



CIS SORTS AND ASSESSMENTS

Whether you are a student exploring careers or postsecondary options or a job seeker looking for new opportunities, Idaho CIS has an assessment just right for you.

Occupation Sort* – Many factors go into choosing careers. What are your priorities?

Occupation Sort asks what you know about yourself, your likes and dislikes and creates a list of occupations that match your preferences. You can see how closely your preferences match occupations in the CIS system.

SKILLS Assessment* – Everyone has skills. Match yours with skills used in more than 500 occupations.

Using **SKILLS** you can:

- Identify occupations that use the skills you like to use and recognize skills that transfer between occupations.
- Select occupations to explore, identify ways to modify your career direction and prepare for an interview.
- Identify matching career clusters, occupations and Holland Personality Types.

Work Importance Locator* – Learn how your work values match with occupations.

Work Importance Locator can help you learn more about your work values and help you decide what careers to explore. Learn more about what values are most important to you in a job. Use your work values to explore the careers that would be most satisfying and rewarding to you.

Career Cluster Inventory* – Look at basic activities to create a list of matching occupations.

Career Cluster Inventory helps you narrow down your occupation choices based on your responses to what activities you like and dislike. Results show which career clusters would be best for you to explore based on what types of activities you enjoy. A simple graph report shows how you scored in each of the career clusters.

Reality Check – Find out how much you need to earn to support your lifestyle choices.

Reality Check begins by posing a few short questions about how and where you want to live after you complete school. It takes in account housing, food, clothes, transportation, entertainment – everything you need when supporting yourself. Find out how much money you will need and which occupations will pay for them.

IDEAS™ Assessment* – Match your current interests to future career aspirations.

IDEAS gives you 128 short tasks related to everyday activities. Rate the activities, then receive a customized report with matching Holland Personality Types, interest areas, related classroom subjects and CIS occupations for you to consider.

*Optional modules available additional cost.

Cont. →

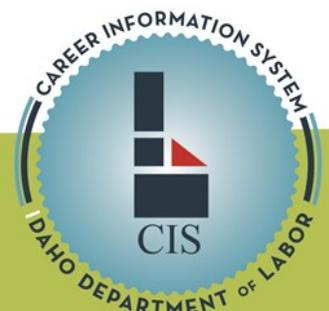
Idaho Department of Labor

C.L. "Butch" Otter, Governor • Kenneth D. Edmunds, Director

An Equal Opportunity Employer and Service Provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

Idaho Career Information System • 317 W. Main St. • Boise, ID 83702 • (208) 334-3705 or (800) 935-4247

IdahoCIS.org



Dependable Strengths* – Learn how your unique strengths can set you on the best career path.

Dependable Strengths is a six-step process that helps identify the unique combination of core skills, abilities, qualities and traits you enjoy using. It helps you identify your top strengths, determine a career pathway and explore CIS occupations.

Peterson's Practice Test Packages* – How do you prepare for that important test?

Peterson's Practice Test Packages provide a wide variety of authentic academic and civil service practice tests and detailed results, which help you identify skills or study areas where you are strong or those you need to work on.

Assessment Link – Connect your assessment results with CIS occupations and career clusters.

Assessment Link connects the occupations or occupational categories found in non-CIS assessments to occupations and career clusters within CIS. Crosswalks are available for popular assessments to give you a world of options.

Undergraduate School Sort – Find two- or four-year college or training programs to meet your educational and personal needs.

Choose up to 12 criteria to generate a customized list of two- and four-year postsecondary schools in Idaho and the United States. You will answer questions about college majors or programs of study, degrees, location, size, tuition, financial aid and more.

Graduate School Sort – Find a graduate school to continue your studies.

Create a customized list of graduate schools based on criteria such as location, tuition, size, degrees offered and more.

Financial Aid Sort – Need to pay for postsecondary education?

