Cluster** to categorize by cluster.
2. **Cluster Titles** link to **Cluster Profiles**.
3. The **down arrow** displays careers.
4. **Hover** on cluster or career for a description.
5. Headings sort careers in a cluster by **Title**, **Favorites**, **Hot Jobs** (fast growing, many openings, generally pay well), **STEM**, **Education Level**, and **Wages**.
6. **Search** for careers or clusters.
7. Filter results based on **favorites**, **education level**, **wages**, **hot job**, **STEM**, and **high self-employment**. Results can be filtered on **completed self-surveys**.



8. Within the Cluster Profile, **At a Glance** has a description, top 5 salaried careers, top 5 employment opportunities, and CCI Quick Pic results if available. Clusters contain a descriptive video.
9. **Things to Know** has an overview, required skills, and information about employment and outlook.
10. **Education** has helpful high school courses and links to related programs of study.
11. **Pathways** represent an organization of related career areas within a cluster.
12. Select **Related Careers** within the cluster to learn more.


## Compare Careers

Career Information System 360 English - Stephanie -

My Dashboard My Career Plan Self-Surveys **Careers** Education Employment

**Careers List**

1



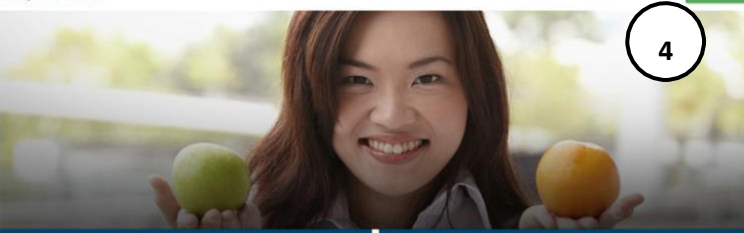
View: Cluster Title Compare Search for...

Careers	Favorite	Hot Jobs	STEM	Education Level	Wages
<input type="checkbox"/> Accountants and Auditors				4 Years	\$73,560
<input type="checkbox"/> Advertising Managers				2 to 3 Years	\$41,999
<input type="checkbox"/> Acupuncturists				4 Years	\$111,030
<input type="checkbox"/> Addictions Counselors				5 or More Years	\$82,420
<input type="checkbox"/> Administrative Services Managers				4 Years	\$98,890

2

1. Compare two different careers on the index page.
2. Select check boxes next to two different careers and **compare**.

Compare Careers Careers List



Addictions Counselors Advertising Managers

4

3

- Overview
- What tasks will I do on the job?
- How much will I earn?
- Will there be jobs in the future?
- What will the work be like?
- How do I prepare?

3. The two careers display. Use the **down arrow** to expand and compare the overview, job tasks, wages, employment outlook, work setting, and how to prepare.
4. Select **Career List** to return to the **Career index**.

## Military Careers

View the **Military Career Index** by title or cluster. CIS 360 contains 140+ career and 15 cluster profiles. The information consists of curated and validated data compiled from multiple sources including, but not limited to, the U.S. Department of Labor Occupational Information Network (O\*NET) digital database and the Department of Defense.

1. The **Military Index** defaults to **title** view. Select **Cluster** to see the 15 clusters.

2. Headings sort careers by **title**, **favorites**, or **personnel type**.

3. Filter down results based on **favorites**, **personnel type**, and **branch of service**.

4. Hover on a career to see a description and select the title to see the **Career Profile**.

5. **At a Glance** is an overview of job tasks, personnel type (Office or Enlisted), and work environment.

6. **Job Description** has job tasks, work environment, wages, helpful attributes, physical demands, hiring practices, and employment and outlook.

7. **Education & Training** contains education required, training provided, helpful fields of study, and special requirements (ex: a four-year college degree).

8. **Related Careers** has links to related careers and civilian counterpart details.

