



Career
Information
System

MassHire CIS 360 Adult

USERS MANUAL

Table of Contents

CIS 360 Adult Summary	3
My Dashboard	4
Self-Surveys	6
Career Cluster Inventory	7
Entrepreneurial Assessment	9
Interest Profiler	12
Learning Styles Survey.....	14
Occupation Sort	16
Reality Check	19
Workplace Employability Skills.....	22
Workplace Importance Locator	24
Careers	27
Education	33
Schools	33
Scholarships	36
Program of Study	37
Employment	39
Resume.....	39
Cover Letter.....	44
Job Interview Videos	44
Account Settings.....	46
Admin Tools	47
Creating Portfolios	47
Maintain Portfolios	49
Create and Maintain Groups.....	49
Create and Maintain Staff Accounts	49
CIS 360 Administration	53
Add a Site	53
Edit a Site	55
Edit an Account	56
Search.....	57
CIS 360 Menu	58

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.
- **Employment** has a robust **Resume** and **Cover Letter** creator to support users with content and format, and **Job Interview Videos** to help prepare, practice, and participate in an interview.

Resources for CIS 360 Adult:

- **Operator Manual**- State-level operator guide on features of CIS 360 Adult
- **Site-Level Manual**- Site-level guide that can be customized and distributed to sites
- **Career Plan Editor Guide**- Set up, maintenance, activity descriptions, and reports
- **Career Plan Site-Level Editor Guide**- Site-level features in the Career Plan editor
- **Career Plan Activity Library**- Copy of all activities within career plans with details for sites and states
- **Quick Starts**- Brief guides for users and administrators about frequently used features

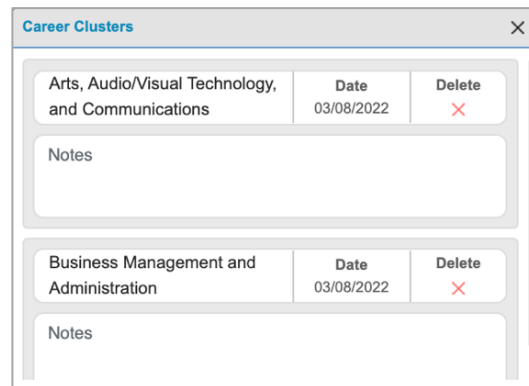
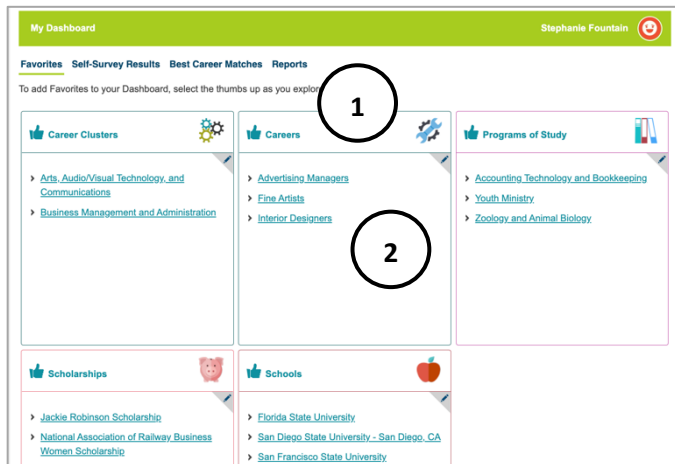
Training Tips:

-  Look for this bullet throughout the guide to share helpful training tips and tricks.


My Dashboard

Favorites

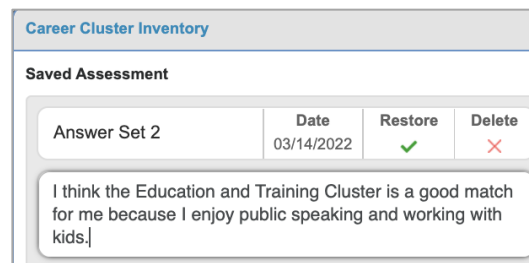
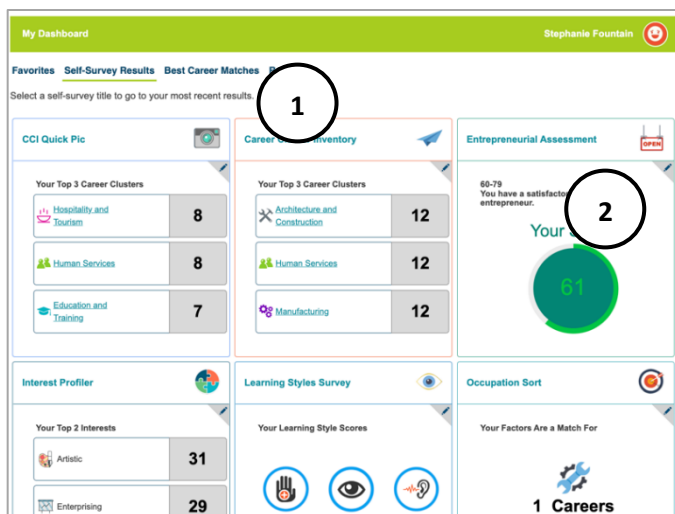
Individual dashboard displays favorites, notes, self-survey results, and generates reports.



1. The dashboard defaults to **Favorites** and shows favorite Careers, Military Careers, Clusters, Program of Study, Scholarships, and Schools. If no items are favorited, a message prompts users to begin.
2. Leave personal notes, see the date of completion, and use the pencil icon to delete.

 **Training Tip:** Notes automatically save when a user selects out of the box.


Self- Survey Results

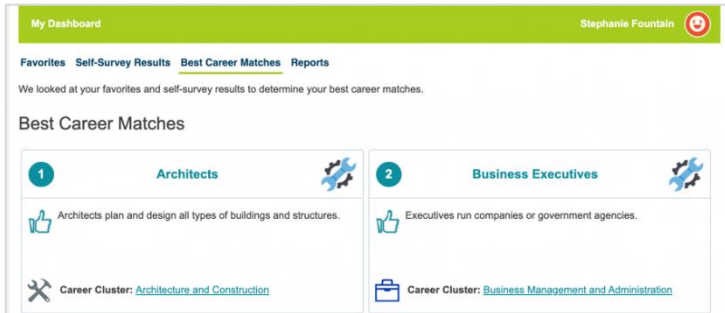


1. Individual self-survey results display on the dashboard. Select the title of the self-survey to view results. If self-surveys are incomplete, a message prompts user to begin.
2. Leave personal notes, see the date of completion, and use the pencil icon to delete. Select **Restore** to see results or resume an in-progress self-survey.

Best Career Matches

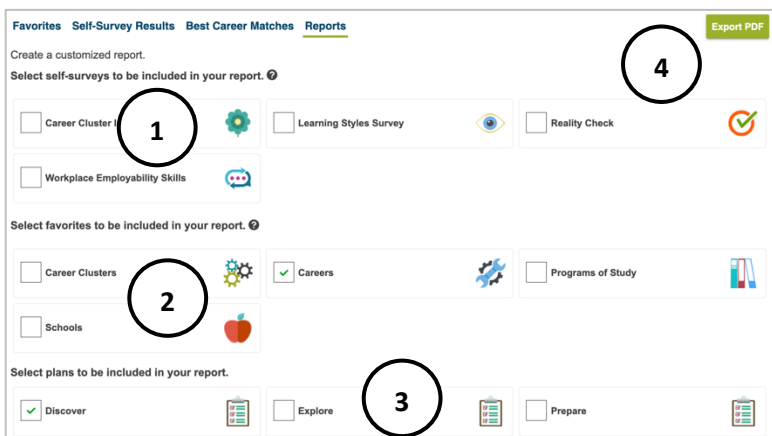
Best Career Matches uses results from self-surveys and favorited careers/clusters to recommend up to 10 careers that are a match. Select the **career** or **cluster** to learn more.

-  **Training Tip:** Best Career Matches can show 0-10 results. It populates when a career is matched in at least 2 places (favorites/self-survey results). The list displays between 0-10 careers depending on what the user has created. The results are in alphabetical order, not order of match.

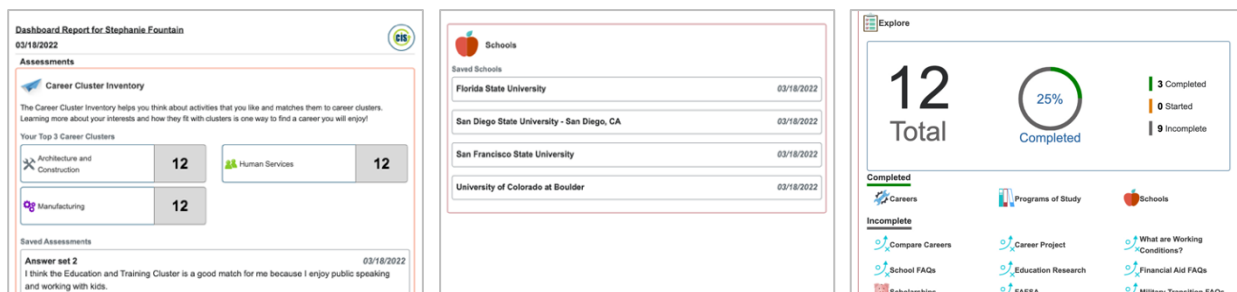


Reports

Export a single PDF with self-survey results, favorites, and career plan reports.





1. Select **Self-surveys** to include on the PDF. If taken more than once, the report reflects dates of completion.
2. Select **Favorites** to include in the PDF report. The most recent six favorites display on the report.
3. Select **Career Plan** to include a summary of items completed, started, and incomplete.
4. Download a personalized report with **Export PDF**.

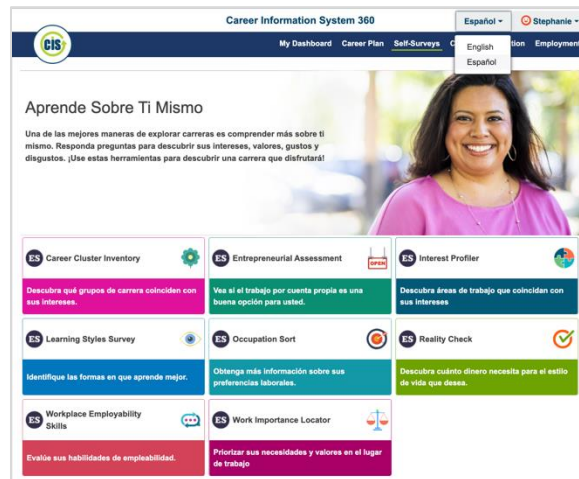
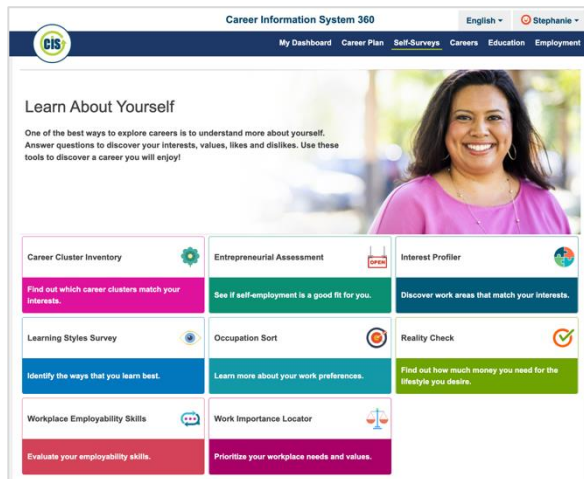


Self-Surveys

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. It is important to prepare users to take self-surveys and to prepare them to interpret the results.

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.

-  **Training Tip:** Additional self-surveys display on the landing page if your state or site licenses them. They do **not** have a corresponding Career Plan activity.
-  **Training Tip:** 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. Questions, audio, 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.

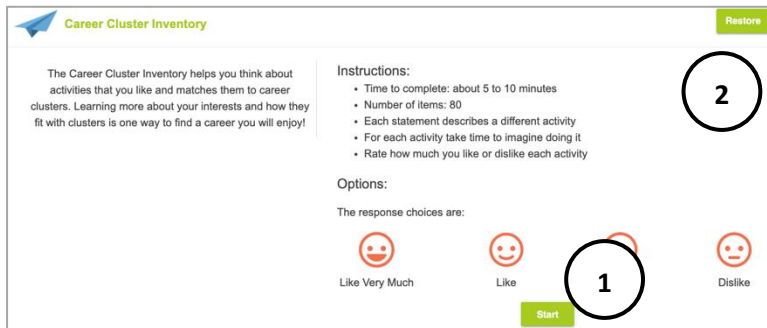
Users complete the interest inventory and receive immediate feedback about clusters that match their interests. They also receive information about careers associated with these clusters and related programs of study.

- 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

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

Career Cluster Inventory Guide:



Career Cluster Inventory Restore

The Career Cluster Inventory helps you think about activities that you like and matches them to career clusters. Learning more about your interests and how they fit with clusters is one way to find a career you will enjoy!

Instructions:

- Time to complete: about 5 to 10 minutes
- Number of items: 80
- Each statement describes a different activity
- For each activity take time to imagine doing it
- Rate how much you like or dislike each activity

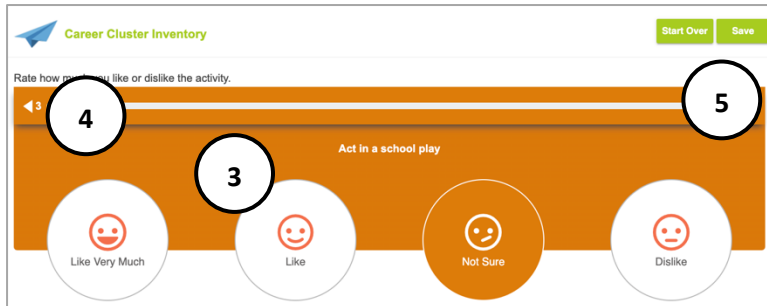
Options:

The response choices are:

Like Very Much Like **1** Dislike

2 Start Restore

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.



Career Cluster Inventory Start Over Save

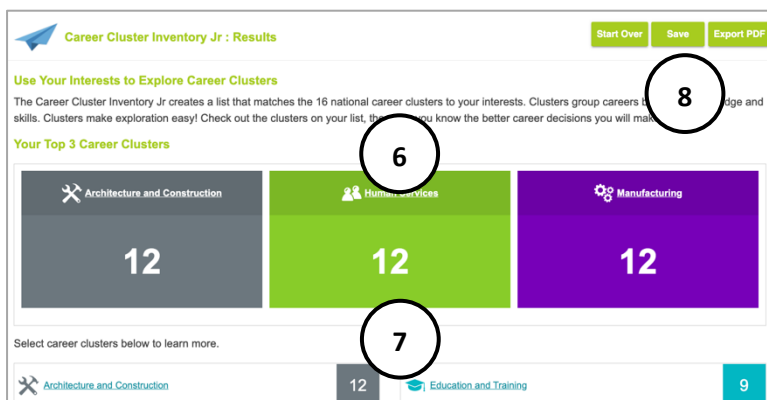
Rate how much you like or dislike the activity.

4 **5**

Act in a school play

Like Very Much **3** Like Not Sure Dislike

3. Imagine the activity and select a facial expression to rate the level of like or dislike.
4. Select **back arrow** to see/change a response.
5. **Start Over** to begin the self-survey from the beginning, **Save** responses in-progress and exit the self-survey.



Career Cluster Inventory Jr : Results Start Over Save Export PDF

Use Your Interests to Explore Career Clusters

The Career Cluster Inventory Jr creates a list that matches the 16 national career clusters to your interests. Clusters group careers by education and skills. Clusters make exploration easy! Check out the clusters on your list, then you know the better career decisions you will make.

Your Top 3 Career Clusters

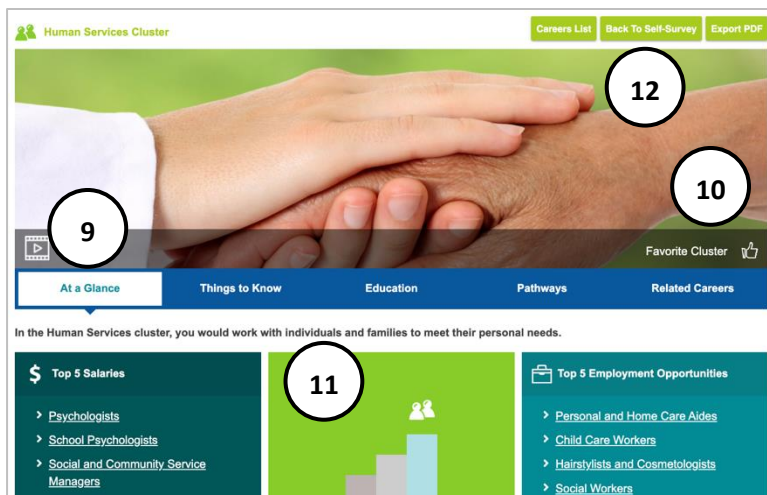
Architecture and Construction 12	Human Services 12	Manufacturing 12
--	-----------------------------	----------------------------

Select career clusters below to learn more.

