Introduction to the Illinois Career Information System

by Vicki Niederhofer

People are more successful and satisfied when their interests and skills are compatible with their job. The Illinois Career Information System (ILCIS) provides online planning tools for career development and employment. Learning more about personal skills, interests, strengths, and values provides knowledge that helps find and retain a meaningful job. Users learn to plan and plan to learn. The system's education and career planning tools guide users while they set goals and develop practical plans to achieve them. For high school students through college, adult learners and job seekers alike, the ILCIS assists in formulating education and career plans.

The Career Information System is available 24 hours a day at no charge. Users begin by setting up an online portfolio so research can be saved in one place as assessments are completed.

The variety of quality instruments in the system focus on different aspects of self-reflection. The Interest Profiler relates interests to Holland types (Realistic, Investigative, Artistic, Social, Enterprising, and Conventional) and corresponding careers based on the profile. Skill preferences can be matched with occupations by using the SKILLS Inventory. The Work Importance Locator helps identify work needs and correlate them with work values to see matching occupations. The Career Cluster Inventory relates interests to matching career clusters. Learn about military careers and self-employment information with the Entrepreneurial Career Assessment Form, and find occupations that pay enough to support lifestyle preferences with Reality Check.

The homepage for the Illinois Career Information System allows you to access both CIS Job Seeker and Quick Start.

Once the initial assessments have been completed it is time to explore career and training options. Users can narrow occupational choices and compare up to three schools side-by-side. They can also investigate educational programs and view detailed information about schools in Illinois and out of state. Tools in the system provide materials to help develop a career plan to organize and track the status of applications, transcripts, test scores, and deadlines.

CIS Jr. is designed for middle school students - grades 5 through 8 - starting on their career planning journey.

Evaluate options and set goals, assisted by the tutorials and Quick Starts on all the topics in the system. Research financial aid and how and when to apply for it. Develop a budget; determine costs and how to pay. Create a resume to highlight skills and abilities and format personal information. Learn about the job search process, including preparation for interviews and how to

negotiate salary and benefits. How to keep that job is addressed with tips on good job habits and working well with supervisors and coworkers. The Illinois Career Information System offers everything required to write a successful career and life plan in one place. Start here: **https://ilcis.intocareers.org/materials/portal/home.html**.

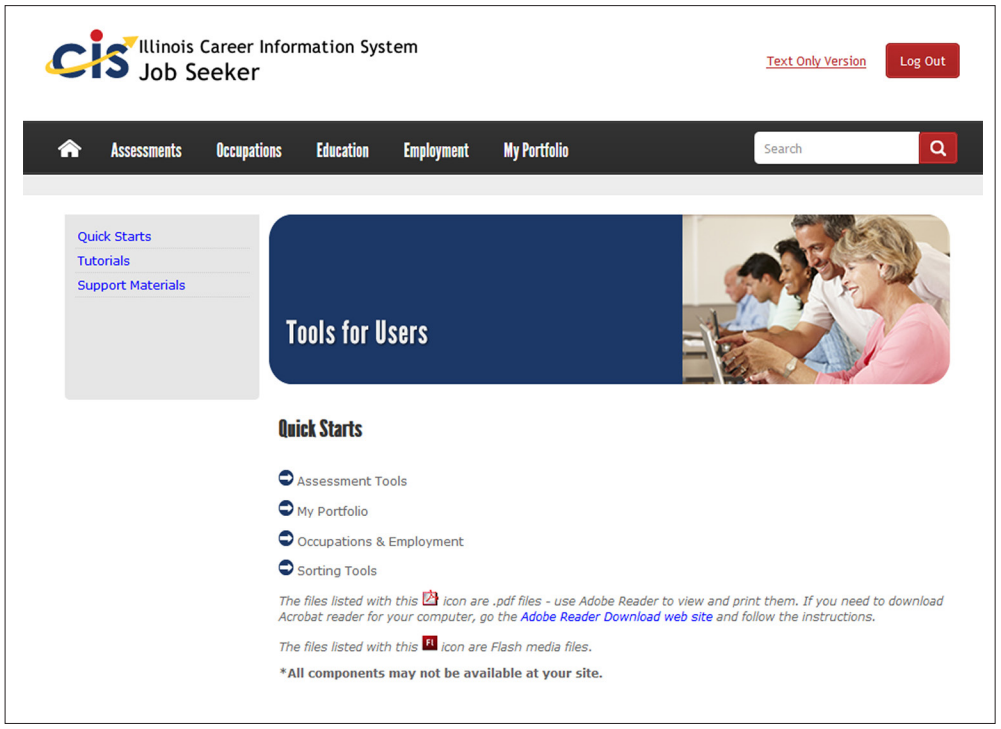
There are two options for getting started in CIS. On the CIS homepage select either IL Residents or Quick Start. CIS Quick Start is a smaller, abbreviated version of CIS Job Seeker. It is useful if you want to quickly look up information. So, why use Job Seeker instead? CIS Job Seeker includes assessment tests for interests, skills and values; sorts to find your match for occupations, schools and financial aid; and Reality Check to imagine your dream lifestyle. It also has My Portfolio where you can create and store your resumes, assessment results and favorite files. You can use your portfolio username and password to log into CIS Job Seeker on future visits.