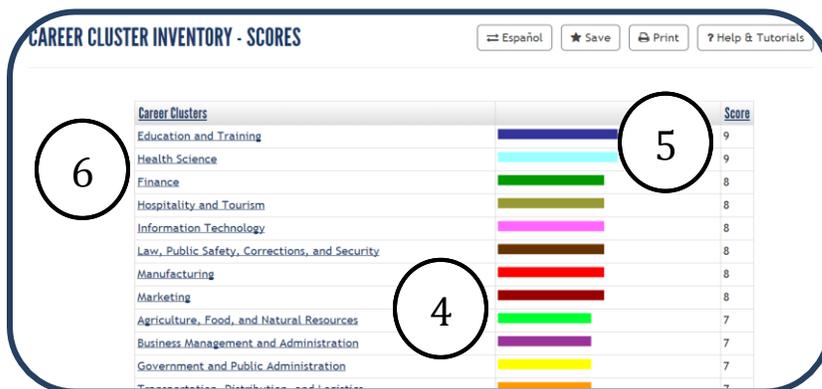
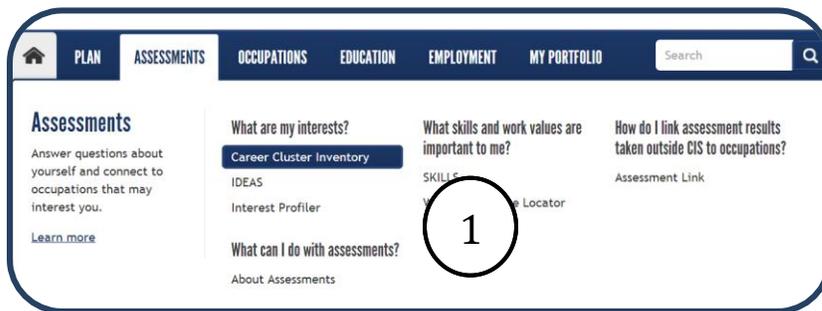
Select characteristics that match your educational plans, abilities and personal goals to create a list of awards that meet your needs. Search through nearly \$2.6 billion in financial awards.

Spanish versions are available for SKILLS Assessment, Career Cluster Inventory, Reality Check and IDEAS Assessment.

*Optional modules available additional cost.

CAREER CLUSTER INVENTORY

Rate 80 activities on how much you think you enjoy doing them. After answering the questions, you see how your answers match the 16 national career clusters. You will also learn more about matching occupations, and related courses.



Instructions

Important: You must first create a portfolio in order to save Career Cluster Inventory results.

1. Log in and select **Career Cluster Career Inventory** under the **Assessments** tab.
2. Read the instructions and select **Rate the activities** to begin.
3. Select a response for each of the 80 items. For more information about an item select **Explain**.
4. When you are finished, a table displays your results. The horizontal bars represent your interest levels for 16 career clusters. Longer bars indicate higher interest.
5. To sort the clusters by level of interest, select **Score**, in the upper right corner of the table.
6. To read a description of a career cluster, click on the title. Explore the topics on the left side to learn more about the cluster.
7. To view a list of occupations in the cluster, select **Occupations** under the Related Information bar (or select **Check out Related** in the Junior version).

CAREER CLUSTER INVENTORY

HEALTH SCIENCE Help & Tutorials Save Print

Topics

- Overview
- Pathways
- Skills
- Helpful high school courses
- Level of education and training
- Employment and outlook
- Additional resources

Overview

Are science classes your favorite?
Do you enjoy helping people?
Have you served as a volunteer in a hospital?
Do you follow instructions exactly?
Can you work fast in an emergency?
Do you take good notes in class?

Related Information

- Occupations
- Programs of Study

Videos

- View Video

CAREER CLUSTER INVENTORY - SCORES Español Save Print Help & Tutorials

Career Clusters	Score
Education and Training	9
Health Science	9
Finance	8
Hospitality and Tourism	8
Information Technology	8
Law, Public Safety, Corrections, and Security	8
Manufacturing	8
Marketing	8
Agriculture, Food, and Natural Resources	7
Business Management and Administration	7
Government and Public Administration	7

My Portfolio

View your CIS favorites and CIS assessment results.

Save information for résumés and applications.

Store your files and résumés.

View My Portfolio

Where are the pages and results I've saved?
Favorites
Sort and Assessment Results
Stored Files and Links

How do I update my résumé?
Resumés

How do I track my school applications?
Application Tracker

What are my guidance needs?
Universal Encouragement Program
Dependable Strengths

How do I create a career plan?
Career Plan

Sort and Assessment Results Privacy Statement Print

Career Cluster Inventory

- Entrepreneurial Career Assessment Form
- Financial Aid Sort
- IDEAS
- Interest Profiler
- Occupation Sort
- School Sort
- SKILLS

Career Cluster Inventory

My Saved
Career Cluster Inventory Answers
Restore Answer Set 8
Restore Answer Set 7
Restore Answer Set 6

Updated Edited
7/17/2014
3/22/2014
1/19/2014

Explore Your Results

- You can also view a video about the cluster.
- Repeat this process for as many clusters as you want.

Print Results

- Click **Print** in the upper right corner. A pop-up window will appear with your name.
- Click the **Print Results** button.

Save Results

- Results can be saved at any time. To save results click **Save** in the upper right corner. Your answers are saved in your portfolio under the menu item **Sorts and Assessment Results**.