Architecture and Construction **12** Education and Training **9**

6 **7** **8**

6. **Top 3 Career Clusters** results display. Select a cluster to learn more.
7. Results show a list that matches the 16 national career clusters to interests. View all clusters with the number of interests that belong in each cluster.
8. **Start Over** the self-survey from the beginning. **Save** results with a corresponding note box. **Export PDF** to download results.



Human Services Cluster Careers List Back To Self-Survey Export PDF

9 **12** **10**

At a Glance Things to Know Education Pathways Related Careers

In the Human Services cluster, you would work with individuals and families to meet their personal needs.

Top 5 Salaries <ul style="list-style-type: none"> Psychologists School Psychologists Social and Community Service Managers 	11	Top 5 Employment Opportunities <ul style="list-style-type: none"> Personal and Home Care Aides Child Care Workers Hairstylists and Cosmetologists Social Workers
--	-----------	---

9. Select a **Career Cluster** to see description video, top 5 salaried careers in the cluster, and top 5 employment opportunities. Select the tabs to view **Things to Know** (overview, skills, employment outlook) **Education** (helpful high school courses and programs of study), **Pathways**, and **Related Careers**.
10. Select the **Thumbs up** to add to favorites.
11. **CCI results** show the level of match for the cluster.
12. Select **Career List** to see all clusters. **Back to Self-Survey** displays CCI Quick Pic results. **Export PDF** to download results.

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

Works Hard	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.
Has Family Support	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.
Takes Risks	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.
Sacrifices Employment Benefits	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.
Is Independent	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.
Wants Financial Success	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.
Is Energetic	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.
Has Internal "Locus of Control"	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.

Has a Need to Achieve	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.
Has Business Experience	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.
Has a Self-Employed Parent as a Role Model	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.
Has Self-Confidence	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.
Has Integrity	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.
Has Determination	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.
Adapts to Change	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.
Has a Good Network of Professionals	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.

Entrepreneurial Assessment Guide:

Entrepreneurial Assessment

Entrepreneurs use their talents in many ways. Successful entrepreneurs share common traits. The Entrepreneurial Assessment can help you decide if self-employment is a good match for you.

Instructions:

- Time to complete: about 5 to 10 minutes
- Number of items: 20
- Each statement describes qualities that entrepreneurs share
- Rate how much you agree with each statement

Options:

The response choices are:

Strongly Agree Between Strongly Agree and Somewhat Agree Somewhat Agree Between Somewhat Agree and Strongly Disagree Strongly Disagree

Start **Restore**

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.

Entrepreneurial Assessment

Rate how much you agree with the statement.

◀ 4

3 All the fringe benefits provided by conventional employment.

Strongly Agree Between Strongly Agree and Somewhat Agree Somewhat Agree Between Somewhat Agree and Strongly Disagree Strongly Disagree

Start Over **Save**

3. Read the characteristics that commonly describes entrepreneurs and rate **agree** or **disagree** with the statement.
4. Select **back arrow** to see/change a previous response.
5. **Start Over** to begin the self-survey from the beginning, **Save** responses in-progress and exit the self-survey.

Entrepreneurial Assessment : Results

Is Self-Employment Right For You?

The Entrepreneurial Assessment can help you learn more about entrepreneurs and more about yourself. Your self-employment score indicates your success as an entrepreneur.

Your Self-Employment Scores

Your Score

61

80-100	You have an outstanding ability to be an entrepreneur.
60-79	You have a satisfactory ability to be an entrepreneur.
40-59	Self-employment may not be right for you.
0-39	You should probably avoid self-employment.

What Your Self-Employment Traits Mean

You can think of your self-employment characteristics as traits that you have. Select each characteristic of entrepreneurs below to learn more.

Works Hard	Has Family Support	Takes Risks
Sacrifices Employment Benefits	Is Independent	Wants Financial Success

Start Over **Save** **Export PDF**

6. **Self-employment score** indicates ability to be an entrepreneur.
7. Sixteen characteristics of entrepreneurs are listed. Select each to learn more.
8. **Start Over** the self-survey from the beginning. **Save** results with a corresponding note box. **Export PDF** to download results.

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.

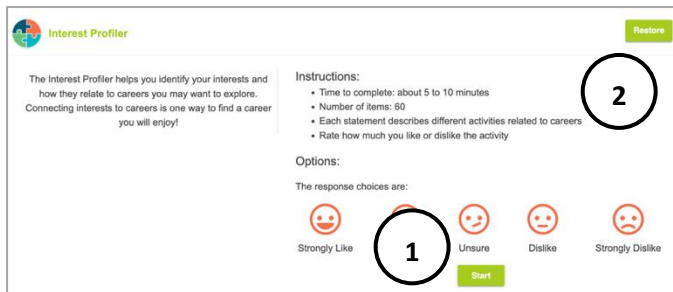
One way to find a career that individuals enjoy is connecting interests to careers.

- 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

REALISTIC 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.	CONVENTIONAL 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.
INVESTIGATIVE 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.	SOCIAL 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.
ARTISTIC 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.	ENTERPRISING 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.

Interest Profiler Guide:



Interest Profiler Restore

The Interest Profiler helps you identify your interests and how they relate to careers you may want to explore. Connecting interests to careers is one way to find a career you will enjoy!

Instructions:

- Time to complete: about 5 to 10 minutes
- Number of items: 60
- Each statement describes different activities related to careers
- Rate how much you like or dislike the activity

Options:

The response choices are:

Strongly Like **1** Unsure Dislike Strongly Dislike 2 Start

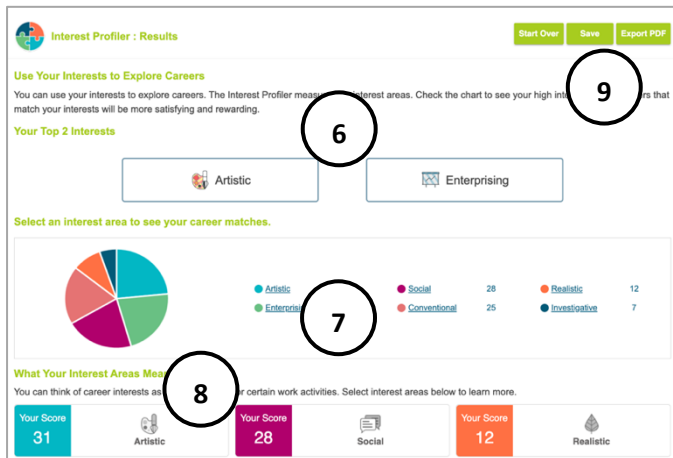
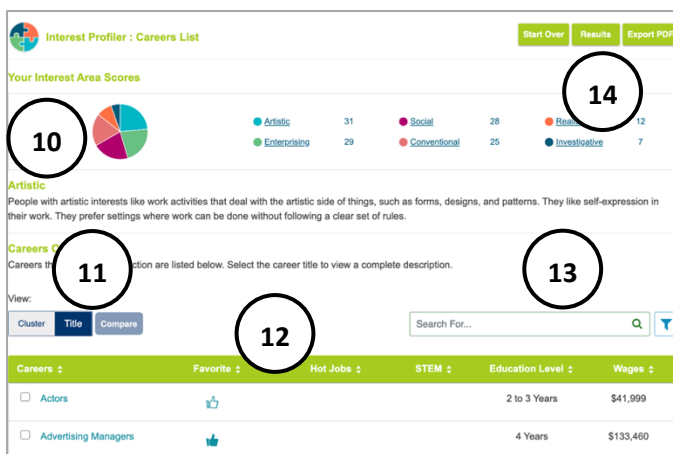


Interest Profiler Start Over Save

Rate how much you like or dislike the activity.

Develop a new medicine

Strongly Like **3** Like **4** Unsure **5** Dislike Strongly Dislike

Interest Profiler : Careers List Start Over Results Export PDF

Your Interest Area Scores

10 **14**

Artistic

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.

Careers

Careers that match your interest area are listed below. Select the career title to view a complete description.

11 **13**

View:

Cluster Title Compare **12**

Search For...

Careers	Favorite	Hot Jobs	STEM	Education Level	Wages
Actors	14			2 to 3 Years	\$41,999
Advertising Managers	13			4 Years	\$133,460

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.
3. Select a facial expression to rate level of like or dislike for the activity.
4. Select **back arrow** to see/change a previous response.
5. **Start Over** to begin the self-survey from the beginning, **Save** responses in-progress and exit the self-survey.
6. The **Top 2 Interest Areas** display when the self-survey is complete. Think of career interests as a preference for certain work activities.
7. A visual pie chart shows how responses match with each interest area. Select each **Interest Area** to explore.
8. Select an interest area to see a brief definition and see score match.
9. **Start Over** the self-survey from the beginning. **Save** results with a corresponding notes box. **Export PDF** to download results.
10. View a description of the **Interest Area** with work preferences and values. Select a different interest area to explore.
11. View **Clusters** and **Career Titles** that match the interest area. **Compare** two different clusters or careers. Select each Cluster or Career Title to learn more. Give **thumbs up** to add to favorites.
12. Use the **arrows** to sort results by name, favorite status, hot jobs, STEM, Education Level, and Wages.
13. **Filters** and **Search** features are available.
14. Use the **Results** button to view full results.

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">• Record lessons or your notes and re-listen later.• Quietly say words out loud when you read.• Talk to yourself about important points in notes.• Ask teachers to give directions out loud or have someone read them to you.• Put key ideas or facts into a song or rhythm.• Join or organize a study group.• Do homework with friends.• Ask a visual or tactile study partner to create a verbal quiz for you.

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">• Look at people when they are talking.• Recopy notes in color.• Use post-it notes to write down key ideas.• Make to-do lists.• Use diagrams, charts, and maps.• Arrange color coded flash cards on a wall or poster.• Visually organize notes using columns, categories, outline forms, and charts.• Study in a quiet place, sound may distract you.• Write out everything so you can look at it for review.

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">• Take notes to give your hands something to do.• Rewrite your notes or type them on a computer.• Make charts, grids, outlines, diagrams.• Underline while reading, write notes in the book.• Exercise while you problem solve.• Take short breaks while studying.• Play music in the background.• Act out ideas or role play situations.

Learning Styles Survey Guide:

Learning Styles Survey Restore

This short survey can help you identify the ways you learn best. Knowing more about your learning style will make you a more effective learner. You will also get study tips for your learning style.

Instructions:

- Time to complete: about 5 to 10 minutes
- Number of items: 24
- For each item choose the frequency that best describes you

Options:

The response choices are:

Often 1 Sometimes 2 Not Often

Start

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.

Learning Styles Survey Start Over Save

Choose the frequency that best describes you.

12 4 5

I learn best from visual materials like white boards or books.

Often 3 Sometimes Not Often

3. Select a facial expression to express the frequency (often, sometimes, not often).
4. Select **back arrow** to see/change a previous response.
5. **Start Over** to begin the self-survey from the beginning, **Save** responses in-progress and exit the self-survey.

Learning Styles Survey : Results Start Over Save Export PDF

Know Your Learning Style

Everybody has a preferred learning style. The learning style with the highest score may be your preferred learning style. If you know the way you learn, you will be a better learner.

Your Learning Style Scores

6 1

Tactile Score 30 2

Visual Score 28

Auditory Score 18

1 Your Primary Learning Style: Tactile

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 snacks, or move frequently to help with concentration.

The more you make learning tactile, the better you learn!

7

Study Tips for Tactile Learners →

2 Your Secondary Learning Style: Visual

You learn best through your eyes. Learning is easier for you when information is presented visually. Charts, diagrams, images or written materials make concepts more clear. 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.

The more you make learning visual, the better you learn!

Study Tips for Visual Learners →

3 Your Third Learning Style: Auditory

6. The **primary**, **secondary**, and **tertiary** learning style display along with the score for each. Read a description of each style.
7. For each learning style, use the **arrow** to view specific study tips for that style, as well as general study tips for everyone.
8. **Start Over** the self-survey from the beginning. **Save** results with a corresponding reflection box. **Export PDF** to download results.

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.

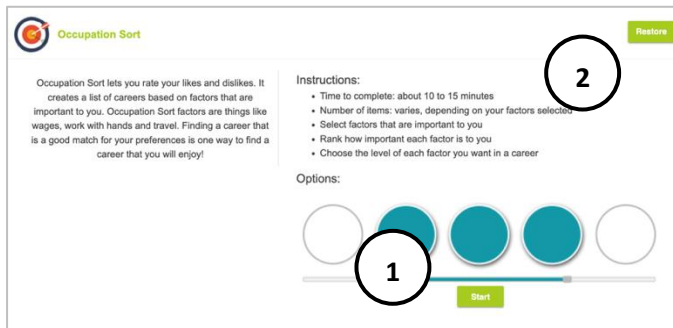
1. Time to complete: about 10 to 15 minutes
2. Number of items: varies with factors selected
3. Available in Spanish or English
4. Rank how important each factor is
5. Choose the level that you want each factor in a career

OCCUPATION SORT CATEGORY DESCRIPTIONS

Advise	In some jobs, workers discuss topics with individuals or groups. Then they guide, suggest, or recommend options or solutions.
Artistic	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.
Assist and care for others	In some jobs, workers provide personal assistance, medical attention, emotional support, or other personal care to others. They work with patients, customers, or coworkers.
Attention to detail	Some jobs require workers to pay close attention to details and make sure they complete all tasks.
Communicate	Some jobs require workers to speak or write clearly to communicate with others.
Design equipment or systems	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).
Education and training	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.
Enterprising	Some jobs give workers chances to start up and carry out new projects, activities, or ideas.
Flexible hours	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.
Independence	Some jobs allow workers to do their tasks in their own way with little direction. In other jobs, supervisors tell workers what to do.
Indoors or outdoors	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.
Influence others	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.
Job prospects	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.
Math or science	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.
Organize	In some jobs, workers schedule events, programs, and activities for groups of people. In other jobs, workers organize data or other types of information.
Physical activity	Some jobs require physical activity, like walking, climbing, or lifting. Other jobs require sitting or standing in one place most of the time.

Plants or animals	In some jobs, workers care for or work with plants or animals.
Problem solving	In some jobs, workers identify problems and review related information. They develop solutions.
Responsibility for others	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.
Shift work	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.
Supervise	In some jobs, workers supervise others. This includes guiding, directing, encouraging, and evaluating other people's work. This may include hiring and firing.
Teach	In some jobs, workers teach others new subjects or how to do things. Teaching may occur in classrooms or work settings.
Travel	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.
Urban or rural	Some jobs are found only in large cities, while others occur only in rural areas. Many jobs can be found everywhere.
Variety	In some jobs, workers do different tasks every day or perform many different tasks during the day.
Wages	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.
Work with hands	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.
Work with the public	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.

Occupation Sort Guide:



Occupation Sort

Occupation Sort lets you rate your likes and dislikes. It creates a list of careers based on factors that are important to you. Occupation Sort factors are things like wages, work with hands and travel. Finding a career that is a good match for your preferences is one way to find a career that you will enjoy!

Instructions:

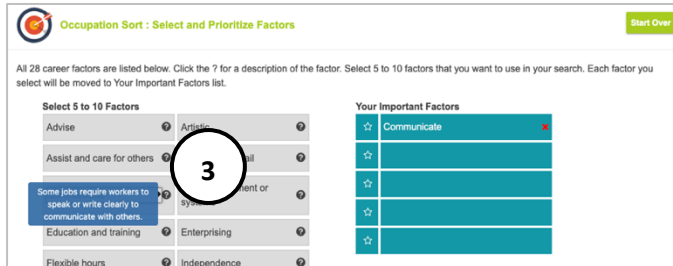
- Time to complete: about 10 to 15 minutes
- Number of items: varies, depending on your factors selected
- Select factors that are important to you
- Rank how important each factor is to you
- Choose the level of each factor you want in a career

Options:

1. Start

2. Restore

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.



Occupation Sort : Select and Prioritize Factors

All 28 career factors are listed below. Click the ? for a description of the factor. Select 5 to 10 factors that you want to use in your search. Each factor you select will be moved to Your Important Factors list.

Select 5 to 10 Factors

Advise	Artistic
Assist and care for others	Detail oriented
Some jobs require workers to speak or write clearly to communicate with others.	Organized
Education and training	Enterprising
Flexible hours	Independence

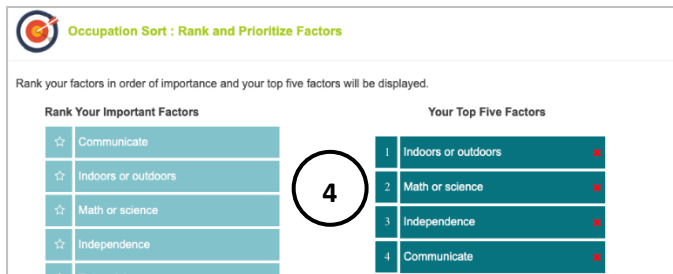
Your Important Factors

☆	Communicate
☆	
☆	
☆	
☆	

3. ?

