

CIS and Your Job Search

The Illinois Career Information System (CIS) is available 24/7 on the Internet. It helps 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 and click on the **CIS** icon.



My CIS Portfolio is place to store your assessment results, favorite files and even create a résumé.



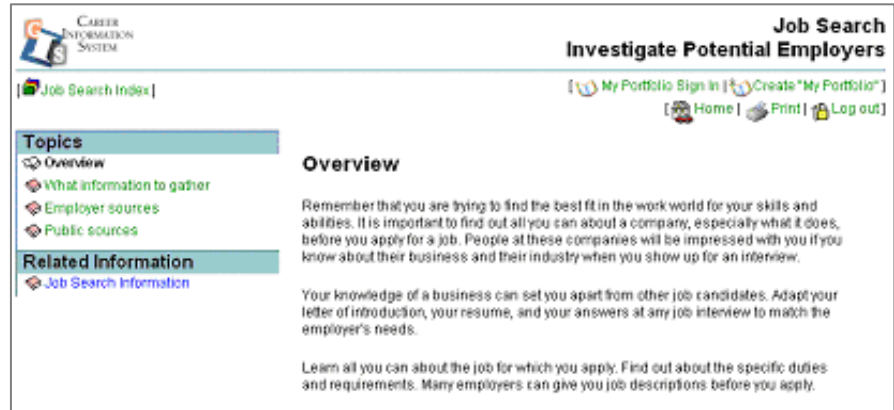
Employer Locator links to federal job search and information sites. Use it to find contact names for local employers, too.

Occupations & Employment

- ◆ CIS lists 530 **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.
- ◆ **Employer Locator** gives information on potential employers, including a map to get to your interview.

The **Job Search** section has sample résumés. 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 résumés in CIS, too.



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

Education & Training:

- ◆ **Programs of Study** and **Apprenticeships** describe the training needed for your new career. They link to **Illinois Schools** and **National Schools** that offer those programs.
- ◆ For scholarships, grants or loans, check **Financial Aid in CIS** and see retraining information at www.opportunity.gov and <http://iwds.state.il.us>.
- ◆ **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 while the **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.
- ◆ If you’ve taken other career tests, **Assessment Link** shows you which CIS occupations fit your results.
- ◆ Use **Links Outside CIS** and scroll down to “Career Planning and Job Search” for more on self-assessment and current job openings. See **Recommended Links** for green jobs, veterans, 50+, Spanish resources, accessibility issues, and more.

Other Resources

Sign up for **Illinois Skills Match** at www.illinoisskillsmatch.com and you’ll automatically be notified of job openings that match your profile.

The **Illinois workNet Centers** have online resources, links to job fairs, and counselors at local offices who can help with your job search. Check with them on the possibility of funds for retraining. See <http://www.illinoisworknet.com>



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