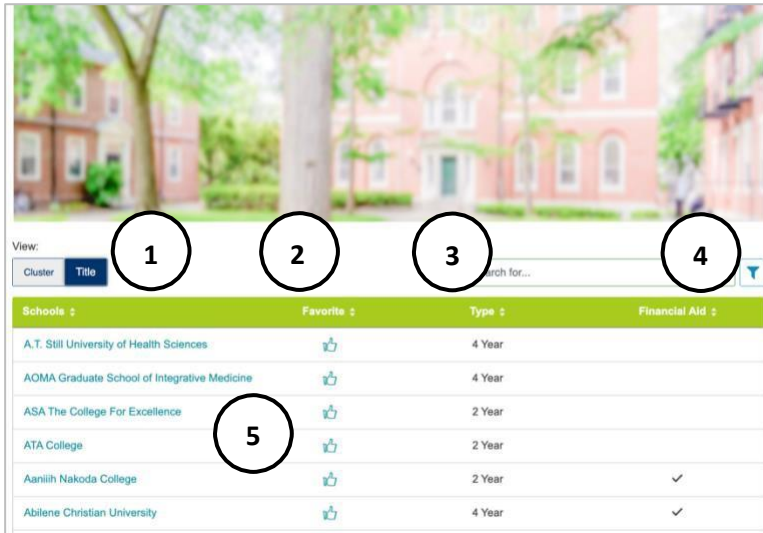


# Education

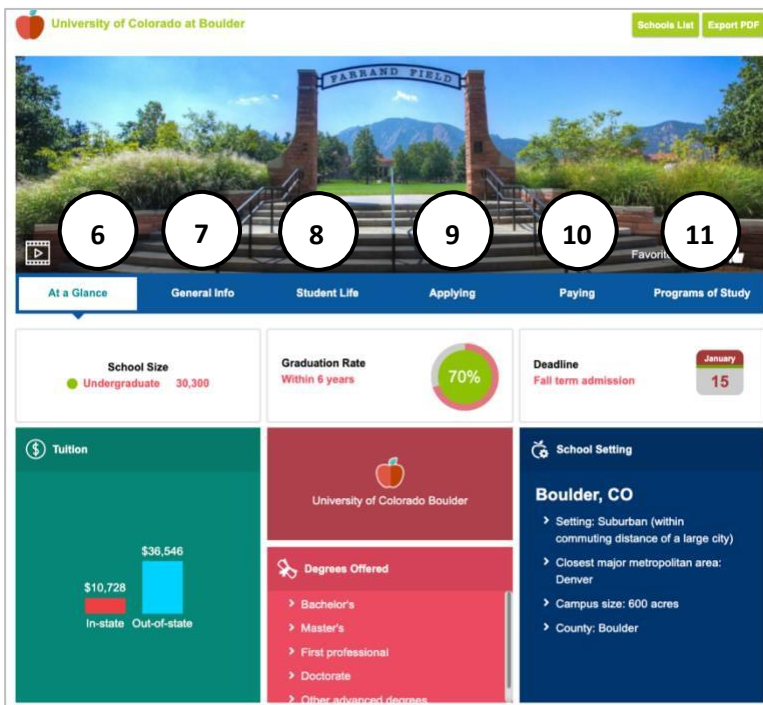
**Education** houses indexes for **Schools**, **Scholarships**, and **Program of Study**. Indexes contain curated and validated data compiled from multiple sources, including Peterson's, the US Department of Education, and Professional Organizations.

## Schools

The **Schools Index** has 5,000+ Career and Technical, 2 Year, and 4 Year schools, including Undergraduate and Graduate Schools. The index defaults to **In-State** schools with the option to view **National**.