3. Select **5 to 10 Factors** to use in search. Select the ? for a description of the factor. Each factor selected moves to **Your Important Factors** list.

Note: Some factors are important because they are desired in a job, others are important because they are not desired.



Occupation Sort : Rank and Prioritize Factors

Rank your factors in order of importance and your top five factors will be displayed.

Rank Your Important Factors

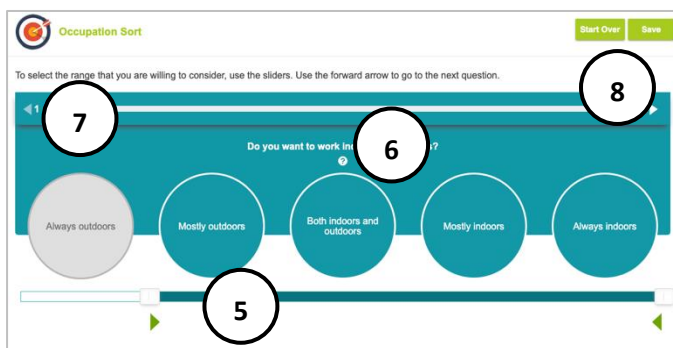
☆	Communicate
☆	Indoors or outdoors
☆	Math or science
☆	Independence
☆	Enterprising

Your Top Five Factors

1	Indoors or outdoors
2	Math or science
3	Independence
4	Communicate
5	Enterprising

4. ?

4. Select five top factors in order of importance. These factors display in **Your Top Five Factors**.



Occupation Sort

To select the range that you are willing to consider, use the sliders. Use the forward arrow to go to the next question.

7. ?

6. ?

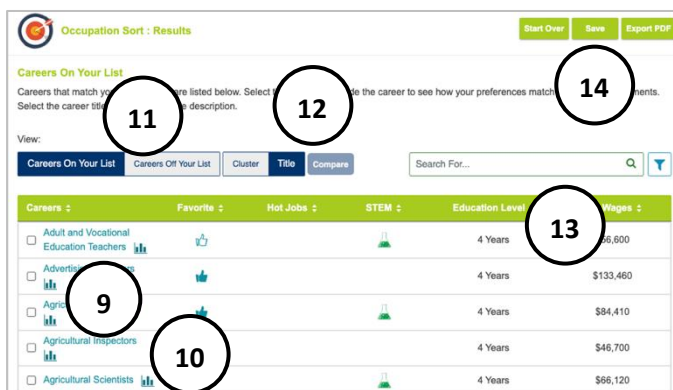
8. Start Over

5. Save

Do you want to work indoors or outdoors?

Always outdoors, Mostly outdoors, Both indoors and outdoors, Mostly indoors, Always indoors

5. For each question, move the slider to create a range of consideration for a career.
6. Select the ? for more information.
7. Select **back arrow** to see/change a previous response, and the **forward arrow** to advance to the next question.
8. **Start Over** from the beginning, **Save** responses in-progress, leave a note, and exit the self-survey.



Occupation Sort : Results

Careers On Your List

Careers that match your preferences are listed below. Select a career to see how your preferences match the career's requirements.

Select the career title for more information.

View: Careers On Your List, Careers Off Your List, Cluster, Title, Compare

Search For...

Careers	Favorite	Hot Jobs	STEM	Education Level	Wages
Adult and Vocational Education Teachers				4 Years	\$6,600
Advertising Sales Workers				4 Years	\$133,460
Agricultural Inspectors				4 Years	\$84,410
Agricultural Inspectors				4 Years	\$46,700
Agricultural Scientists				4 Years	\$66,120

9. ?

10. ?

11. ?

12. ?

13. ?

14. ?

9. Results display in a list. Select a bar graph to view how preferences match the career.
10. Select a Title for more details about the career.
11. Select to view **Careers on Your List** or **Careers Off Your List**, and by **Title** or **Cluster** view.
12. Check two boxes to compare two careers.
13. Use the **Search** and **Filter** features to narrow down careers on list by specific criteria.
14. **Start Over** from the beginning. **Save** results with a reflection box. **Export PDF** to download results.














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.

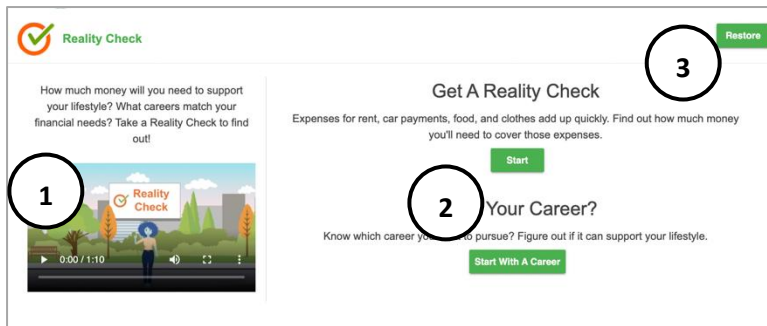
Reality Check is available in English or Spanish and is used in two ways:

- 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.

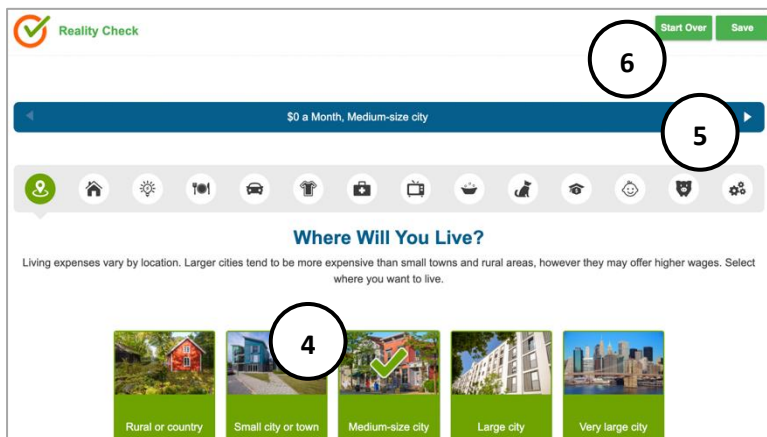
REALITY CHECK CATEGORIES

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 \$			

Reality Check Guide:



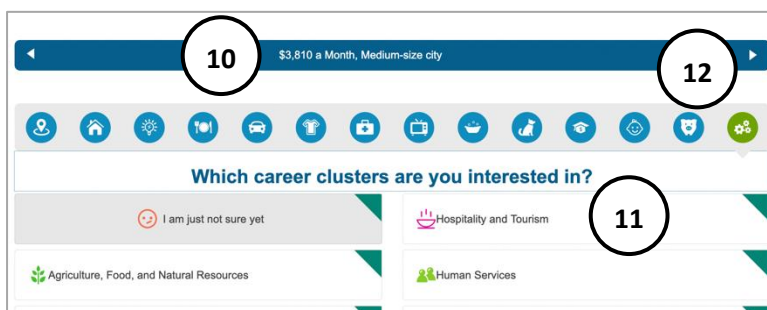
1. Watch a 1-minute intro video to meet Alex and hear their reality check story. The video includes closed captioning.
2. **Reality Check** has two options to start. Select **Start** to find out projected monthly expenses. If a user knows a career they would like to pursue, select **Start with a Career**.
3. **Restore** a saved in-progress answer set or to see past results.



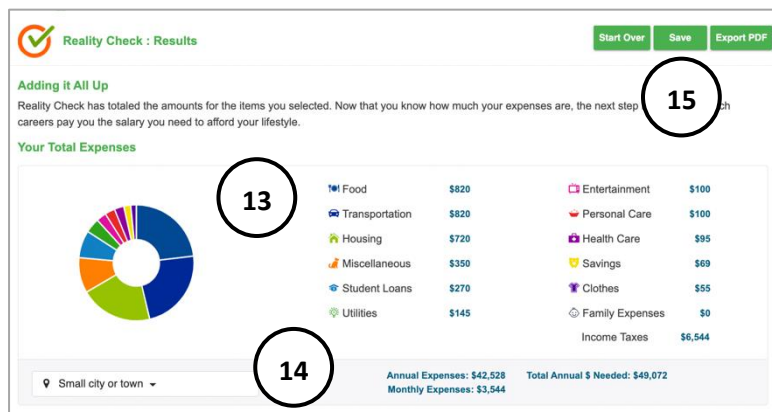
4. If **Start** is selected to find monthly expenses, there are 13 categories to rank anticipated expenses. Users select where they will live. A green check indicates a selection.
5. Use the forward **arrow** to advance, and the back **arrow** to revisit a category.
6. **Start Over** from the beginning, **Save** in-progress and exit the self-survey.



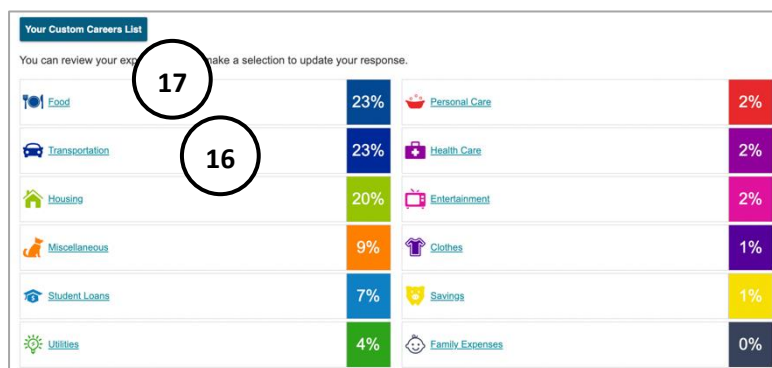
7. Continue through each category. Some categories allow users to select more than one icon. To remove a selection, select the icon again.
8. Hover over icons to read a description.
9. Users can enter their own amount if they want to customize their expense.



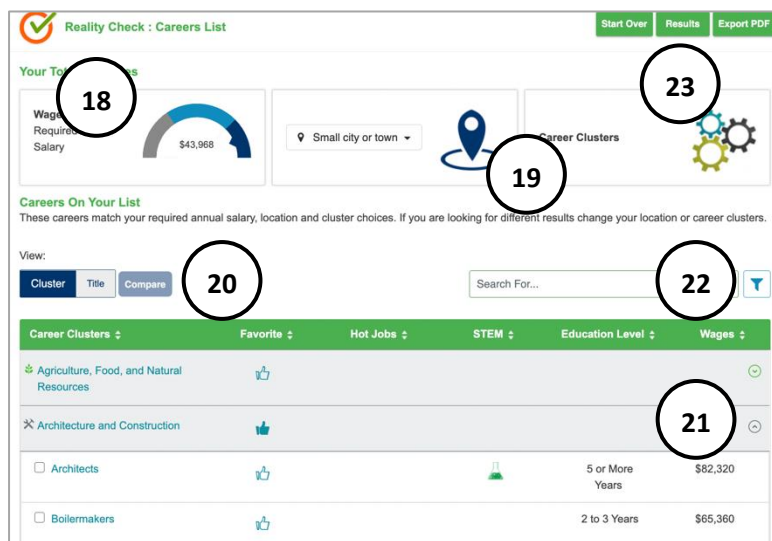
10. Selections calculate in the bar on the top.
11. Select **career clusters** of interest, or **I am just not sure yet**.
12. Select the forward arrow to advance to results.



13. Results calculate each category to show monthly and annual costs, as well as the total annual wage needed to support selections. If the survey is started with a career, results show whether the lifestyle fits the career.
14. Use the **drop down** to change location.
15. **Start Over** from the beginning. **Save** results with a corresponding note box. **Export PDF** downloads results.



16. Each category and percentage of budget is found below. Select a **category** to update responses. Then use the **forward** arrow to advance to results.
17. View **Your Custom Careers List** to see what careers match wage requirements.












18. **Required annual salary** displays with a list of careers that match requirement. If preferred **career clusters** were selected, they display.
19. Select **Career Clusters** to change preferred clusters. Use the **drop down** to change location.
20. **Compare** two different Clusters or Careers Titles. Select each Cluster or Career Title to learn more. Users can give a **thumbs up** to add to their favorites.
21. Use the **arrow** to expand and view careers within each cluster, wages, education, and hot job/STEM information.
22. **Filters** and **Search** features are available.
23. Use the **Results** button to view full results page.

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

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

Workplace Employability Skills Guide:

Workplace Employability Skills

The Workplace Employability Skills Self-Survey can help you evaluate your employability skills. Employability skills are things like professionalism, collaboration, and ethical practices. These are skills that employers look for when hiring.

Instructions:

- Time to complete: about 5 to 10 minutes
- Number of items: 27
- Each statement describes employability skills
- Rate the level that best matches your current ability

Options:

The response choices are:

High Medium Low

1 (Start button) **2** (Restore button)

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.

Workplace Employability Skills

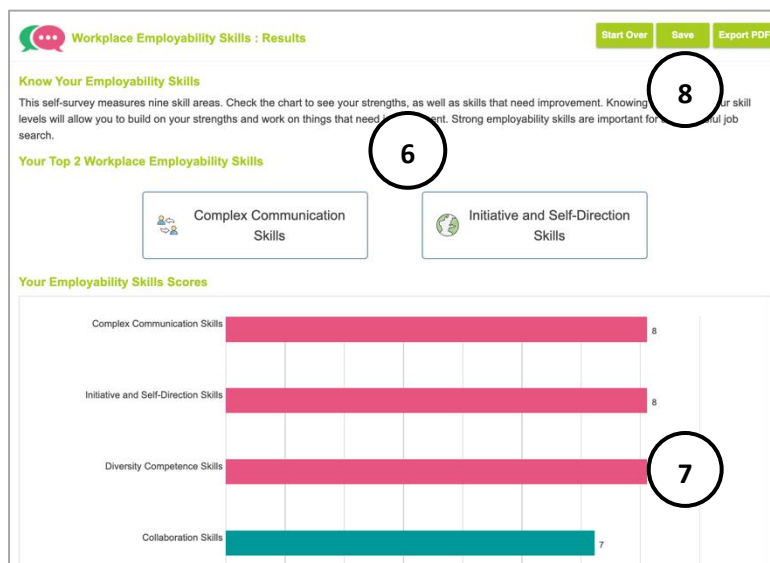
Rate the level that best matches your current ability.

I contribute my personal strengths to a team.

High Medium Low

3 (High response choice) **4** (Start Over button) **5** (Save button)

3. Select a facial expression to match current ability (high, medium, low).
4. Select **back arrow** to see/change a previous response.
5. **Start Over** from the beginning, **Save** responses in-progress and exit the self-survey.



6. The **Top 2 Employability Skills** display at the top. Scroll to the bottom to see all nine employability skills and select for a definition.
7. A **bar graph** shows rank for each of the nine employability skills:
 - Pink- proficient
 - Teal- knowledgeable
 - Blue- needs improvement
8. **Start Over** to begin the self-survey from the beginning. **Save** results with a corresponding notes box. **Export PDF** to download results.

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

Independence	Working Conditions	Support
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.
Recognition	Achievement	Relationships
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.

Work Importance Locator Guide:

Work Importance Locator

Work Importance Locator helps you find careers that match your work values. Work values are things like achievement, work environment, and work relationships. Working in a place that matches your values will make your career more satisfying.

Instructions:

- Time to complete: about 5 to 10 minutes
- Number of items: 20
- Each item describes a work value
- Rate how much you like each value

Options:

The response choices are:

Most Important (Smiley face) Somewhat Important (Neutral face) Less Important (Frowny face) Least Important (Very frowny face)

Start **Restore**

Work Importance Locator

Before you rate your work values think about this statement: "On my ideal job it is important that..." You can use this statement 4 times. Filter and keep track of your answers by using the large emoji bubbles. Feel free to change your answers along the way.