To access Job Seeker, log out using the red button in the upper right corner of the Quick Start page and you'll return to the CIS login page. Select the IL Resident tab and enter your city and zip code. If it's not recognized, contact **des.icrn@illinois.gov**.

Choose CIS Junior for students grade 5 through high school. CIS Junior supports reading, writing, and decision-making at the middle school level. It develops self-awareness by promoting career exploration, research, and planning skills. This product reinforces the learning objectives of reading, writing, and decision-making in the middle school curriculum. CIS Junior is written at the sixth-grade level, making it appropriate for special populations in various settings.

First time visitors will find the tutorials and quick starts informative. Find them under the Tool category on the black menu bar at the bottom of the page, in How to Use CIS.

The quick starts and tutorials offer detailed explanation and guidance. Experienced users will notice many improvements in the 2014 version of the Illinois Career Information System including a completely redesigned Reality Check.



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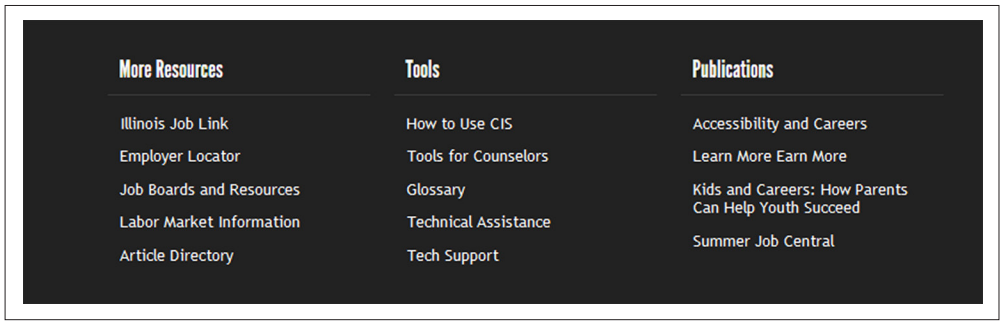