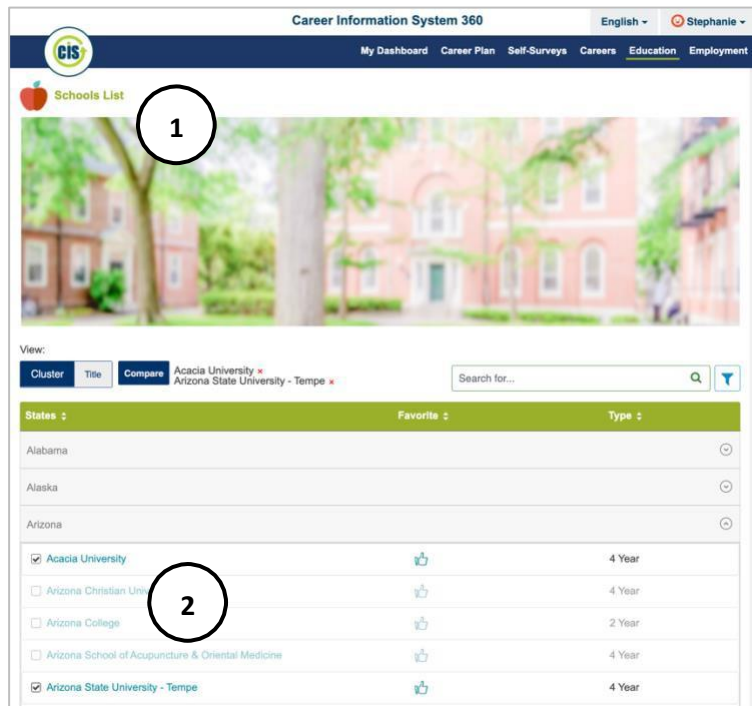


1. View schools by **cluster** (state) or **title**. Search **in-state** or **national** with the radio buttons.
2. Headings sort results by **title**, **favorite**, **type** (2 or 4 year), or **financial aid eligibility** with the header.
3. **Search** for a specific school.
4. **Filter** schools by **favorite**, **school type**, **degree level**, **school size**, **admissions difficulty**, **financial aid**, and **location**.
5. Select a title to see the **school profile**.

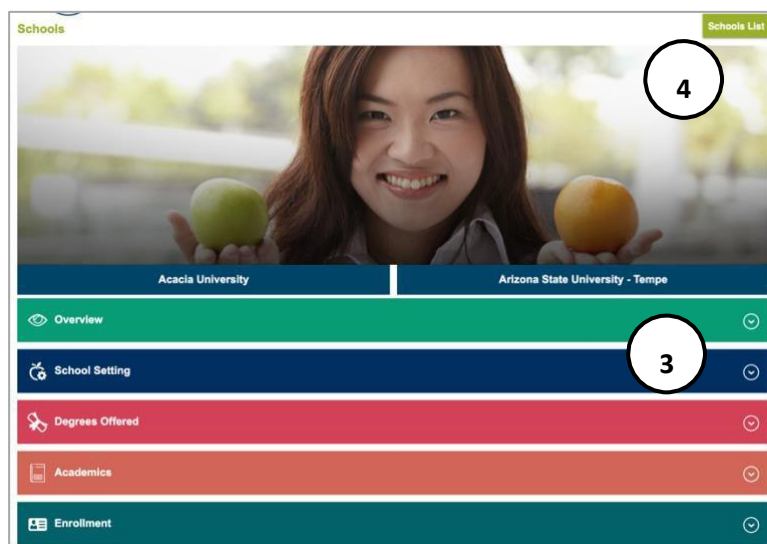


6. **At a Glance** has school size, graduation rate, admission deadlines, tuition, degrees offered, and school setting overview. Schools may have a campus image and video.
7. **General Info** may include date founded, type of school, returning freshman %, address, or academic statistics.
8. **Student Life** may include student body, housing, activities, sports, or services.
9. **Applying** may include entrance difficulty, last year's applicant profile, education required, application dates and requirements, transfer students, and more.
10. **Paying** may include annual costs, things to know, and financial aid details.
11. **Program of Study** may include degrees or certificates offered.

## Compare Schools



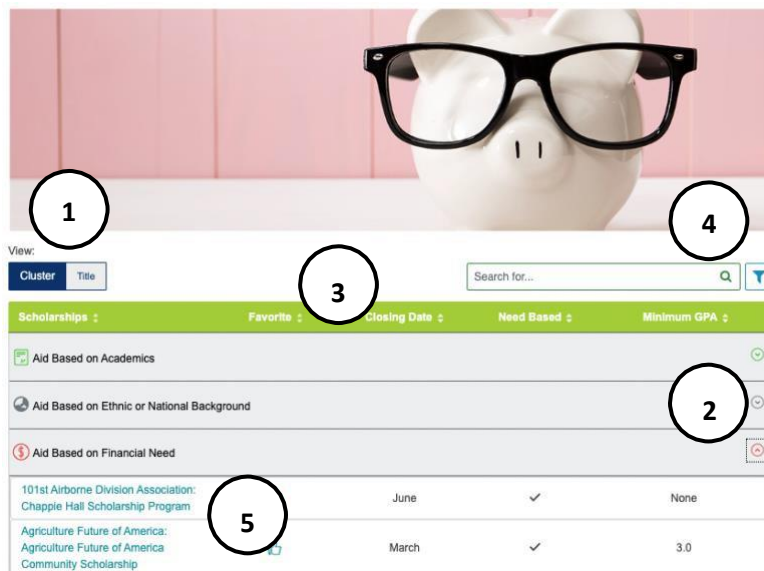
1. On the **Schools** list page, compare two different schools.
2. Select check boxes next to two schools and select **compare**.