Show All **Start Over** **Save**

4/20

Most Important 3 Remaining Important 3 Remaining Somewhat Important 4 Remaining Less Important 2 Remaining Least Important 4 Remaining

3

4

5

7

Get Results

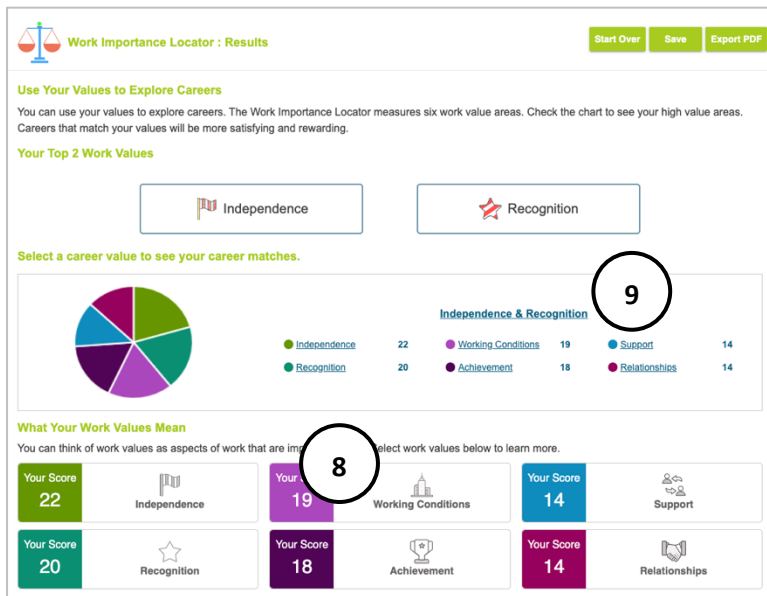
Work Importance Locator

Most Important 1 Remaining Somewhat Important 0 Remaining Less Important 1 Remaining

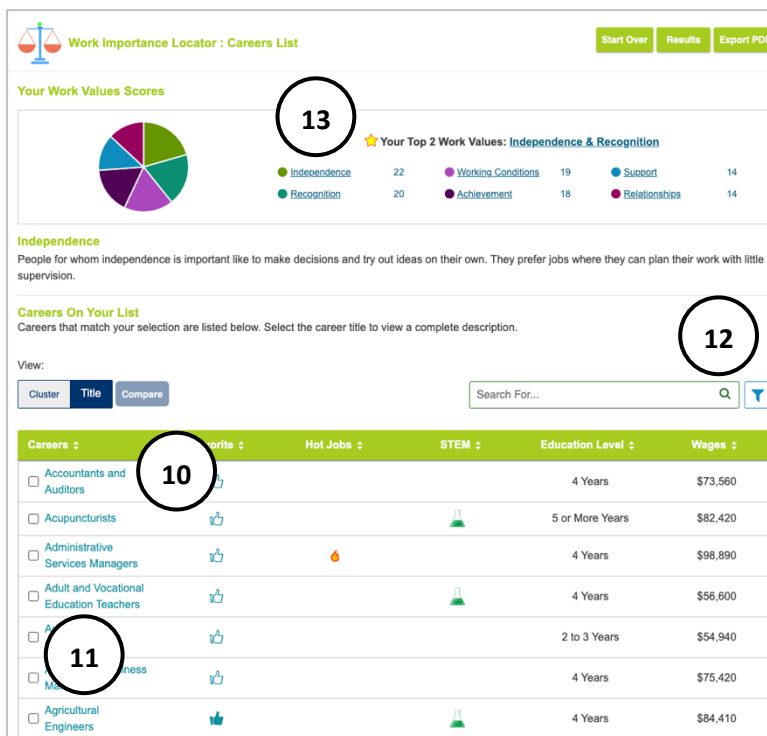
6

Get Results

1. Select **Start** to begin self-survey.
2. **Restore** a saved in-progress answer set or to see past results.
3. Use the **small facial expression** to rate the level of importance. Each expression can only be used four times, so answers may need to be changed along the way.
4. **Start Over** from the beginning, **Save** responses in-progress and exit the self-survey.
5. Use the large facial expression button to filter and keep track of responses. Select **Show All** to return to the main page.
6. A rating can be used four times. After four uses, cannot be selected unless the user changes a previous answer.
7. Complete the ratings and select **Get Results**.



- The **Top 2 Work Values** display at the top. Select work values at the bottom to learn more about each value.
- The top 2 work values display as a combined link, along with the other work values and a corresponding score. Select to view a list of careers that match the value(s).



- Select a **Title** for more information about the career and give **thumbs up** to add to favorites.
- Select the check box next to two careers to **compare** them.
- Use the **filter** to sort on criteria like wage, education, hot job, self-employment, and STEM.
- Select another value to see corresponding careers.

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 16 cluster categories.
2. Use the headings to sort by **Favorites**, **Hot Jobs**, **Education Level**, **STEM**, and **Wages**.
3. Use the filter to narrow down results based on **favorites**, **education level**, **wages**, **hot job**, **apprenticeships**, **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**.

Training Tip: Hot jobs are defined as having rapid growth (projected to grow faster than average with an increase of 5% or more), many job openings (100,000+), and above average wages (20% above median annual/hourly wage). **Apprenticeships** display 250+ careers approved for registered apprenticeship as reported by the U.S. Department of Labor.

6. **Career at a Glance** gives an overview of wages, education, and employment outlook. Hover text gives context for tiles. The page contains a career description, job tasks, career cluster, designations if applicable (hot jobs, STEM, high self-employment) and information on work setting.
7. Careers each have a descriptive video.
8. Select the **thumbs up** to add to favorites.
9. **Compare** two careers of interest, **Career Lists** returns to the **Career Index**, and **Export PDF** creates a PDF to save or print.

Training Tip: Career Profiles adapt based on information available for the career. A career that is not designated as STEM, hot job, or high self-employment features a definition in the tile. A career marked as **Emerging** has fewer details available in the career profile.

At a Glance **Job Description** Wages Employment & Outlook Education & Training Personal Qualities Related Careers

Overview 10

Agricultural engineers design or improve farm equipment and products.

Agricultural engineers help farmers find the best ways to produce crops. They research seeds, fertilizers, and other farm chemicals. Some agricultural engineers design and test machinery that is used to turn soil and harvest crops. They may design machines that process and store food. Others find methods to control plant and animal diseases.

Agricultural engineers design and supervise the construction of farm buildings. They may offer advice on heating, ventilation, plumbing, and electrical systems. They discuss ideas, plans, and changes with contractors, consultants, and farmers.

A number of agricultural engineers work on power systems. They may plan irrigation, flood control, and rural electrical systems. They may also advise farmers on the use of different power sources, such as solar and wind energy.

As the world's population grows, agricultural engineers work to help farmers produce more food. They find ways to conserve resources such as water and soil. They often manage or control systems that gather information on the environment. Some agricultural engineers work to control pollution. These engineers design and build equipment to treat waste or test water quality. They may also design land reclamation projects.

Job Tasks

Skills & Abilities

Work Setting

Physical Demands

10. **Job Description** includes:

- **Overview**
- **Job Tasks** specific to the career
- **Skills & Abilities** required for the career
- **Typical Work Setting**
- **Physical Demands** of the career

At a Glance **Job Description** **Wages** Employment & Outlook Education & Training Personal Qualities Related Careers

Annual Monthly Hourly

Annual Wages Actuarial (15-2011) 11

Location	Entry Wage	Median Wage	Experienced Wage
United States	\$83,550	\$111,030	\$151,060

Select States 12

Top five states with the highest salary 13

New York Washington Connecticut New Hampshire North Carolina

11. **Wages** provides national wage data broken out by annual, monthly, or hourly as well as entry, median, and experienced wages.
12. Localize wages with **Select State**. Compare multiple states to populate cities and corresponding wage details for entry, median, and experienced level.
13. **Top five states with the highest salary** for the career are featured at the bottom.

Training Tip: A wage displays as (1) with a notation if it is greater than \$100/hr., \$208,000/year, or if wage data is not available.

At a Glance **Job Description** **Wages** **Employment & Outlook** Education & Training Personal Qualities Related Careers

United States **Current Employment** 14

Medium 86,700 People

Employment Opportunities 15

4.7% Average 7,300 Jobs

Select States

Major Employers 16

- Research and testing companies
- Drug manufacturing companies
- Testing laboratories

Outlook 17

Demand for chemists is expected to grow faster than average. Job opportunities are expected to be best in drug and biotechnology firms. Many companies are partnering with small research and testing companies to help cut costs. Demand should be strong in small research and development companies. Chemists will be needed to find ways to reduce pollution and clean up existing waste sites. Research into alternative energy sources should also

Find Jobs 17

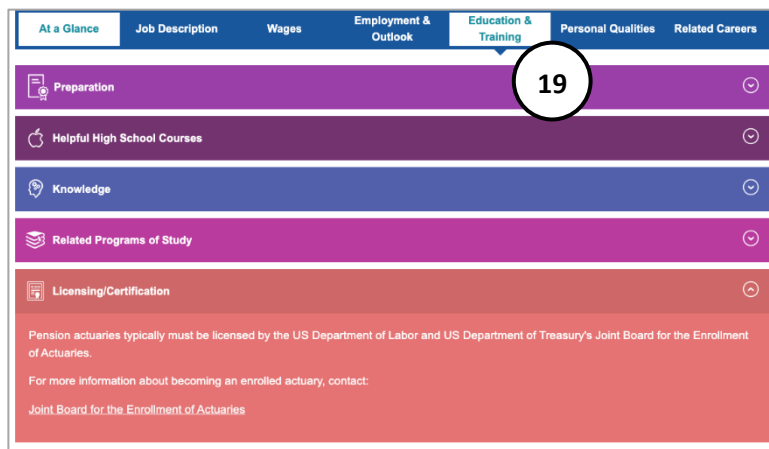
Chemists

US National Labor Exchange

Top five states with the most job openings 18

California New Jersey Maryland Pennsylvania Texas

14. **Employment and Outlook** gives national employment outlook data broken out by current employment, job growth, and employment opportunities.
15. Localize employment results with **Select State**. Select multiple states to compare.
16. Information about major employers and outlook is listed.
17. **Find Jobs** links directly to openings on the **US National Labor Exchange** website.
18. **Top five states with the most openings** are featured at the bottom.

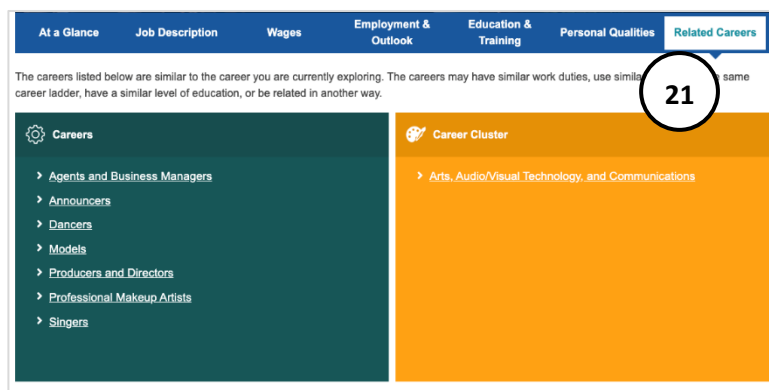


19. **Education and Training** includes:

- **Preparation-** education after high school, work experience, on-the-job training
- **Helpful High School Courses**
- **Knowledge** areas
- **Related Programs of Study** link to the **Program of Study Profile**
- **Licensing/Certificate** requirements



20. **Personal Qualities** uses self-survey results for Interest Profiler and Work Importance Locator to match **Interests** and **Values** to the selected career. If a user has not completed one of these self-surveys, it provides general information about the career's interests and values.



21. **Related Careers** links directly to career and cluster profiles that share similarities.

Career Clusters

Career Clusters List

View: **Cluster** **Title** **Compare**

Search for...

Career Clusters **Favorite** **Hot Jobs** **STEM** **Education Level** **Wages**

- 1: View button
- 2: Cluster Titles link
- 3: Down arrow to expand cluster
- 4: Hover over cluster
- 5: Headings bar
- 6: Search bar
- 7: Search results

Cluster	Favorite	Hot Jobs	STEM	Education Level	Wages
Agriculture, Food, and Natural Resources					
Architecture and Construction					
Arts, Audio/Visual Technology, and Communications					
Business Management and Administration					
Administrative Services Managers				4 Years	\$98,890
Bookkeeping and Accounting Clerks				2 to 3 Years	\$42,410

1. Select **Cluster** to view index by cluster.
2. **Cluster Titles** link to **Cluster Profiles**.
3. The **down arrow** expands a cluster to show **Career Titles** in the cluster.
4. **Hover** over any cluster, career, or category to read a description.
5. Use the headings bar to 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 with the **search bar**. Results display as a cluster and expand to view specific job titles.
7. Use the filter to narrow down results based on **favorites**, **education level**, **wages**, **hot job**, **STEM**, **apprenticeships**, and **high self-employment**. Results can also be filter on a user's results from **completed self-surveys**.

Agriculture, Food, and Natural Resources Cluster

Careers List **Export PDF**

9: Video player

8: At a Glance tab

11: Things to Know tab

12: Education tab

13: Pathways tab

10: Favorite Cluster button

14: Related Careers tab

15: Cluster profile header

In the Agriculture, Food, and Natural Resources cluster, you would raise, sell, or make products from plants and animals, or manage natural resources and protect the environment.

Top 5 Salaries

- Natural Sciences Managers
- Environmental Engineers
- Agricultural Engineers
- Food Scientists
- Farmers and Farm Managers

Top 5 Employment Opportunities

- Recycling and Reclamation Workers
- Farm and Ranch Workers
- Nursery Workers
- Farmers and Farm Managers
- Animal Caretakers

Your CCI Quick Pic score shows that you have a **MEDIUM** interest in this Career Cluster.

8. Within the **Cluster Profile**, **At a Glance** gives a description, top 5 salaried careers with links, top 5 employment opportunities, and CCI Quick Pic results if available.
9. Clusters contain a descriptive video.
10. Select the **thumbs up** to add to favorites.
11. **Things to Know** has an overview, required skills, and information about employment and outlook.
12. **Education** has helpful high school courses and links to related programs of study.
13. **Pathways** represent an organization of related career areas within a specific career cluster.
14. Select **Related Careers** within the cluster to learn more.
15. Select **Career Cluster List** to return to results, **Export PDF** to download the cluster profile.


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"/> Acupuncturists				2 to 3 Years	\$41,999
<input type="checkbox"/> Administrative Services Managers				4 Years	\$111,030
<input type="checkbox"/> Acupuncturists				5 or More Years	\$82,420
<input type="checkbox"/> Addictions Counselors				4 Years	\$47,660
<input type="checkbox"/> Administrative Services Managers				4 Years	\$98,890

2

1. On the **Careers** index page, compare two different careers.
2. Select check boxes next to two different careers and **compare**.

Compare Careers Careers List

4



Addictions Counselors Advertising Managers

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. Use the headings to sort careers by **Title**, **Favorites**, or **Personnel Type**.

3. Use the filter to narrow down results based on **favorites**, **military personnel type**, and **branch of service**.

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

7. **Job Description** contains an overview, job task list, work environment, wages, helpful attributes, physical demands, hiring practices, and employment and outlook.

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

9. **Related Careers** gives links to related careers and civilian counterpart details.

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

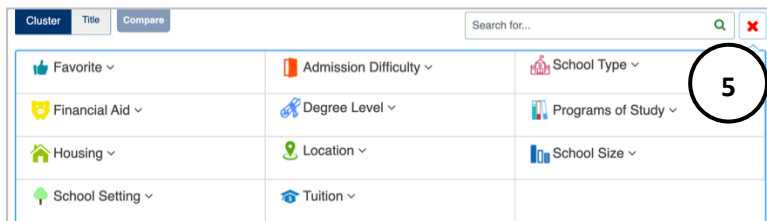
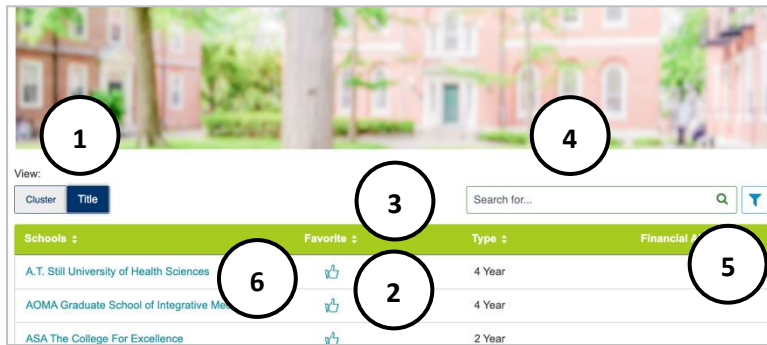
11. **Military Career Lists** returns to the Military Career Index, and **Export PDF** creates a PDF to save or print.

Education


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

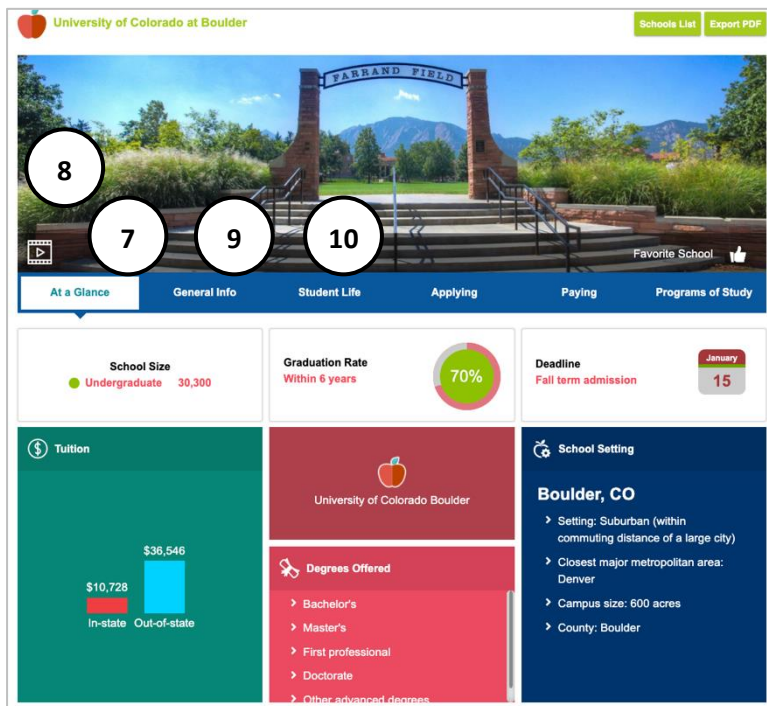
Schools

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**.

