



CIS Quick Reference Guide

Illinois' Career Information System



www.ides.illinois.gov then choose Individuals, Career Information

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.

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 [www.ides.illinois.gov/IDES/Forms and Publications/CISPlus.pdf](http://www.ides.illinois.gov/IDES/Forms%20and%20Publications/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 Information System at des.cis@illinois.gov
or toll-free (877) 566-6230 (select 1 for labor market information, then 2 for CIS)**