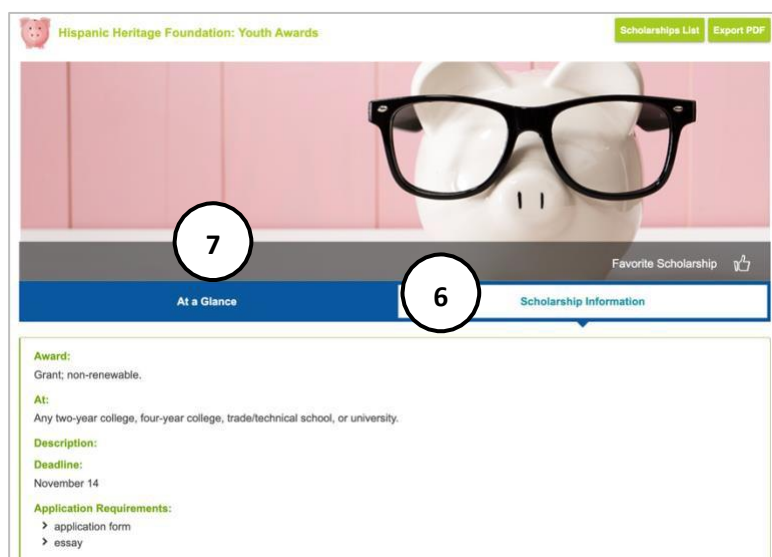
3. The two schools display. Use the **down arrow** to expand and compare categories including:
  - Overview
  - School setting
  - Degrees offered
  - Academics
  - Enrollment
  - Entrance difficulty
  - Application dates
  - Education required
  - Application requirements
  - Applying for financial aid
  - Annual cost for full-time students
  - Financial aid programs
  - List of programs of study
4. Select **School List** to return to the **School Index**.

## Scholarships

The **Scholarships Index** has 2,700+ scholarships sorted by cluster or title. The title view defaults to **In-State** scholarships with the option to view **National**.



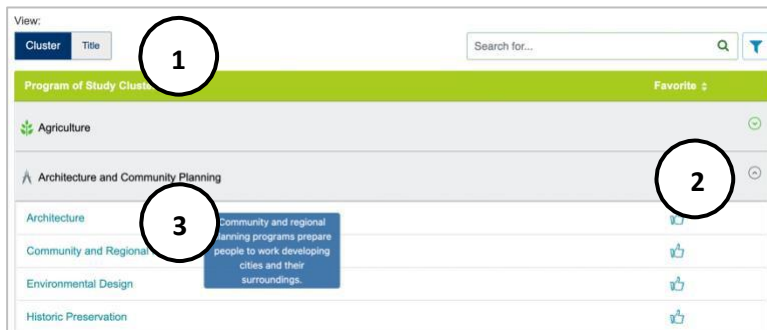
1. View scholarships by **cluster** (category) or **title**. Use radio buttons to change search from **in-state** to **national**.
2. The **down arrow** expands a **cluster** to see scholarships.
3. Headings sort by **scholarship**, **favorite**, **closing date**, **need-based**, or **minimum GPA**.
4. **Search** or **filter** by **favorite**, **application closing date**, **need based**, or **minimum GPA**.
5. Select a title to see scholarship details.