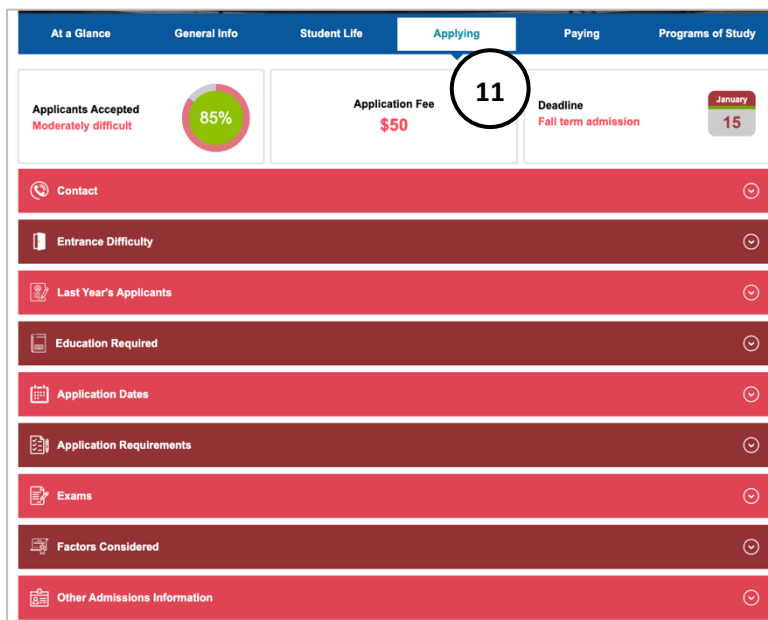


1. View schools by **cluster** (state) or **title**. Search **In-state** or **National** with the radio buttons.
2. Select **thumbs up** to add to favorites.
3. Sort results by **title**, **favorite**, **type** (2 or 4 year), or **financial aid eligibility** with the header.
4. **Search** by school or city.
5. **Advance filter** school list by **favorite**, **admission difficulty**, **school type**, **financial aid**, **degree level**, **programs of study**, **housing**, **location**, **school size**, **school setting**, and **tuition**. Listed in order of usage.
6. Select a **title** to see the **school profile**.

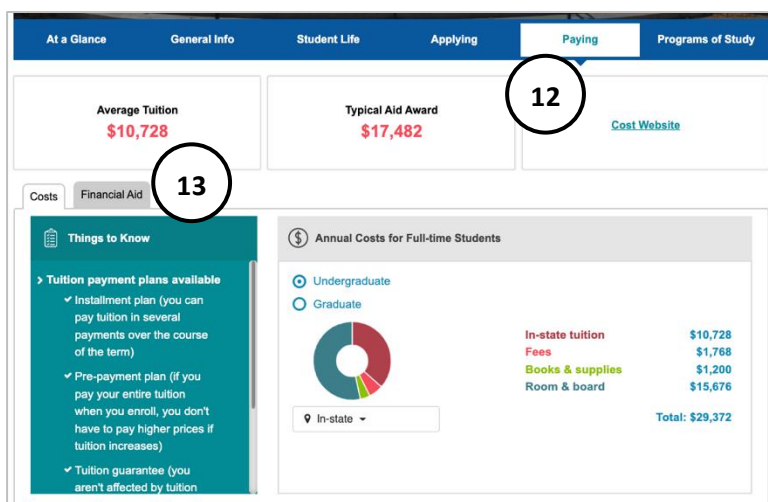
 **Training Tip:** School profiles adapt depending on the type of school and degree. The categories and information included varies.



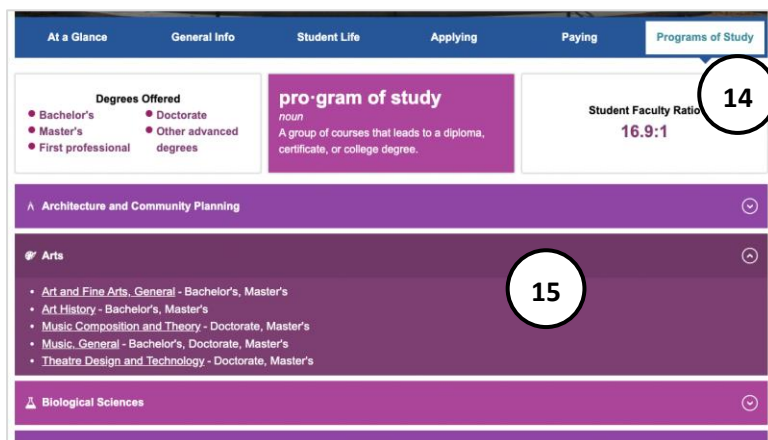
7. **At a Glance** has school size, graduation rate, admission deadlines, tuition, degrees offered, and school setting overview.
8. Schools may have a campus image and video.
9. **General Info** may include:
 - **Date founded**
 - **Type of school**
 - **Returning freshman %**
 - **Address**
 - **Academic statistics**
10. **Student Life** may include:
 - **Student body** (gender, racial-ethnic background, in-state vs. out of state, enrollment, international users, and age of users)
 - **Housing** (options and % living on campus)
 - **Activities** (student activities and clubs)
 - **Sports**
 - **Services** (academic, health and legal, disability, women and families, campus security, and career services)



11. **Applying** may include:
 - **Contact** information
 - **Entrance difficulty**
 - **Last year's applicants**- applied, accepted, and enrolled numbers
 - **Education required**
 - **Application dates** for new and transfer
 - **Application requirements** including application fee information
 - **Exams**
 - **Factors considered**- rates factors like high school GPA, course difficulty, exams, etc.
 - **Other admissions information**- wait list or deferral information
 - **Transfer users**
 - **Test scores of freshmen** enrolled at school
 - **High school performance**- high school GPA of those who enrolled at the school

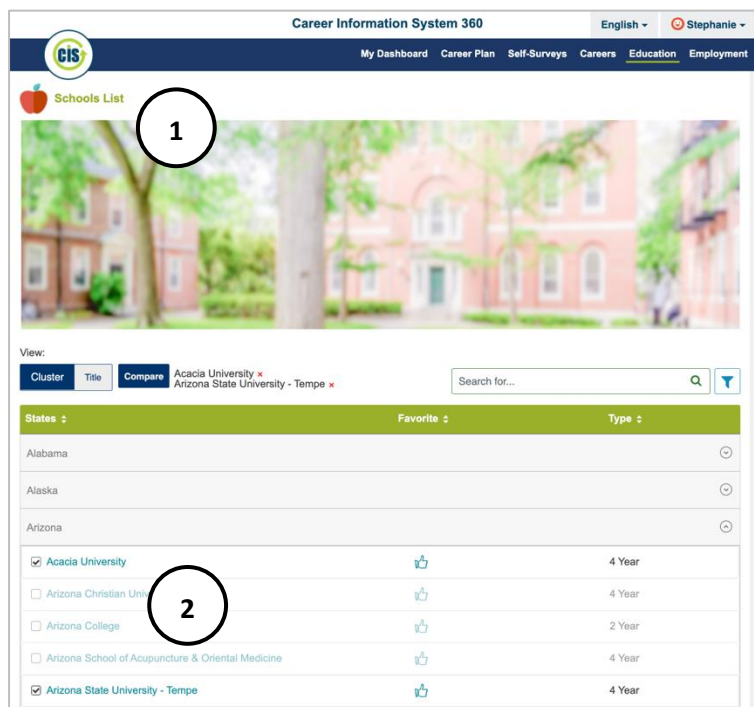


12. **Paying** may include:
 - **Annual Costs for Full-Time Users**- undergraduate or graduate, in-state, or out-of-state
 - **Things to Know**- tuition variables, payment plan, and waiver information
13. **Financial Aid** may include:
 - **Contact**- financial aid office and scholarship website
 - **Applying for financial aid**- forms and deadlines
 - **Financial aid awarded**- statistics on past financial aid packages
 - **Who received financial aid**- number who received financial aid
 - **Loans**- % who took out loans to pay for school and average loan debt
 - **Financial aid programs**

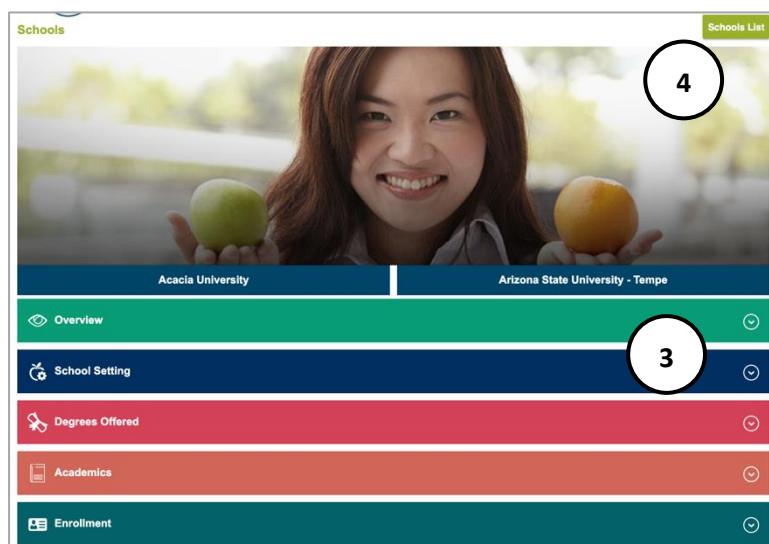


14. **Program of Study** may include:
 - **Degrees offered** with links
 - **Certificates offered** with links
 - **Student Faculty Ratio**
15. Expand each category to see the programs of study included, and what type of degree it is. Select a program of study to view the **Program of Study Profile**.


Compare Schools



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



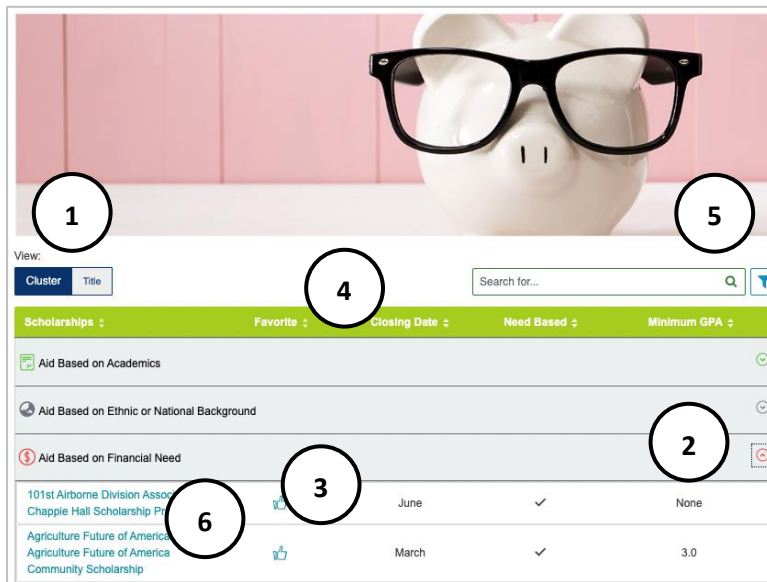
3. The two schools display. Use the **down arrow** to expand and compare categories including:
 - Overview
 - School setting
 - Degrees offered
 - Academics
 - Enrollment
 - Entrance difficulty
 - Application dates
 - Education required
 - Application requirements
 - Applying for financial aid
 - Annual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

 **Training Tip:** School compare categories display blank if not available.

4. Select **School List** to return to the **School Index**.

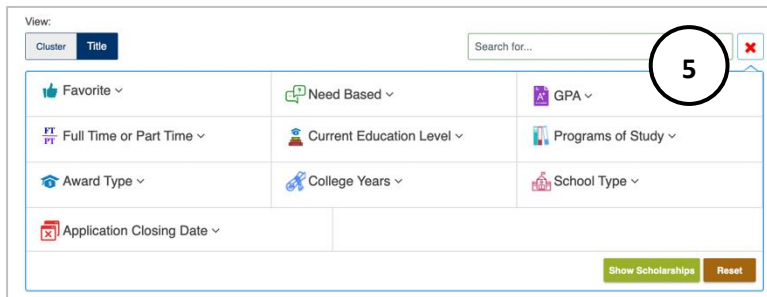
Scholarships

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**.

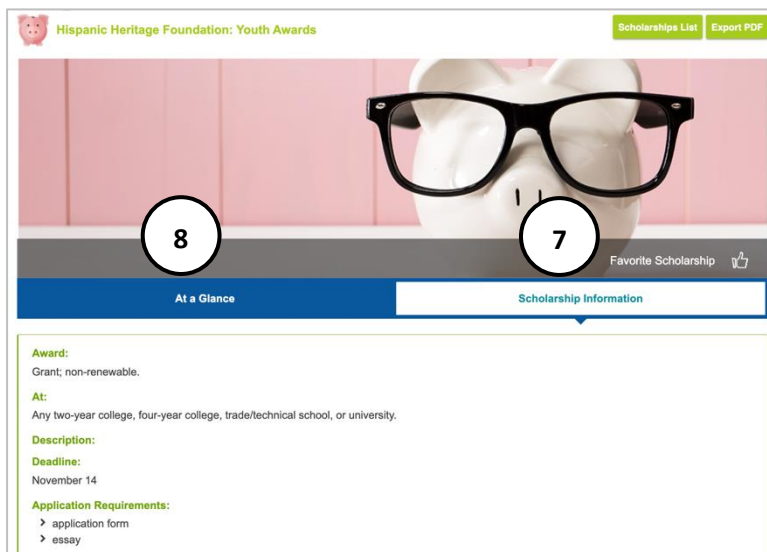


1. View scholarships by **cluster** (category) or **title**. Title view defaults to **in-state**. Use radio buttons to change search to national.
2. Use the **arrow** to expand a **cluster** and see scholarships in that category.
3. Select **thumbs up** to add to favorites.
4. Use the **header** to sort by **scholarship**, **favorite**, **closing date**, **need-based**, or **minimum GPA**.
5. **Search** or **advanced filter** by **favorite**, **need based**, **GPA**, **full time or part time**, **current education level**, **programs of study**, **award type**, **college years**, **school type**, or **application deadline**. Listed in order of usage.
6. Select a **title** to see scholarship details.

Training Tip: Scholarship profiles adapt depending on the type of award. The categories and information included varies.

