



# A Guide to Your Job Search and the Illinois Career Information System

The Illinois Career Information System (CIS) is available 24/7 to help you decide on your career direction and find current job openings. Use the wage data to negotiate your salary. Get hints and tips on job search and succeeding in your new position.

Go to [www.ILWorkInfo.com/icrn](http://www.ILWorkInfo.com/icrn) and click on the **CIS** icon. Use your city, zip & area code to enter the first time, then create your own username and password in My CIS Portfolio for future visits.



**My CIS Portfolio** stores your assessment results, favorite files and creates a resume.

[Text Only] | My CIS Portfolio | Log out | Quick Links

**Occupations & Employment**  
Occupations  
Occupation Sort  
Job Search  
Keep That Job  
Self-Employment  
Military Employment  
Non-Traditional Employment  
Career Interest Areas  
Reality Check

**Education & Training**  
Programs of Study  
Illinois Schools  
National Schools  
School Sort  
Graduate School Sort  
Financial Aid  
Financial Aid Sort  
Apprenticeships  
Learning Activities

**Assessments and Links**  
IDEAS (English or Spanish)  
Interest Profiler  
Values: Work Importance Locator  
SKILLS (English or Spanish)  
Assessment Link  
Links Outside CIS

**ACT, SAT, PSAT, GED, ASVAB, CLEP, TOEFL**  
SAT subject tests and AP tests  
My CIS Portfolio can help you prepare for academic tests if your school has leased CIS Plus. [Click for details.](#)

**What's New in CIS?**  
**SKILLS En Español**  
Encuentre ocupaciones que correspondan con sus talentos y habilidades  
Hoja de trabajo del programa SKILLS  
Tarjetas del programa SKILLS

**Reality Check**  
Find out how much money you may earn and which occupations will pay for all your needs.  
Get a [Reality Check](#)

**We have your style!**  
Sports or shopping, we've got your style with 24 new looks for your My CIS Portfolio. [create yours today!](#)

**Real World Interviews**  
They really do the job...  
**Psychologist**  
"Everyone has the same basic problem, and that problem is other people."  
**Medical Sonographer**  
"Ultrasound schools are very competitive"

**Additional Resources**  
[Quick Reference Guide](#)  
[Tools for Users](#)  
[Tools for Counselors](#)  
[Article Directory](#)  
[CIS Portal Page](#)  
**[Employer Locator](#)**  
[Glossary](#)  
[Tech Support](#)

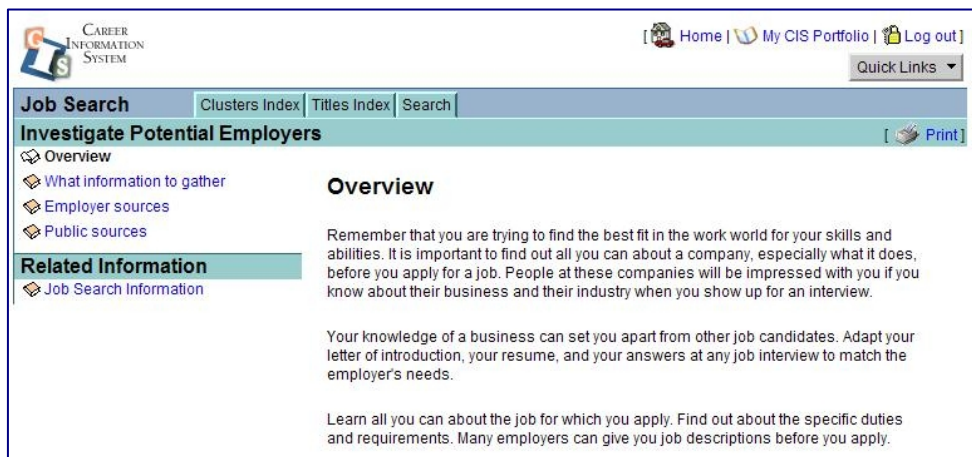
**Employer Locator** links to federal job search and information sites. Use it to find contact names for local employers, too. It shows maps for how to get to the interview.

## Occupations & Employment:

- ◆ CIS lists over 500 **Occupations** with wages by Illinois regions, their outlook, and what you need to do to enter the field. Most have one-minute video clips and/or Real World interviews with people in that line of work.
- ◆ Each **Occupation** links to the Illinois openings in JOBcentral but you can expand your search nationwide. See jobs that you can apply for immediately.
- ◆ Use **Occupation Sort** to find which occupations match what you want in a job.
- ◆ **Self-Employment** tells where to go for help in starting a business.
- ◆ See how **Military Employment** relates to civilian careers.
- ◆ **Keep That Job** gives hints for staying on and moving up in your new job.
- ◆ **Non-Traditional Employment** suggests fields that may pay better.

The **Job Search** section has sample resumes. Speed up your job search with proven techniques for researching potential employers, interviewing, and networking. Learn how to get job offers and balance work and family.

Set up **My CIS Portfolio** from the home page and you can create your resume in CIS.



The screenshot shows the Career Information System (CIS) interface. At the top, there are navigation links for Home, My CIS Portfolio, and Log out, along with a Quick Links dropdown menu. The main navigation bar includes Job Search, Clusters Index, Titles Index, and Search. The current page is titled 'Investigate Potential Employers' and features a sidebar with links for Overview, What information to gather, Employer sources, Public sources, and Related Information (Job Search Information). The main content area is titled 'Overview' and contains text about finding the best fit in the work world, the importance of research, and the value of business knowledge. It also includes a tip about preparing for interviews and a note about learning about job requirements.

## Thinking about a change? Use **CIS** to plan a new career.

### Education & Training:

- ◆ **Programs of Study** and **Apprenticeships** describe training you'll need for your new career. They link to **Illinois Schools** and **National Schools** that offer those programs.
- ◆ You may be eligible for scholarships, grants or loans; check **Financial Aid**.
- ◆ **Learning Activities** has a section on "Employability Skills" with worksheets to prepare for interviews, dress for success, deal with employment barriers, etc.

### Assessments & Links:

- ◆ With **SKILLS** you can match your best skills with occupations. Learn how your transferable skills may qualify you for a whole new career path.
- ◆ **O\*NET Interest Profiler** matches your work-related interests with occupations.
- ◆ **O\*NET Work Importance Locator** is a way to decide what you value most in a job then it suggests other occupations you might like.
- ◆ Click on the Assessment tab in the **Self-Employment** section. It leads to a survey that can help you decide if opening your own business is right for you.
- ◆ Use **Links Outside CIS** and scroll down to "Career Planning and Job Search" for more Internet career sites on self-assessment and current job openings. See in particular The Riley Guide's A-Z index. Also, Illinois workNet lists career fairs, job search assistance, and job boards.

## Other Resources

Sign up for **Illinois Skills Match** at [www.illinoisskillsmatch.com](http://www.illinoisskillsmatch.com) and you'll automatically be notified of job openings that match your profile.



The **Illinois workNet Centers** have counselors who can help with your job search. See [www.ides.state.il.us/ietc/map.htm](http://www.ides.state.il.us/ietc/map.htm) for a statewide map of locations or use their resources online at [www.illinoisworknet.com](http://www.illinoisworknet.com).

Questions? Contact [des.icrn@illinois.gov](mailto:des.icrn@illinois.gov) or call toll-free (877) 513-1987.