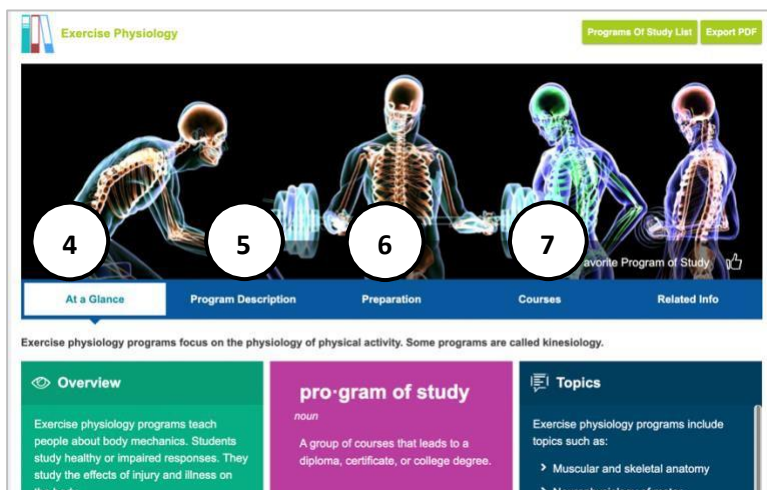
6. **Scholarship Information** may include:
  - **Award type** (scholarship, grant, loan, renewable/nonrenewable)
  - **To Study** lists which programs of study can use the award
  - At which colleges, universities, trade/technical schools can the award be used.
  - **Description**
  - **Deadline**
  - **Application Requirements** (application form, essay, etc.)
  - **Contact** (address, email, website)
7. **At a Glance** includes general financial aid information:
  - **Types of Financial Aid** definitions (scholarships, grants, loans)
  - **Financial Aid** definition
  - **Explore Scholarship** link
  - **FAFSA** definition and link

## Program of Study

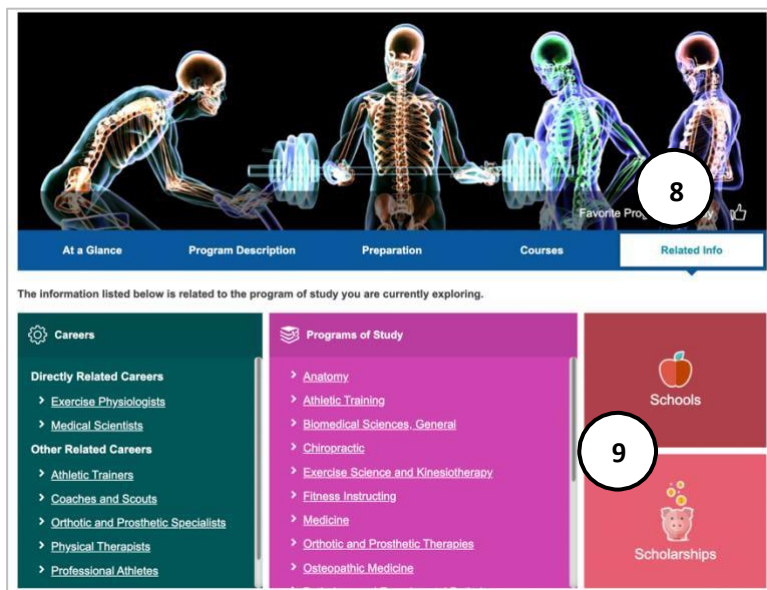
The **Program of Study Index** contains over 650 programs of study and 40 clusters. A program of study is a sequence of courses that leads to a degree or certificate. At colleges and universities, programs of study are called "majors." This index connects careers to schools that provide training and to scholarships related to that training.



1. View program of study by **cluster** or **category**.
2. In **cluster** view, the **down arrow** shows corresponding programs of study.
3. Select a **Program of Study** to see the profile, hover for a brief description.



4. **At a Glance** is a brief **description** of program of study, an **overview**, **topics** studied, and a link to **schools** that offer the program of study.
5. **Program Description** may include in-depth overview, concentration, schools, and things to know.
6. **Preparation** may include helpful high school courses, program preparation, and graduate program preparation.
7. **Courses** lists those that are common in the program.



