



CIS Quick Reference Guide

Illinois' Career Information System 2009-2010

www.ILWorkInfo.com/icrn

MY CIS PORTFOLIO

Store assessment results, favorite files, course plans and create résumés. Administrators: tools allow you to add your own school's courses to the Course Planner and to send messages to your students via their My CIS Portfolios.

OCCUPATIONS & EMPLOYMENT

Occupations: Get descriptions of 530 occupations including new and emerging occupations.
Streaming Videos: View 500 video clips of occupations; read over 125 Real World™ interviews.
Occupation Sort: Find occupations that match what you want to do on the job.
Job Search: Learn how to look for jobs, write résumés and cover letters, and interview well.
Keep That Job: Find out how to deal successfully with your employer and co-workers.
Self-Employment: Learn how to start your own business; includes an Entrepreneur's Quiz.
Military Employment: Investigate 140 different career options in the military.
Non-Traditional Employment: Find jobs with better pay and prospects.
Career Interest Areas: Match interests and preparation time required to CIS occupations.
Reality Check: Discover which careers will support the lifestyle you want to live.

EDUCATION & TRAINING

Programs of Study: Explore majors, courses and training programs.
Illinois Schools: Get detailed information about schools, colleges and universities in Illinois.
National Schools: Learn about 4,200 two- and four-year schools and graduate institutions.
School Sort: Find schools that fit your preferences.
Graduate School Sort: Locate programs for masters, doctoral and professional degrees.
Financial Aid: Investigate 3,000 financial aid awards, scholarships, grants and loans.
Financial Aid Sort: Discover scholarships, grants and loans for which you may qualify.
Apprenticeships: Describes apprenticeship programs and useful contacts.
Learning Activities: 600 activities linked to 10 curriculum areas; many printable worksheets.

ASSESSMENTS & LINKS and ADDITIONAL RESOURCES

O*NET Interest Profiler: Match work-related interests with occupations.
Values Work Importance Locator: An online card sort for values and preferences.
SKILLS: Find your transferable skills and match them to occupations.
Assessment Link: Connects results from other popular inventories to CIS occupations.
Links Outside CIS: Internet links to other career resources on the Web.
Recommended Links: Links for Spanish language resources, veterans, green careers, etc.
Article Directory: Offers feature articles on education and careers plus virtual tours of colleges.
Employer Locator: Find out about potential employers, complete with contact names and maps.
Glossary: Explanation of career, financial aid, military, and education terms.
Tools for Users: How to get the most out of CIS including resources for parents.
Tools for Counselors: Portfolio administration and educator resources.
Tech Support: FAQs for troubleshooting, browser requirements, hardware and software.
CIS Plus: Low-cost annual lease for premium services <http://www.ilworkinfo.com/PDF/CISPlus.pdf>
Test Prep: Practice tests for SAT, ACT, GED, ASVAB and more plus civil service exams.
IDEAS Assessment: Learn which occupations match your interests.
Dependable Strengths: Identify how your most satisfying experiences relate to careers.
Spanish and English items are shown on the CIS home page by yellow and blue arrows.



Questions? Contact the Illinois Career Resource Network (ICRN) at
des.icrn@illinois.gov or toll-free (877) 513-1987



What's New in CIS 2009-2010?

The Career Information System (CIS) for 2009-2010 contains the latest information available on occupations, programs of study, post-secondary schools and scholarships. Enhancements for this year include:

- *My CIS Portfolio* keeps track of favorite sections visited; builds course plans from 9th grade through college; saves assessment results; collects education and work history; and creates and stores résumés. There are also new themes from Anime Techno to Western Boots to personalize portfolios.
- Users can now upload information and there's a Build Your Own option for résumés. CIS now includes spell check.
- There are a dozen new *Real World Interviews* where workers discuss their careers in a feature article format.
- More sections are in both Spanish and English—look for yellow and blue arrows which indicate a bilingual option.
- Updates on over 3,000 financial aid opportunities. *Paying for School* (within Financial Aid) has hints and tips to make education affordable.
- Occupational wages, employment, and outlook now use projections to 2016.
- *Green Jobs and Resources* has new links, such as a site for veterans interested in green careers after they leave military service.
- There are two new occupations, Automotive Electronics Installers and Web Developers, for a total of 530.
- *Reality Check* offers a running total of projected expenses for housing, transportation, entertainment and other costs of independent living. Users then find out if the occupation they've chosen will support that lifestyle.

15 emerging occupations were added. These are interesting ways to earn a living but they are either too new or too small to have full information about regional wages, outlook, etc. CIS will upgrade these to full occupations as more information becomes available:

- *Allergists and Immunologists
- *Bioengineers
- *Craft Brewers
- *Dermatologists
- *Energy Auditors/Building Energy Analysts
- *Environmental Engineering Technicians
- *Exercise Physiologists
- *Foreign Service Officers
- *Genetic Counselors
- *MRI Technologists
- *Radiologists
- *Renewable Energy Engineers
- *School Psychologists
- *Secret Service Agents
- *Wind Turbine Technicians

To use CIS, CIS Junior, and Career Click go to
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