



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

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](http://www.ILWorkInfo.com/icrn) and click on the **CIS** icon. If prompted, the username is **illinois** and the password is **careers**.



**My CIS** is a portfolio to store your assessment results, favorite files and even create a resume.

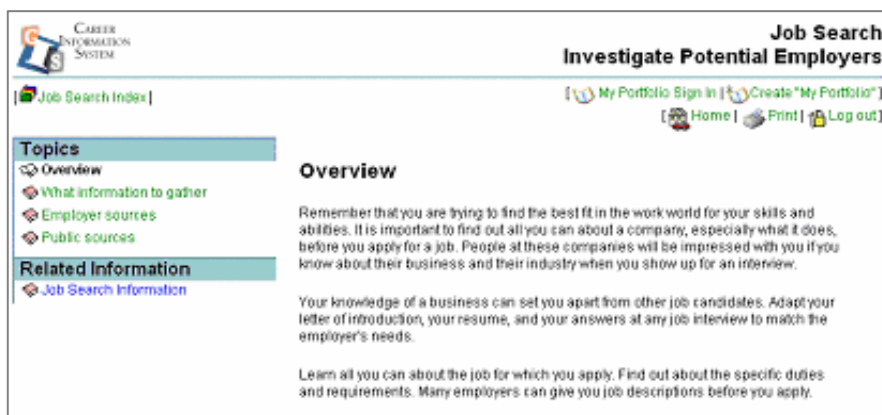
**Employer Locator** links to federal job search and information sites. Use it to find contact names for local employers, too.

## Occupations & Employment

- ◆ CIS lists 503 **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<sup>™</sup> interviews with people in that line of work.
- ◆ Each **Occupation** links to the Illinois openings in America's Job Bank 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** from the home page and you can create your resume in CIS.



## 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.
- ◆ 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 Internet career sites on self-assessment and current job openings.

## 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 Employment and Training 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 these One Stop Career Centers.

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