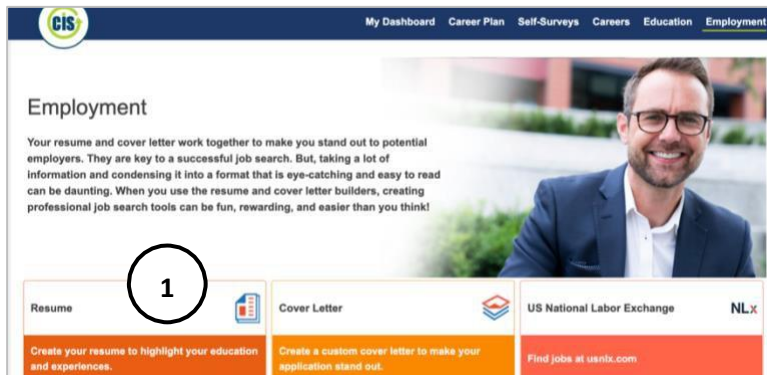
8. **Related Info** connects users to related items to research within CIS 360, including **Careers** and **Programs of Study**.
9. **Schools** lists those that have the program of study. **Scholarships** lists those that are applicable to the program of study.



# Employment

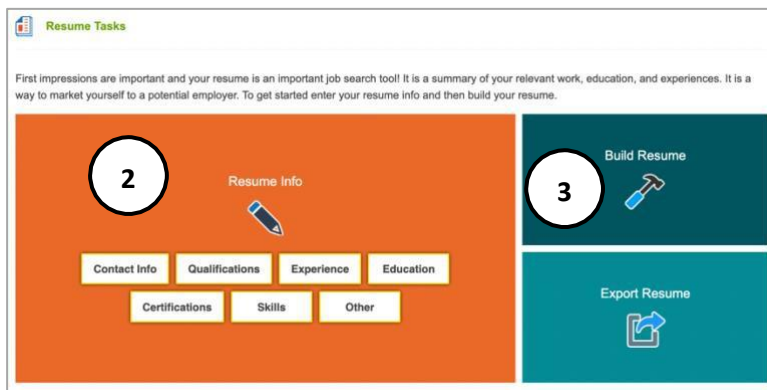
## Resume

A resume and cover letter work together to make a candidate stand out to potential employers. The **Resume** builder is a tool to help summarize relevant work, education, and experiences for potential employers.



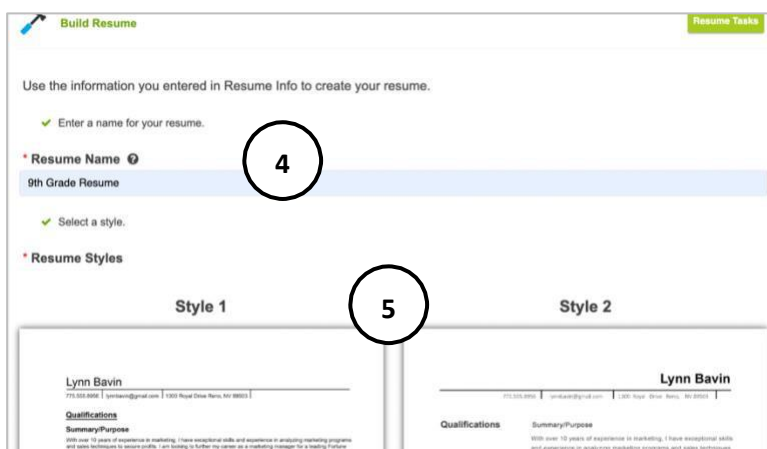
1. Customize a resume and create an exportable PDF or Word document. Select **Employment** and **Resume**.

If a user has a resume in Enterprise, they can copy it to CIS 360. In Enterprise, use the **My Portfolio** tab and select **Copy Resume to CIS 360**.



2. To create a new resume, enter **Resume Information**. Select the **category**. Some categories have more than one option (ex: professional, volunteer, or military experience). Enter the category fields. Select **save** when complete.

3. Complete all desired resume information and select **build resume** to add the information into a resume format.



4. Enter a **unique name** to manage multiple resumes in CIS 360. This is a required field and does not display on the resume. It is the default file name when exported.
5. Select which **template** to use.