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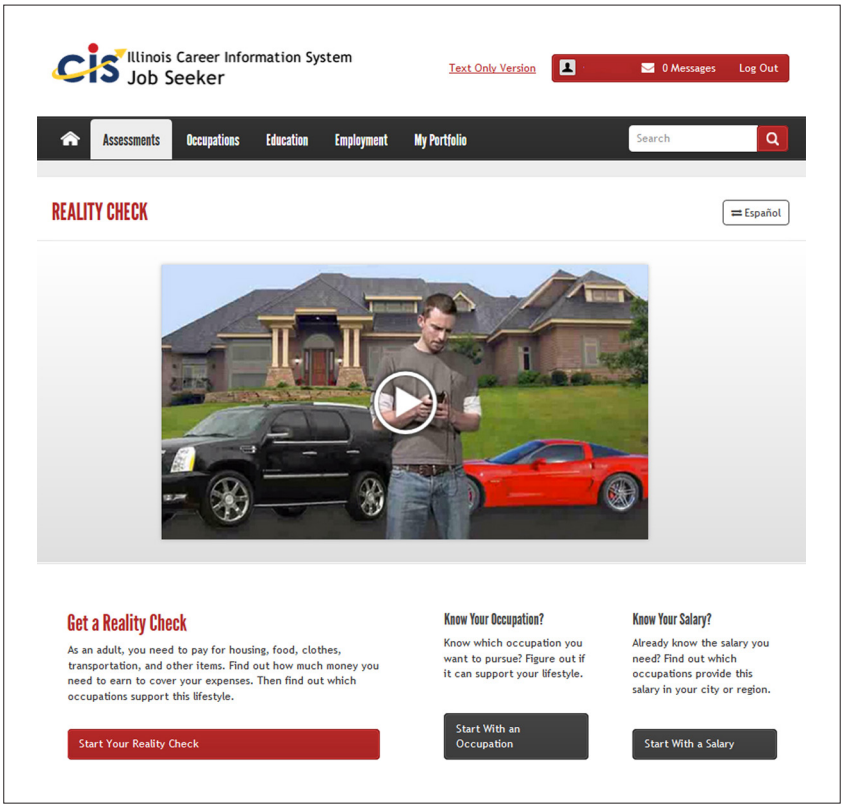
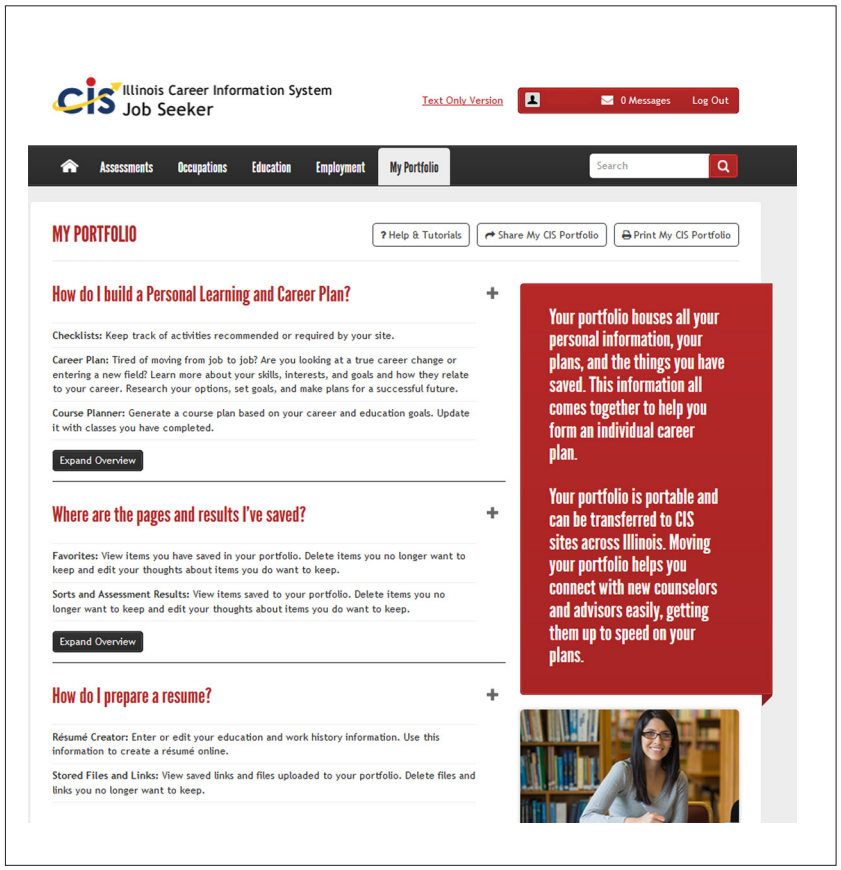
Reality Check

Don't know how much money you will need to earn in the future? Find out how much money you will need to attain the lifestyle you desire. View occupations that pay enough to support your ideal lifestyle.

Reality Check is completely updated to enhance navigation and understanding on budget items. A new expense category for data and phone plans has been added. Users can visit every expense category or use the navigation bar to jump to different expenses. Try the new version and discover which occupations to explore and how to make your dreams a reality.





My Portfolio

My Portfolio has been enhanced with the addition of the new report, the Personal Learning & Career Plan. The report contains a clear, concise, printable summary of students' career planning activity in the Career Information System. This information helps students, educators and family members stay on track with students' goals and needs. Use it to support academic and career goals discussions during student conferences. The report can be used to develop awareness for parents, industry, and adult job seekers. The report incorporates information from the user's resume creator, career plan reflections, personal information and favorites

Get started today and plan for a better future! **https://ilcis.intocareers.org/materials/portal/home.html**.