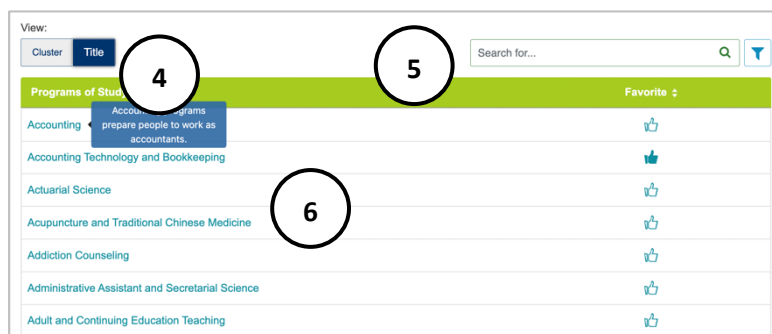
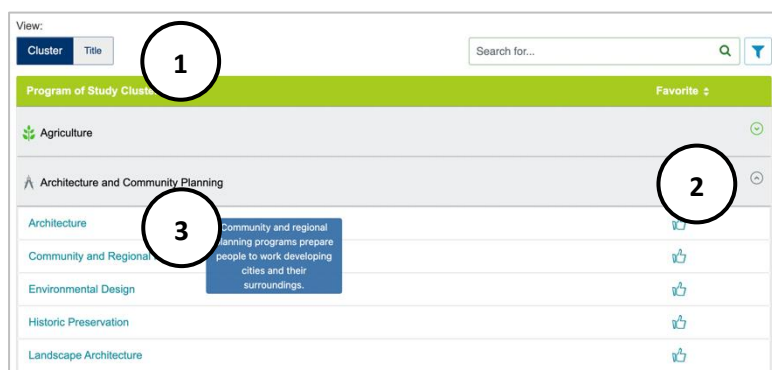


7. **Scholarship Information** may include:
 - **Award type** (scholarship, grant, loan, renewable/nonrenewable)
 - **To Study** lists which programs of study can use the award
 - **At** which colleges, universities, trade/technical schools can the award be used
 - **Description**
 - **Deadline**
 - **Application Requirements** (application form, essay, etc.)
 - **Contact** (address, email, website)
8. **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

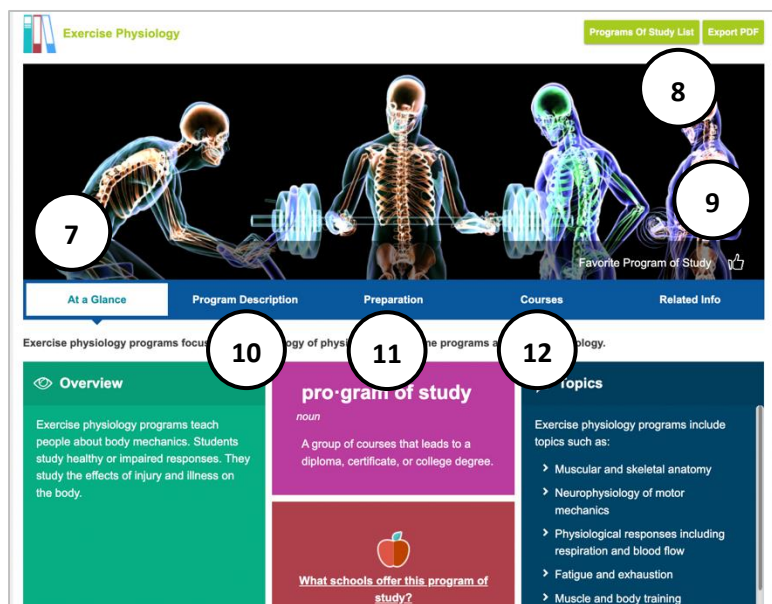
The **Program of Study Index** contains over 650 programs of study and 40 clusters. A program of study is a sequence of courses that leads to a degree or certificate. At colleges and universities, programs of study are called "majors." This index connects careers to schools that provide training and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



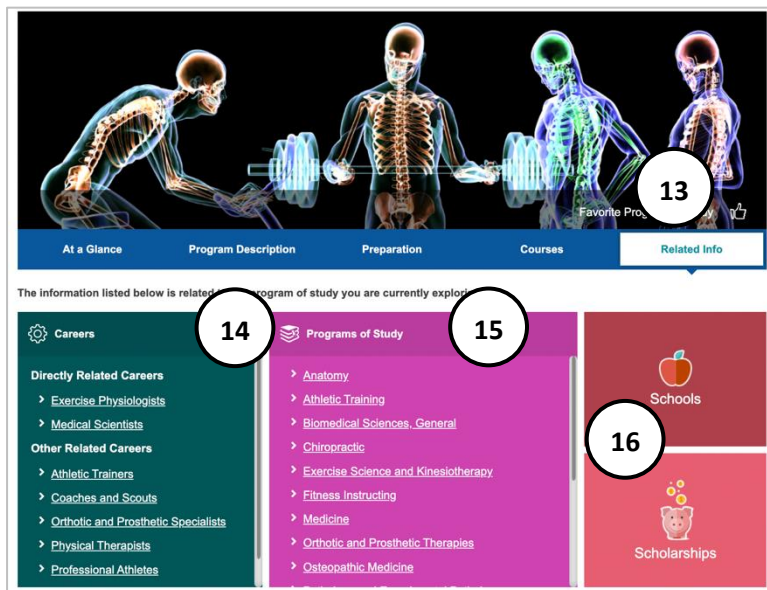
1. View program of study by **cluster** or **category**.
2. In **cluster** view, the **arrow** expands the cluster and shows corresponding programs of study.
3. Select a **Program of Study** to see the profile, select **thumbs up** to add to favorites, and hover for a brief description.

4. Use **title** to list programs of study by name.
5. Use **search bar** to find a specific program of study.
6. Select a **Program of Study** to see the profile, select **thumbs up** to add to favorites, and hover for a brief description.

Training Tip: Program of Study profiles adapt depending on the type of program, school, and degree. The categories and information included varies by Program of Study.



7. **At a Glance** has a brief **description** of program of study, an **overview**, **topics** studied, and a link to schools that offer the program of study.
8. **Program of Study List** returns to the index, **Export PDF** of profile.
9. Select **thumbs up** to add to favorites.
10. **Program Description** may include:
 - In-depth **overview**
 - **Concentration**
 - **Schools** indicates the type(s) of school(s) that offer the program of study
 - **Things to know**
11. **Preparation** may include:
 - **Helpful High School Courses**
 - **Program Preparation**
 - **Graduate Program Preparation**
12. **Courses** has courses common in the program



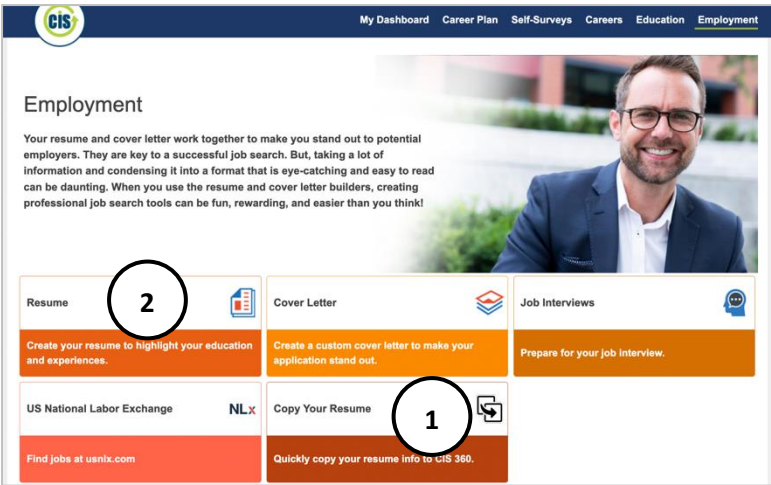
13. **Related Info** provides resources in CIS 360 to items related to the program of study
14. **Careers** links to profiles for careers directly related to the program of study, and other related programs.
15. **Programs of Study** links to other related program of study profiles.
16. **Schools** links to the schools index filtered on schools that have the program of study. **Scholarships** links to the scholarship index filtered on scholarships applicable to the program of study.

Employment

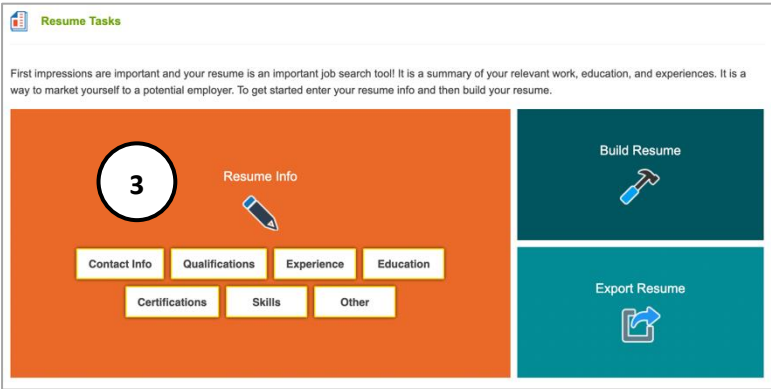
Employment houses the **Resume Builder**, **Cover Letter Builder**, **Job Search Videos**, and an external link to the **US National Labor Exchange** to view active job postings by location.

Resume

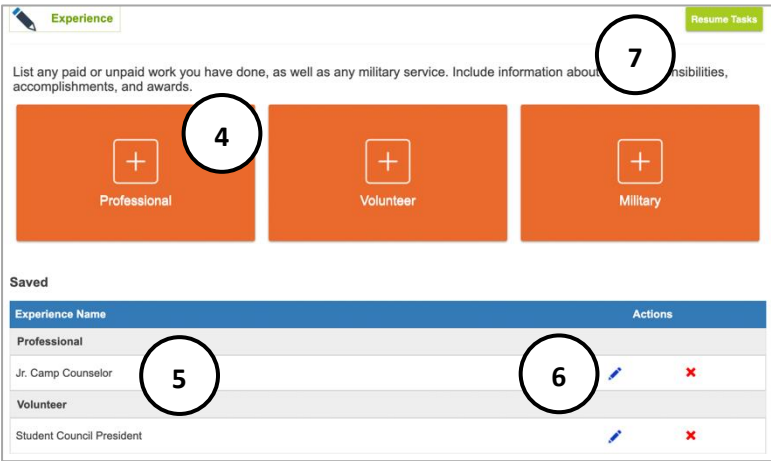
The **Resume** builder is a tool to help summarize relevant work, education, and experiences for potential employers.



1. If a user has a resume in Enterprise, they can copy resume entries to CIS 360 using the **Copy Your Resume** guide.
2. Customize a resume and create an exportable PDF or Word document. Select **Resume**.



3. To create a new resume, enter **Resume Information**. There are seven categories. For a full description of each category and what information is collected, see [Resume Category Field Descriptions](#).



4. Select the orange **category box**. Some categories have more than one box option (ex: professional, volunteer, or military experience). Enter the category fields. Select **save** when complete.
5. A list of saved entries displays within each category. To add another entry within the same category, select the orange **category box**.
6. Use the **pencil** to edit past entries, and the red **x** to delete past entries.
7. Select **Resume Tasks** to return to the resume task landing page.

Resume Tasks

First impressions are important and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. To get started enter your resume info and then build your resume.

Resume Info

Contact Info | Qualifications | Experience | Education

Certifications | Skills | Other

Build Resume

Export Resume

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

Build Resume

Use the information you entered in Resume Info to create your resume.

✓ Enter a name for your resume.

* Resume Name ⑨

9th Grade Resume

✓ Select a style.

* Resume Styles

Style 1 ⑩ Style 2

Style 1

Lynn Bavin
775.525.2950 | lybavin@gmail.com | 1200 Royal Drive Reno, NV 89502

Qualifications

Summary/Purpose
With over 10 years of experience in marketing, I have exceptional skills and experience in analyzing marketing programs and sales techniques to secure profits. I am looking to further my career as a marketing manager for a leading Fortune 500 company.

Experience

Professional
Marketing Analyst, Open Gate Inc.
Reno, NV 2010 to present

Style 2

Lynn Bavin
775.525.2950 | lybavin@gmail.com | 1200 Royal Drive Reno, NV 89502

Qualifications

Summary/Purpose
With over 10 years of experience in marketing, I have exceptional skills and experience in analyzing marketing programs and sales techniques to secure profits. I am looking to further my career as a marketing manager for a leading Fortune 500 company.

Experience

Professional
Marketing Analyst, Open Gate Inc.
Reno, NV 2010 to present

- 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.
- Resume builder provides two style templates to choose from. Select which **template** to use.

Build Resume

Create your custom resume.

- ✓ Select the information that is relevant to the job you are applying for.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Use the arrows to reorder information.
- ✓ Select Save to Export when you are done.

Experience

Name: Jr. Camp Counselor ⑫ ↓

Group: Professional

Add to Resume: ☐ ⑬ ↑

Name: Student Council President

Group: Volunteer

Contact Info ✓

Qualifications ⑪

Experience

Education

Save To Export ⑮

Resume Tasks ⑯

Rename ⑭

- Inside **Resume Builder** lists the categories from Resume Task Info. If category has entries from the **Resume Task** screen, it displays as blue text with a link. If it does not have entries, it is black and does not have an active link. Note that **Contact Info** is automatically added to the resume and is required.
- Choose a category and see entries on the left, select the checkbox to **add to resume**.
- Use the **up and down arrows** to reorder entries within each category for resume.
- Use the **up and down arrows** to 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).
- Select **Save to Export** to move on to the export resume screen.
- Select **Resume Tasks** to make edits to the information in a category.

Export Resume

Resume Tasks Build Resume Cover Letter Tasks

Congratulations you are one step closer to landing your dream job!

- ✓ Select a resume to export.
- ✓ Select Resume Tasks and go to Resume Info to edit information.
- ✓ Select Build Resume to reorder information.
- ✓ Select Cover Letter Tasks to create a professional cover letter.

9th Grade Resume

Delete X

17. 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.
18. Select **resume title** to see a preview of the resume. Select **delete** to remove resume.

Resume preview

Export PDF Export Word Cancel

Charli McGregor

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

Qualifications

Summary/Purpose

I have worked two afternoon shifts each week at the Student Store. I am skilled at managing our money, doing inventory, and customer service.

Experience

Professional


Jr. Camp Counselor, Park District
Magnolia, OH

6/14/2021 to 8/13/2021

Skills

- Communication
- Organization

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

 **Training Tip:** Exported resume file name matches the user-entered resume name.

Resume Information Category Fields

Every category entry requires a unique name. This helps manage multiple entries for that section when building a resume. The name does not display on a resume and is for a user's reference.

Contact Info

Enter contact information for display in the header of the resume and cover letter.

- Contact information name (required): Enter a unique name that does not display on resume.
- First and last name: required
- Address
- Email Address
- Professional Web Profile (ex: LinkedIn)

Qualifications

Summarize work achievements, skills, and experience at the start of resume. This is an optional statement.

- Qualifications- Summary/Purpose (required): Enter a unique name that does not display on resume.
- Qualifications Summary (required): paragraph or bullet

Select **Save** and **Summary/Purpose** to list more than one qualification.

Experience

List any paid or unpaid work, such as volunteering, service learning, internships, work-based learning, community-based learning, cooperative education, and apprenticeships. Include information about skills, responsibilities, accomplishments, and awards. Select **Save** and **Professional, Volunteer, or Military** to list more than one experience.

Professional

- Professional Name: a unique name not displayed on resume- required
- Employer name: required
- Skills: paragraph or bullet
- Responsibilities: paragraph or bullet
- Accomplishments: paragraph or bullet
- Awards: paragraph or bullet
- City, State/Province
- Position/Title
- Start /End Date (or to Present)

Volunteer

- Volunteer Name: a unique name not displayed on resume- required
- Organization name: required
- Experience Summary: paragraph or bullet
- City, State/Province
- Position/Title
- Start Date/End Date (or to Present)
- Number of Hours (option to write per week, per month, etc.)

Military

- Military Name: a unique name not displayed on resume- required
- Branch: required
- Summary/Training: paragraph or bullet
- Position/Title
- Start Date/End Date (or to Present)

Education

List education received. Include information about positions held, awards, honors, athletics, and relevant courses. Select **Save** and **High School, College, or Trade School** to create more than one entry in each category.

High School

- High School Name (required): a unique name not displayed on resume
- School name (required)
- City, State/Province
- Degree: GED, High School Diploma, International Baccalaureate Diploma
- Date awarded
- Additional description: paragraph or bullet. Include positions held, awards, honors, courses, etc.

College

- College Name (required): a unique name not displayed on resume
- School name (required)
- City, State/Province
- Date awarded
- Degree: Associates, Bachelor of Arts, Bachelor of Science, Master of Art, Master of Science, Other
- Major
- Additional description: paragraph or bullet. Include minors, awards, honors, courses, etc.

Trade School

- Trade School Name (required): a unique name not displayed on resume
- School name (required)
- City, State/Province
- Date awarded
- Degree: enter text
- Major
- Additional description: paragraph or bullet. Include awards, honors, courses, etc.

License/Certificate

List licenses or certificates, such as CPR, babysitting, food safety and handling, or programming languages. Include the training required and what it allows you to do.

- License/Certificate Name (required): a unique name not displayed on resume
- License/Certificate Name (required)
- Licensing/Certifying Organization
- Date Awarded/License Date
- Description: paragraph or bullet

Select **Save** and **License/Certificate** to create more than one entry in the category.

Skills

List skills with a summary. Include languages, specialized equipment, computer software, and any other special skills.

- Skills- Skill Name (required): Enter a unique name that does not display on resume.
1. Skill Summary: paragraph or bullet

Select **Save** and **Skill** to create more than one entry in the category.

Other

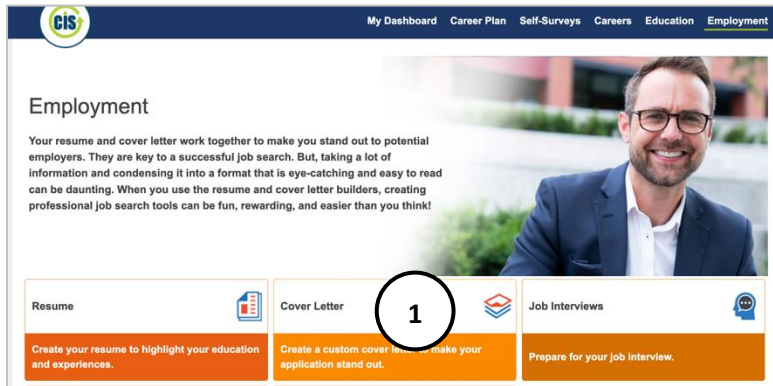
List achievements, such as athletics, club participation, student leadership, activities, professional affiliations, or study abroad experience, with a summary.