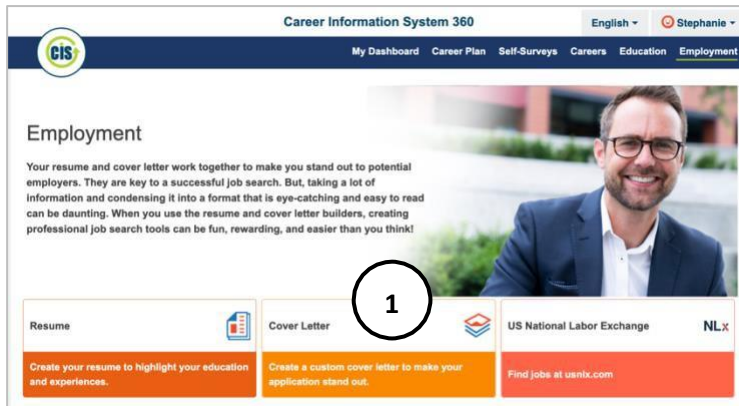
6. **Build Resume** lists the categories from **Resume Task Info**. If category has entries from **Resume Tasks**, it displays as blue text with a link. If it does not have entries, it is black without a link. Note that **Contact Info** is automatically added to the resume and is required.
7. Select a category and see entries on the left, select the checkbox to **add to resume**.
8. **Up and down arrows** reorder entries within each category for resume.
9. **Up and down arrows** move a whole category up or down on resume. Select **rename** to change the name of a category (ex: change *other* to *leadership* based on the entry).
10. Select **Save to Export** to advance to the export stage. Select **Resume Tasks** to make edits to the information in a category.

11. In **Export Resume**, select **Resume Tasks** to change entries and info, **Build Resume** to make edits to format and order, or **Cover Letter Tasks** to advance to cover letter.
12. Select **resume title** to see a preview of the resume. Select **delete** to remove.

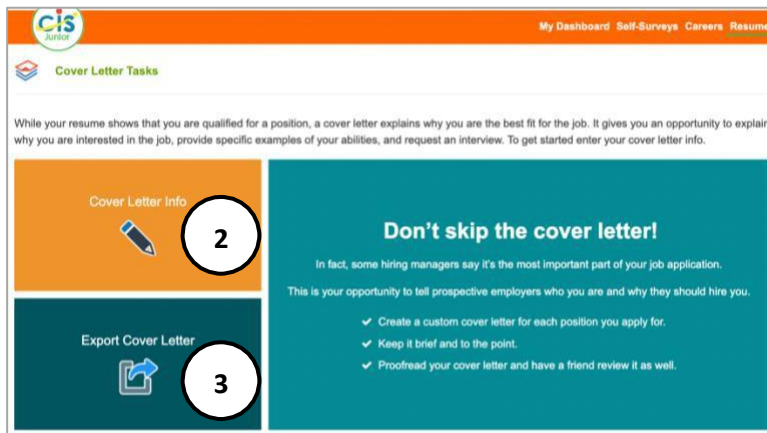
13. **Resume preview** shows the selected categories, entries, and format. Use this screen to proof resume.
14. **Export** resume to PDF or Word. Select **cancel** to return to the resume export landing page. This is helpful to make changes to the resume task information or the order.

## Cover Letter

A cover letter explains why someone is the best fit for the job. It gives an opportunity to explain interest in the job, provide specific examples of abilities, and request an interview. The **Cover Letter Builder** is a tool to help create a customized cover letter that explains interest in a position.



1. Use **Cover Letter Builder** to create a document with consistent format to **Resume Builder**. Select **Cover Letter** to go to **Cover Letter Tasks**.



2. Select **Cover Letter Info** to create a new cover letter and enter information.
3. Select **Export Cover Letter** to export a previously created and saved cover letter.



4. Select **Cover Letter Info** on the **Cover Letter Task landing page**, then **Create a Cover Letter** to enter cover letter information in the builder.

Create a Cover Letter Save

\* Cover Letter - Create a Cover Letter Name ?

7th Grade Cover Letter 5 11

\* Your Contact Info ?