Retrieve Answers

- Once you log in using your user name and password, select **Sort and Assessment Results** under the **My Portfolio** tab.
- Click **Restore Answers** to view the graphic with the 16 clusters.

Explore the clusters and occupations on your list to learn more about your choices. The more you research possibilities, the better your career decisions will be.

WORK IMPORTANCE LOCATOR

The Work Importance Locator helps you identify the values that are important to you in a job. It also helps you identify occupations that you may enjoy based on your work needs.

The screenshot shows a navigation bar with tabs: PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY PORTFOLIO. A search bar is on the right. Under the ASSESSMENTS tab, there are three main sections: 'What are my interests?' (with links for Career Cluster Inventory, IDEAS, and Interest Profiler), 'What skills and work values are important to me?' (with links for SKILLS and Work Importance Locator), and 'How do I link assessment results taken outside CIS to occupations?' (with an Assessment Link). A red circle with the number 1 is placed over the 'Work Importance Locator' link.

WORK IMPORTANCE LOCATOR - PLACE THE CARDS

Shown below are five columns under the Importance Scale. Each column has a number from 5 (Most Important) to 1 (Least Important). Each column has 4 boxes.

Put each Work Value Card from the deck in the column that best matches how important it is for you to have a job like the one described on the card. Clicking on a box without a card puts the card in that box. Clicking on a box with a card puts the card back on top of the deck.

When you are done, your four most important statements should be in Column 5, your four next most important statements should be in Column 4, and so on. Your four least important statements should be in Column 1. You can then click on Get My Results to explore occupations based on your choices.

On my ideal job it is important that...

...I make use of my abilities.



Work Value Cards

3

The diagram shows an 'Importance Scale' with five columns numbered 5 to 1 from left to right. Column 5 is labeled 'Most Important' and column 1 is labeled 'Least Important'. Below each column are four boxes, each containing the text 'Click here to place a card'. A red circle with the number 3 is placed over the diagram.

Instructions

Important: You must create a portfolio to save your Work Importance Locator results.

1. Under the Assessments tab, select **Work Importance Locator**.
2. Read the **Getting Started** screen. If it helps you to place the cards on paper before placing the cards at the computer, print and use the worksheet and cards; otherwise select **Place the cards**.
3. The virtual deck contains twenty cards with work needs statements. Place each card in the column that indicates how important it is to you to work in a job with the characteristics described on the card. **Note:** Column 5 is for needs that are most important to you. Column 1 is for your least important needs.
 - **To place a card:** Click the card and then click the spot in the column where you would like to place it.
 - **To move a card:** If you wish to move a card you already placed, simply click it and it will return to the top of the pile. You can then click the new spot where you would like to place your card.
4. When finished placing all the cards, select **Get My Results**.

WORK IMPORTANCE LOCATOR

WORK IMPORTANCE LOCATOR Español Compare My Scores Help & Tutorials

Recognition and Independence
You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance to you of six work values. Your two highest work values are **Achievement and Support** and **Recognition and Independence**. Definitions of these work values are given below:

Recognition
People for whom recognition is important like to work in jobs with many opportunities for them to advance, be recognized for their work, and direct and instruct others. They usually prefer jobs in which they are looked up to by others.

Independence
People for whom independence is important like to make decisions and try out ideas on their own. They prefer jobs where they can plan their work with little supervision.

Below is a list of occupations that meet both of your top two work values. Depending on what your top work values are, this list may be very small or very large. Don't let the length of the list discourage you. If the list is short, you may want to explore the list of occupations for just one of your top work values. If the list is long, you may want to select just a few occupations that interest you and explore them further.

To save your Work Importance Locator results to your portfolio, or to view occupation lists for any of the six work values, go to [My Scores](#).

List Ordered by Cluster

Order by Cluster Order by Title 1st 2nd Order by Selected

Occupation	Education Level	Wages	Green
Arts, Audio/Visual Technology, and Communications	4 years	\$71,350	No
Producers and Directors	4 years	\$168,140	No
Business Management and Administration	4 years	\$168,140	No
Business Executives	4 years	\$168,140	No
Health Science	4 years	\$168,140	No
Allergists and Immunologists	5 or more years	More than \$187,200	No
Law, Public Safety, Corrections, and Security	4 years	\$71,350	No

Return to:

Work Importance Locator Hide CIS Demo Site Go To

cis Career Information System Version Caryn 3 Messages Log Out

[Home](#) [PLAN](#) [ASSESSMENTS](#) [OCCUPATIONS](#) [EDUCATION](#) [EMPL](#) [ID](#)

WORK IMPORTANCE LOCATOR Español Compare My Scores Help & Tutorials

Achievement and Support
You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance to you of six work values. Your two highest work values are **Achievement and Support** and **Recognition and Independence**. Definitions of these work values are given below:

WORK IMPORTANCE LOCATOR - MY SCORES Español Save Print Help & Tutorials

Using Your Work Values to Explore Occupations
You can use your work values to explore careers. Work values are good to use because you probably will find that occupations that meet your work values will be more satisfying and rewarding for you than occupations that don't meet your work values.