- Other- [Other] Name (required): Enter a unique name that does not display on resume.
2. Summary: paragraph or bullet

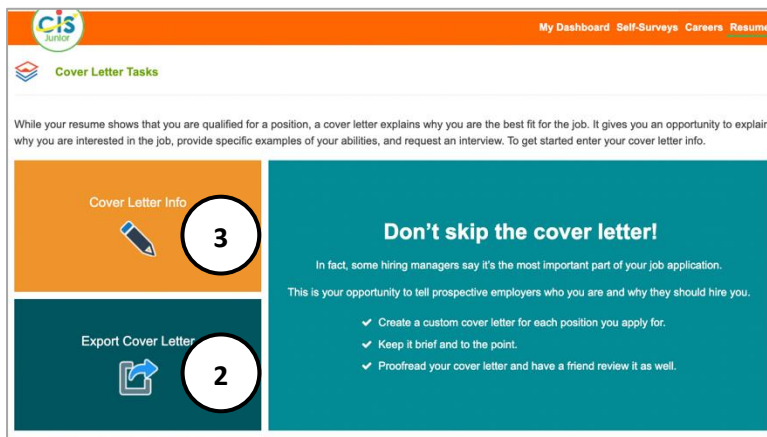
Select **Save** and **Achievements, Activities, Professional Affiliations, or Study Abroad** to create more than one entry in each category.

Cover Letter

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 the **Cover Letter Task** landing page.




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




The screenshot shows the 'Create a Cover Letter' form. It has a green header with a pencil icon and the text 'Create a Cover Letter'. On the right, there's a green 'Save' button. The form is divided into several sections, each with a red asterisk indicating a required field. The sections are: 'Cover Letter - Create a Cover Letter Name' (with a text input field circled with a '4'), 'Your Contact Info' (with a dropdown menu circled with a '5'), 'Recipient Name' (with a text input field circled with a '6'), 'Recipient Address' (with a text input field circled with a '7'), 'Intro' (with a text input field circled with a '8'), 'Body' (with a text input field circled with a '9'), and 'Valdication' (with a text input field). A 'Save' button is circled with a '10'.

4. 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.
5. Enter **your contact info** or select the contact information saved from a resume or previous entry (required).
6. Enter the **recipient's name and address** to display at the top of the cover letter (required).
7. Create an **intro** greeting, ex: Dear Hiring Manager (required).
8. Create **body** text, in paragraph or bullet format (required).
9. Enter **closing** (required).
10. 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

Cover Letter Name	Actions
7th Grade Cover Letter	  

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

Export PDF
Export Word
Cancel

Charli McGregor

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

February 7, 2022

Charli
McGregor


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

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


 **Training Tip:** Exported cover letter file name matches the user-entered cover letter name, ex: 2023 Cover Letter.




Job Interviews

Job Interview videos cover topics to prepare, practice, interview, and follow up for an interview.


Employment

Your resume and cover letter work together to make you stand out to potential employers. They are key to a successful job search. But, taking a lot of information and condensing it into a format that is eye-catching and easy to read can be daunting. When you use the resume and cover letter builders, creating professional job search tools can be fun, rewarding, and easier than you think!




<p>Resume</p>  <p>Create your resume to highlight your education and experiences.</p>	<p>Cover Letter</p>  <p>Create a custom cover letter to make your application stand out.</p>	<p>Job Interviews</p>  <p>Prepare for your job interview.</p>
--	---	--

1. Select **Job Interviews**.



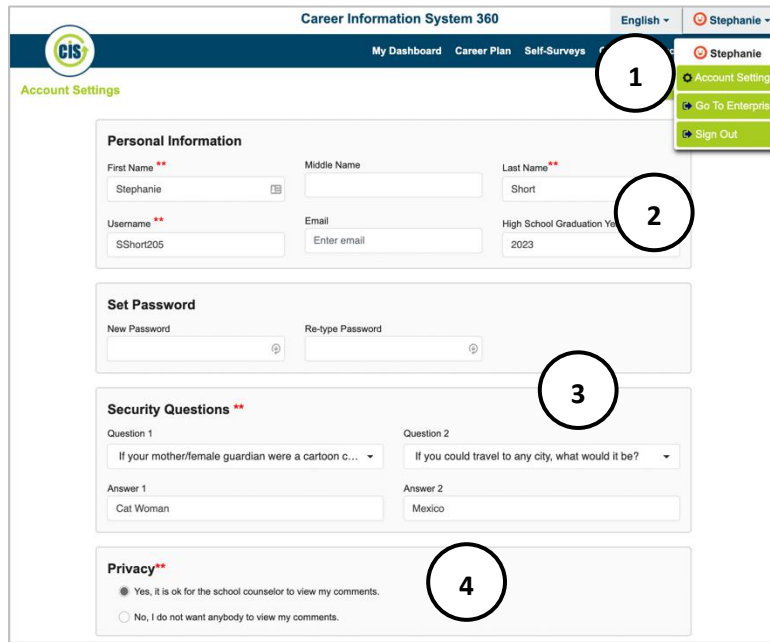
If you've landed the job interview, congratulations. Now you need to prepare yourself to make the interview a success and make a good impression. To get started watch the videos.

 **Prepare**

Learn what info you need to gather for your interview, get organized and prepare to make a good impression.

2. Select **category** for a brief description and pop-up video.

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 **

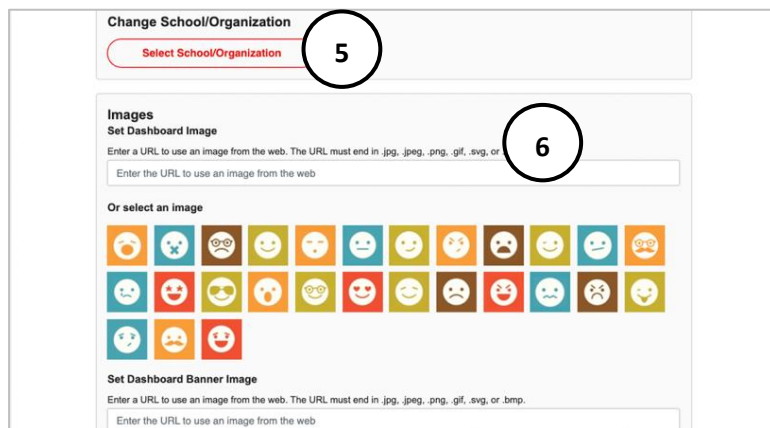
Question 1 If your mother/female guardian were a cartoon c...
Question 2 If you could travel to any city, what would it be?
Answer 1 Cat Woman
Answer 2 Mexico

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.
4. States have the option to determine if a user or site has control over privacy options. See [Adding a Site](#) for more information.



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

5. 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.
6. 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.

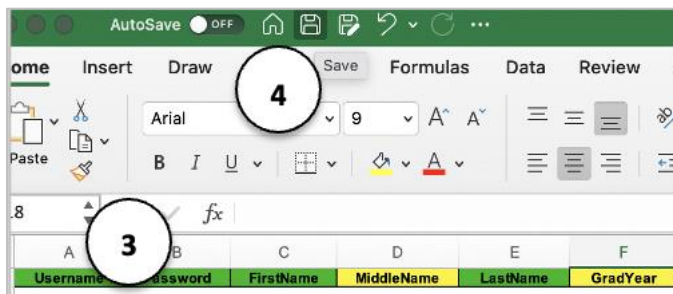
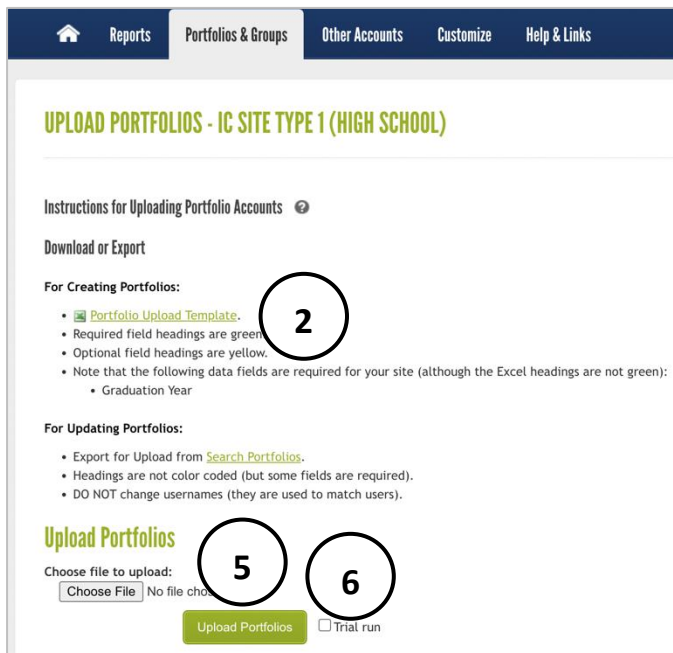
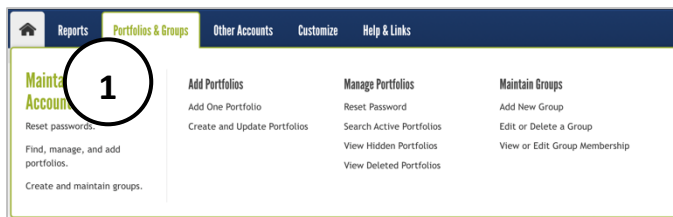
Admin Tools

Creating Portfolios

Sites have two options to set up new adult users in CIS 360:

1. Batch Upload
2. User Creates Profile

Batch Upload Profiles: The site sets up user profiles, usernames, and passwords and provides information to users.



1. Log in to Administrative Tools with your Site Administrator or staff username and password. Select **Create and Update Portfolios** under the **Portfolios & Groups** tab.
2. Download the **Portfolio Upload Template**.
3. Fill out the template with users listed on individual lines. It is important not to change the order or format of the template.
 - Green fields are required; yellow fields are optional. **Note:** some states require Graduation Year, but the Graduation Year field header does not display green. Check with your state contact to learn if your state requires portfolios to enter graduation year. Graduation year is required for some optional Career Plan settings.
4. When finished with data entry, save this file to your computer with a new name.
5. Return to **Upload Portfolios** and **Browse** for your saved template.
6. Check the **Trial Run** box and select **Upload Portfolios** to find out if the file will upload successfully or if there are errors that need to be corrected.

Upload Portfolios

Choose file to upload:
 No file chosen

☒ Trial run

Processing Status:

12/5/2023 7:53:24 AM Process Status: Started
 12/5/2023 7:53:24 AM File Conversion: File converted
 12/5/2023 7:53:24 AM Process Status: Trial Import Started
 12/5/2023 7:53:24 AM Process Status: Trial Import Completed (check messages and grid below for errors)
 12/5/2023 7:53:24 AM Process Status: **One or more records failed validation**

Review errors in Status column

☒ Status Codes ☒ Export Results

Status	Username	Pass	First Name	Middle Name	Last Name	Grad Year	E-mail	Group 1	Group 2	Group 3
P4	Student1Demo	CT1	Student1		Student					
P2 P4	Student2Demo	C5	Student2		Student2					

UPLOADED PORTFOLIOS - IC SITE TYPE 1 (HIGH SCHOOL)

Instructions for Uploading Portfolio Accounts ?

Download or Export

For Creating Portfolios:

- Portfolio Upload Template.
- Required field headings are green.
- Optional field headings are yellow.
- Note that the following data fields are required for your site (although the Excel headings are not green):
 - Graduation Year

For Updating Portfolios:

- Export for Upload from [Search Portfolios](#).
- Headings are not color coded (but some fields are required).
- DO NOT change usernames (they are used to match users).

Upload Portfolios

Choose file to upload:
 No file chosen

☐ Trial run

- A list displays with the portfolios in your spreadsheet.
 - Portfolios that contain no errors show nothing in the **Status** column.
 - Portfolios that will not process properly include a status code error in the **Status** Column.
- If you see an error code, select **the Status Codes** PDF, and locate the status code error. In this example, **P4** means the passwords were not formatted correctly. Fix the identified error in the spreadsheet and save changes to your computer.
- Fix errors in the spreadsheet, **browse** for the document again, select **Trial Run**, and **Upload Portfolios**. If necessary, repeat steps 7 and 8 until no status code errors appear for any portfolios.
- When no status code errors appear, uncheck **Trial Run** and select **Upload Portfolios**. A list of successfully uploaded portfolios displays.

Users Create Profiles: Alternatively, sites are provided a **Site Username and Password** when they are activated. Users use this to log in for the first time, and they are prompted to create an account and set their own username and password. This option does not require a site administrator to upload lists and create passwords.

If you need to locate your **Site Username and Password**, please contact cishelp@uoregon.edu.

Create My Account

Personal Information

First Name** Middle Name Last Name**

Username** Email

Set Password **

New Password Re-type Password

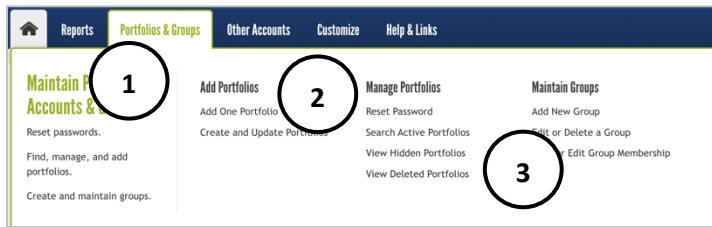
Security Questions**

Question 1 Question 2

Answer 1 Answer 2

Maintain Portfolios

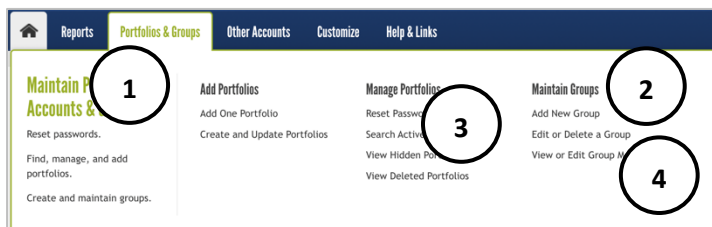
Find, manage, add user portfolios, and reset passwords.



1. Log in to Administrative Tools with your Site Administrator or staff account username and password. Use the **Portfolios and Group** tab.
2. **Reset passwords** for individual users, multiple users, groups, or graduation year.
3. **Search active portfolios** to view, edit, reset passwords, hide, transfer, or merge portfolios. Use this option to print a user's portfolio contents.

Create and Maintain Groups

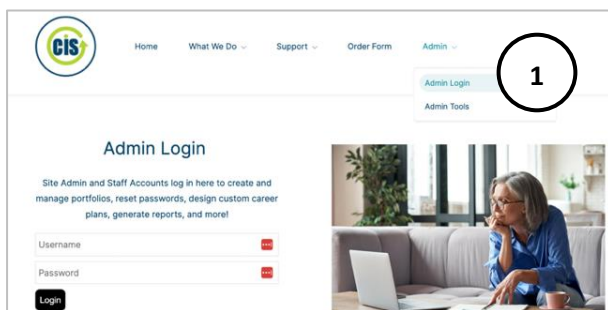
Groups help staff and site administrators run reports and manage portfolios on specific lists of students or clients. Site Administrators and Staff Accounts can create groups of portfolios.



1. Log in to Administrative Tools with your Site Administrator or staff account username and password. Use the **Portfolios and Group** tab.
2. **Add New Group** to create a new group of users, prompting you to name the group and select accounts to be members.
3. **Edit or Delete a Group** to change its name, members, or delete.
4. **View or Edit Group Membership** to view accounts associated with the group, add new accounts, or remove accounts.

Create and Maintain Staff Accounts

Staff accounts must be created by the site administrator. Create individual accounts, upload a group of staff, or maintain multiple accounts. Staff can access user portfolios, reports, create groups, customize career plans, and more.



Create/Update One Staff Account:

1. Select **Admin** in the menu and **Admin Login**. Log in as the site administrator. Staff accounts must be created by the site administrator.

Staff, Parent, and Advisor Accounts

Reset passwords for staff and parent accounts.

Add new staff and parent accounts.

Manage advisor accounts.

2 Maintain Staff Accounts

View or Edit Staff Accounts

Create and Update Staff Accounts

Maintain Parent Accounts

View Parent Accounts or Download Parent Template

Create and Update Parent Accounts

Set Parent Account Introduction

Username: StaffAccountDemo

Password: SDd982@edds24@

First Name: Test

Last Name: Account

E-mail: Tester@gmail.com

☒ Automated If you enter an e-mail address and Automated e-mail is checked, the user is sent the entered e-mail? username and password.

Add Cancel

** Required Fields

3

STAFF ACCOUNTS

Add One Staff Account Export for Upload

Click to Search

(Total records = 10)

Last Name	First Name	Username	Password	Last Log	Edit	Delete
Demo	Demo	Staff4CareerPlan	Reset	07/26/2022	Edit	Delete

4

CIS

Home What We Do Support Order Form Admin

6

Career Information System

My Plan. My Career. My Future.

User Login Admin Login

Username

Password

Login

5

Staff, Parent, and Advisor Accounts

Reset passwords for staff and parent accounts.

Add new staff and parent accounts.

Manage advisor accounts.