Middle school information 6

\* Recipient Name

Stanley Smith 7

\* Recipient Address

42 Monterey Lane, Magnolia, OH 44303

\* Intro

Dear Mr. Smith, 8

\* Body

I am excited to apply for the position of Assistant Camp Counselor at the Magnolia Park District. I worked as a Junior Camp Counselor this last year and really enjoyed working with the kids and counselors in each group. 9

I am a dependable worker. One example of this is that when I was a Junior Camp Counselor, I always arrived 15 minutes early to organize supplies for the day. I learned how to be responsible. I am good at making sure the kids all stay with the group, have the supplies they need for activities, and when they have trouble. These are all qualities that would help me be an Assistant Camp Counselor this year. 10

\* Valediction

5. Enter a **unique name** to manage multiple cover letters in CIS 360. This is a required field and does not display on the cover letter. It is the default file name when exported.
6. Enter **your contact info** or select the contact information saved from a resume or previous entry (required).
7. Enter the **recipient's name and address** to display at the top of the cover letter (required).
8. Create an **intro** greeting, ex: Dear Hiring Manager (required).
9. Create **body** text, in paragraph or bullet format (required).
10. Enter **closing** (required).
11. Proofread and select **save**.

Make a great first impression on a prospective employer. Explain why you are interested in the position, state your qualifications, and request an interview.

Create a Cover Letter

Saved

Cover Letter Name	Actions
7th Grade Cover Letter <span>12</span>	<span>13</span>

12. Find the document in the list of saved cover letters. This is where the unique name is displayed.
13. Options to **edit**, **export**, or **delete** cover letter.

Export PDF Export Word Cancel

**Charli McGregor** 15

555-111-2222 | CharliMcG@gmail.com | 414 Bluebird Ln. Magnolia, OH 44303

February 7, 2022

Charli McGregor 14

Dear Hiring Manager,

I am excited to apply for the position of Assistant Camp Counselor at the Park District. I have been a Junior Camp Counselor this year and really enjoyed working with the kids in each group. I am a dependable employee. One example of this is that I always show up 15 minutes early to make sure I am organized for the day. As a Junior Camp Counselor, I learned a lot about how to be responsible. I am good at making sure all of the kids are in the group, helping them with activities and crafts, and stepping in when someone has trouble. These are all qualities that would help me as an Assistant Camp Counselor this summer.

Sincerely,

Charli McGregor

14. The **cover letter preview** displays format and field entries. Use this screen to proofread the cover letter.
15. **Export** cover letter to PDF or Word. Select **cancel** to return to the cover letter export landing page.

## Account Settings

Career Information System 360 English Stephanie

My Dashboard Career Plan Self-Surveys

Account Settings

**Personal Information**

First Name \*\* Stephanie  
Middle Name  
Last Name \*\* Short  
Username \*\* SShort205  
Email Enter email  
High School Graduation Year 2023

**Set Password**

New Password  
Re-type Password

**Security Questions \*\***

Question 1 Question 2  
If your mother/female guardian were a cartoon c... If you could travel to any city, what would it be?  
Answer 1 Answer 2  
Cat Woman Mexico

**Privacy\*\***

☒ Yes, it is ok for the school counselor to view my comments.  
☐ No, I do not want anybody to view my comments.

After a user's portfolio is established, they can log in and make edits to their settings.

1. Select name in the top corner and **account settings**.
2. Update information including name, email, and high school graduation year. \*\* indicates a required field that state or site sets.
3. Use this option to change a log in password or update security questions.

Change School/Organization

Select School/Organization

**Images**

**Set Dashboard Image**

Enter a URL to use an image from the web. The URL must end in .jpg, .jpeg, .png, .gif, .svg, or .bmp.

Enter the URL to use an image from the web

Or select an image

**Set Dashboard Banner Image**

Enter a URL to use an image from the web. The URL must end in .jpg, .jpeg, .png, .gif, .svg, or .bmp.

Enter the URL to use an image from the web

4. If an account needs to be moved to another school/organization, users are prompted to ask the new site for its username and password and enter it here.
5. Users can customize their profile image and dashboard banner. They can insert a URL that ends in .jpg, .jpeg, .png, .gif, .svg, or .bmp., or pick an emoji from the list.