1

Maintain Staff Accounts

View or Edit Staff Accounts

Create and Update Staff Accounts

Maintain Parent Accounts

View Parent Accounts or Download Parent Template

Create and Update Parent Accounts

Set Parent Account Introduction

For Creating Staff Accounts:

1. Download the Staff Upload Template.

2. Add the new staff info in the Excel spreadsheet. Do not remove or rename columns.

3. All fields are required except e-mail.

	A	B	C	D	E
1	Username	Password	FirstName	LastName	Email
2	StaffAccountDemo	SDd982@edds24@	Demo	Account	Demo@account.edu

2

2. Select **Create and Update Staff Accounts** under **Other Accounts**.

3. Select **Add One Staff Account**, add user details, and use check box to email the username and password. Select **Add**.

4. View staff accounts, search, reset passwords, edit information, and delete.

5. Staff accounts can log in through the homepage to access the user facing interface. This allows staff to see their user dashboard, complete self-surveys, favorite items, complete career plans, etc.

6. Staff accounts can log in through **Admin** to access tools like portfolio creation and maintenance, resetting passwords, running reports, creating career plans, etc.

Create Multiple Staff Accounts:

1. Select **Create and Update Staff Accounts** under **Other Accounts**. Download **Staff Upload Template**.

2. Complete template with staff in rows. Do not change the template format. All fields are required except email. When finished, save file to computer with a new name.

Upload Staff Accounts

☒ Automated e-mail?
If you enter an e-mail address for staff and you've checked the checkbox **Automated e-mail**, staff is sent the assigned username and password in two separate e-mails.

Choose file to upload:
 No file chosen
 ☐ Trial run

Processing Status:

Processing Status:

12/1/2023 10:53:17 AM Process Status: Started
 12/1/2023 10:53:18 AM File Conversion: File converted
 12/1/2023 10:53:18 AM Process Status: Trial Import Started
 12/1/2023 10:53:18 AM Process Status: Trial Import Completed (check messages and grid below for errors)
 12/1/2023 10:53:18 AM Process Status: **One or more records failed validation**

Review (check for errors in Status column)

☒ Staff Upload Status Codes ☐ Export to Excel

Status	Username	Password	First Name	Last Name	E-mail
TP2	StaffAccountDemo	Demo123	Demo	Account	Demo@account
TU3 TP2	S	Demo123	Demo1	Account1	

Upload Staff Accounts

☒ Automated e-mail?
If you enter an e-mail address for staff and you've checked the checkbox **Automated e-mail**, staff is sent the assigned username and password in two separate e-mails.

Choose file to upload:
 No file chosen
 ☐ Trial run

Processing Status:

Review (check for errors in Status column)

☒ Staff Upload Status Codes ☒ Export to Excel

Status	Username	Password	First Name	Last Name	E-mail
	StaffAccountDemo	Demo123532	Demo	Account	Demo@account
	S2343242423	Demo12323423	Demo1	Account1	

STAFF ACCOUNTS

[Total records = 10]

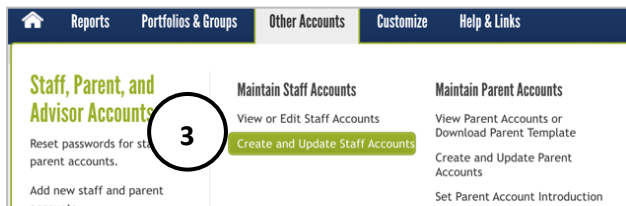
Last Name	First Name	Username	Password	Last Use	Edit	Delete
Demo	Demo	Staff4CareerPlan	Reset	07/26/2022	Edit	Delete

	A	B	C	D
1	Username	Password	FirstName	LastName
2	testStaff		Test	Staff
3	TestStaff1		Test	Staff

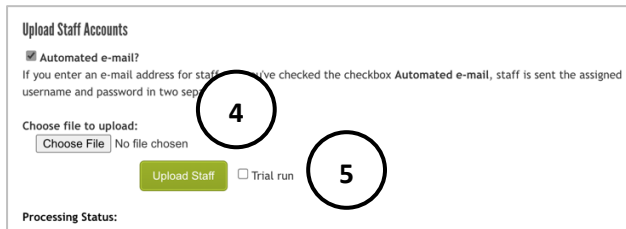
- Return and **Choose File** to upload revised template.
- Do a **trial run** to test if the accounts will upload successfully or if there are errors in the spreadsheet. Check **Trial Run** and select **Upload Staff**.
- Status shows if upload has errors. Accounts that contain no errors show nothing in the **Status** column. Accounts that will not upload include a **red** error code in the **Status** Column. To review error codes, select **Staff Upload Status Codes**. In this example, **TP2** means the passwords are not formatted correctly. Fix the identified error in the spreadsheet and re-save changes to computer.
- Choose File** to find updated document, select **Trial Run**, and **Upload Staff**. If necessary, repeat steps 4 and 5 until no status code errors appear.
- When no status error codes appear, uncheck **Trial Run** and select **Upload Staff**. A list of successfully uploaded staff accounts display.

Update Multiple Staff Accounts:

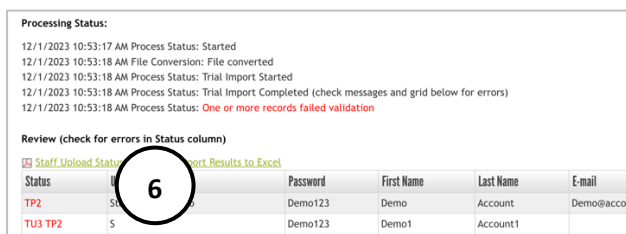
- Export existing staff accounts by selecting **View and Edit Staff Accounts** under **Other Accounts**. Select **Export for Upload**.
- Modify staff account details in the spreadsheet. When finished, save file to computer with a new name.
 - Do not remove/rename columns.
 - Keep usernames the same. These are used to match users.
 - All fields required except email.
 - To keep staff passwords or emails the same, leave blank.



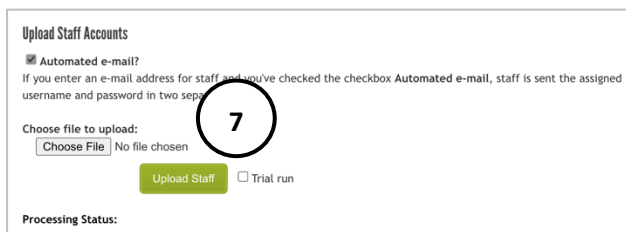
- To upload updated account details, select **Create and Update Staff Accounts** under **Other Accounts**.



- Return and **Choose File** to upload revised template.
- Do a **trial run** to test if the accounts will upload successfully or if there are errors in the spreadsheet. Check **Trial Run** and select **Upload Staff**.



- Status shows if upload has errors. Accounts that contain no errors show nothing in the **Status** column. Accounts that will not upload include a **red** error code in the **Status** Column. To review error codes, select **Staff Upload Status Codes**. In this example, **TP2** means the passwords are not formatted correctly. Fix the identified error in the spreadsheet and re-save changes to computer.



- Choose File** to find updated document, select **Trial Run**, and **Upload Staff**. If necessary, repeat steps 4 and 5 until no status code errors appear.



- When no status error codes appear, uncheck **Trial Run** and select **Upload Staff**. A list of successfully modified staff accounts display.

CIS 360 Administration

1. Login to your state's Operator Administration
2. This takes you to the Operator Administration screen, where you can add and edit sites, edit accounts, view and export reports, search for users, add and edit districts, access the Career Plan Editor, and add and edit advisors.

The screenshot shows the 'Operator Administration' page of the 'Career Information System'. At the top, there's a navigation bar with links: 'Add Site', 'Edit Sites', 'Edit Accounts', 'Reports', 'Search', 'Districts', 'CIS360', and 'Advisors'. Below this is a 'CIS360 Menu' section with four links: '360 Site Usage Report' (with a description: 'View the number of logins at each site for a selected time period.'), '360 Course Planner Editor' (with a description: 'Edit the 360 course planner at the state level.'), '360 Plan Editor' (with a description: 'Edit custom 360 plans at the state level.'), and '360 Settings Editor' (with a description: 'Edit settings for 360.'). A '[Log Out]' link is visible in the top right corner.

Add a Site

The screenshot shows the 'Add Site' form. It has a title bar 'Add Site (360 and Enterprise)' with 'Add Site' and 'Cancel' buttons. The form is divided into several sections: 'Site Information' (containing 'Name and Address' fields for Site Name, Address Line 1, Address Line 2, City, County, State, Zip, and Phone), 'Contact' (with Name and E-mail fields), 'Site Type' (a dropdown menu with '--Select One--'), 'Linked Site (Enterprise Only)' (a dropdown menu with 'None'), and 'Operator Use' (with Reference ID and Memo fields). Numbered callouts 1 through 4 are placed on the form: 1 points to the 'Add Site' button, 2 points to the 'Name and Address' section, 3 points to the 'Site Type' dropdown, and 4 points to the 'Operator Use' section.

1. Select **Add Site**.
2. Fill in all site information. The listed contact should be a person with administrative responsibility for CIS 360 at that site. Complete information helps for future reports.
3. Select **Adult** for site type.
4. A **Reference ID** stores important notes or unique concerns of the site.

Accounts

All Accounts Expire 5

July ▾ 1 ▾ Never ▾

Administrator Account

First Name: Site Last Name: Administrator 6

Username: Password:

E-Mail:

Site Account (for users without a portfolio) 7

Username: Password:

Site Settings

Privacy 8

Site Can Change Privacy Option: ☒ Privacy Option: ☒ user decides ☐ always opt out ☐ always opt in

5. If your state offers annual CIS licenses to sites, enter the **date** that the site expires. Select **never** if you do not annually license each site.
6. Use **Administrator Account** to create and store a username and password for the Site Administrator. One option is to use a standard designation for these usernames and passwords, such as an abbreviation of the site name for the username and the date the site began using CIS as the password. Leave the first name as **Site** and last name as **Administrator**.
7. Set the **Site Account** which is a username and password to distribute to users/users to login and create their own portfolio. This serves as the login information for all users at a site that does not implement portfolios.
8. Set the **privacy** option for the site. You can establish the privacy policy at the State-Level and implement it here or allow sites to change this option based on their preferences with **Site Can Change Privacy Option**.

IDEAS 9

Active: ☐ Expiration: July ▾ 1 ▾ Never ▾

9. If your state/site licenses IDEAS, activate and add the expiration date here.
10. When all information is entered, select **Add Site** to create and activate the site.

Edit a Site

The screenshot shows the 'Edit Sites' interface for '360 and Enterprise'. It is divided into three main sections: 'Active Sites', 'Expired Sites', and 'Deleted Sites'. Each section has a list of site names on the left and a set of action buttons on the right. A search bar is located at the top right of each section. Callouts 1 through 5 are placed as follows:

- 1**: Points to the 'Edit Sites' link in the top navigation bar.
- 2**: Points to the search bar in the 'Active Sites' section.
- 3**: Points to the search bar in the 'Expired Sites' section.
- 4**: Points to the search bar in the 'Deleted Sites' section.
- 5**: Points to the 'Edit All Sites' button at the bottom of the interface.

Active Sites

Butler Tech
Canal Winchester HS
Celina HS
Cliff Park High School
Coldwater HS
Cornerstone Christian Academy
Covington HS
Cuyahoga Valley CC
Cypress High School
Dublin Coffman High School
Dublin Jerome HS
Dublin Scioto HS
East Dayton Christian HS
Edison State Community College
Fairfax HS

Expired Sites

2010 Junior Portfolio Site
2012 Preview College
2013 Preview Adult
2014 Preview High School
A-TECH
A-TECH (JV)
A.I. Root MS - Medina SD
Academic Acceleration Academy
Achieve Career Preparatory Academy
Ada HS
ADD Ohio
Adena MS/HS
Adena MS/HS (JV)
Akron - Buchtel HS
Akron - East HS

Deleted Sites

123 NEW SITE
A call to College
A.G. Bell ES-Cols
ABLE Temp
ABLE-GED Cinci
ACCESS Ashtabula - JV
Access - Andover Library
Access - Ashtabula
Access - Conneaut Library
Access - Geneva Library
Access - Grand Valley Library
Access - Harbor Topky Library
Access - Henderson Library
Access - J. M. White Library
Access - ... Library

1. Select **Edit Sites**.
2. Select the site to edit. Use the text bar to quickly search for a site by name and select **Filter Sites On**. Select the site and then **Edit**.
3. Select **Expire** to remove an inactive site. Expired Sites are listed below. You can use the buttons to **Filter Sites On**, **Administer**, **Edit**, **Unexpire**, or **Delete**. Site deletion is not intended for temporarily removing a site, use **Expire** instead. When you delete a site, the portfolio accounts are archived and cannot be restored.
4. Select **Undelete** to activate a previously deleted site.
5. To edit all sites or multiple sites at a time, **Edit All Sites** or **Edit All Sites with Site Type** and use the drop down to select your intended site type. For example, if you want to quickly update IDEAS expiration dates for all sites, use this feature.
6. Complete edits for all sites (expiration dates, privacy options, etc.) and select **Update All Sites**.

The screenshot shows the 'Edit All Sites (360 and Enterprise)' interface. It has two main sections: 'Accounts' and 'Site Settings'. Callout 6 points to the 'Update All Sites' button in the 'Accounts' section.

Accounts

All Accounts Expire: October 1 2009

Site Settings

Privacy

Site Can Change Privacy Option: ☒ user decides ☐ always opt out ☐ always opt in

Edit an Account

Navigation: Add Site | Edit Sites | **Edit Accounts** | Reports | Search | Districts | CIS360 | Advisors

Select Site to Edit Account (360 and Enterprise)

Active Sites

- Liberty High School
- Garfield Heights HS
- Grandview HS
- Hadley Watts MS
- intoCareers Test Account
- John Carroll University, Center for Career Services
- Kettering Fairmont HS
- Kettering MS
- Logan High School
- Lorain County JVS
- Magsig MS
- Maplewood Career Center
- Marion HS - Maria Stein
- Marshall High School
- Medina County Career Center
- Mercy McAuley High School
- Miami East HS
- Midview HS/MS
- Minford HS
- Minster HS

Filter Sites On:

Edit Accounts

1. Use **Edit Accounts** to change or delete the username and password for a site or to move an account to a site.
2. Select the site to edit and **Edit Accounts**.

Navigation: Add Site | Edit Sites | Edit Accounts | Reports | Search | Districts | CIS360 | Advisors

Edit Accounts for "Liberty High School" [\[Select Different Site \]](#)

Site Accounts (for users without a portfolio, 360 and Enterprise)

Add Account

Active Accounts

- LibertyDayton
- Edit
- Delete >>
- Move Account to Site: *
- Choose Site -

Deleted Accounts

<< Undelete

3. Select **Add Account** to add a site account to the selected account.
4. Select **Edit** to edit the username and password.
5. Select **Delete** to delete the account.
6. Use the dropdown to **Move Account to Site**.
7. **Select Different Site** to return to the Edit Accounts menu.

Search

The screenshot shows a web application interface for searching users. At the top is a navigation bar with tabs: Add Site, Edit Sites, Edit Accounts, Reports, Search, Districts, CIS360, CareerTrek, and Advisors. Below this is a header section titled "Search (360 and Enterprise)". Under the header, there are two links: "Search for Non-Portfolio User" and "Find Portfolio User". The "Search for Non-Portfolio User" link is circled with a '2'. The "Find Portfolio User" section contains a "Search Criteria" box. Inside this box, there is a prompt "Enter text in at least one box:" followed by four input fields: "First Name:", "Last Name:", "Email:", and "Username:". Each input field has a "Starts with" dropdown menu to its right. The "Starts with" dropdown for the "First Name" field is circled with a '3'. Below the input fields is a "Search" button, which is circled with a '4'. The "Search" tab in the navigation bar is circled with a '1'.

1. Select **Search** tab. Use the search feature to find individual portfolios.
2. Select **Search for Non-Portfolio User** to find a staff or admin account.
3. Enter identifying information, such as first or last name, email, or username. Options to search with **Starts with**, **Exact Match**, **Contains**, or **Ends with**.
4. Select **Search**. Your results display that match users **Last Name**, **First Name**, **Username**, **Email**, **Password Reset Option**, **Expiration Date**, **Status**, **Site**, and **Transfer Option**.

CIS 360 Menu

Add Site	Edit Sites	Edit Accounts	Reports	Search	Districts	CIS360	Advisors
CIS360 Menu							
360 Site Usage Report View the number of logins at each site for a selected time period.							
360 Course Planner Editor Edit the 360 course planner at the state level.							
360 Plan Editor Edit custom 360 plans at the state level.							

1. Select **CIS 360** tab.
2. **360 Site Usage Report** shows the total number of logins at each site. You have the option of select a specific date range and site type.
3. **360 Course Planner Editor** allows you to edit at the state level.
4. **360 Plan Editor** allows you to edit Career Plans and other custom plans at the state level.