Remember, though, that work values are just some of the information that you can use to explore careers. Other information about yourself:

- your abilities,
- your interests,
- experience,
- education, and
- motivation

The links for each Work Importance Locator result display a list of occupations that match that value. You can then use the occupation links to learn more about the occupation.

Independence and Recognition
Follow the link above to display a list of occupations for which both of your top two values are important.

Independence **Your Score : 24**
People for whom independence is important like to make decisions and try out ideas on their own. They prefer jobs where they can plan their work with little supervision.

Recognition **Your Score : 22**
People for whom recognition is important like to work in jobs which have opportunities for them to advance, be recognized for their work, and direct and instruct others. They usually prefer jobs in which they are looked up to by others.

The remaining four work values are listed below. Even though they aren't your highest work values, you may want to explore their occupation lists. For work values that are somewhat important to you, you can find out which occupations still

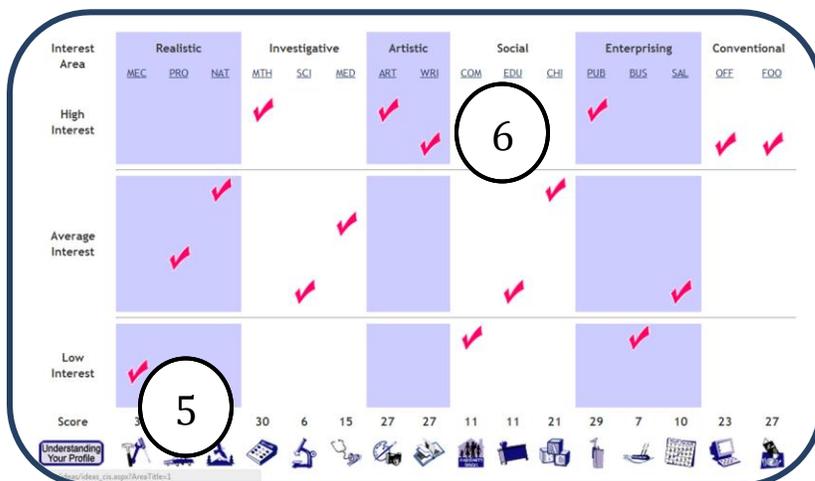
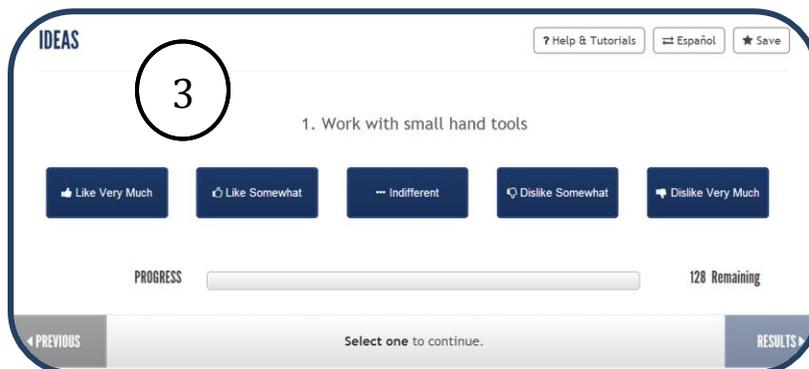
Instructions (cont.)

- Your two highest_work values display with a list of occupations that match both of these work values.
- Select any of the highlighted **Occupations** to learn more about the occupation.
- To return to your Work Importance Locator results from an occupation, select **Show** and **Return to: Work Importance Locator** at top of screen.
- Select **My Scores** to highlight your two highest work value scores and see the numerical score for each work value.
 - View a list that matches both of your highest work values by selecting the double title, for instance "Achievement and Independence."
 - View a list that matches an individual work value titles by selecting only its title.
- The remaining work values also appear with the corresponding numerical score for each. Select any work value title to view a list of occupations that match it.
- Select **Compare** to compare any two occupations.
- Be sure to select **Save** to save to your portfolio your results and your thoughts about these results.

The more you research the possibilities, the better your career decisions will be.

IDEAS

The Interest, Determination, Exploration and Assessment System (IDEAS) is an interest assessment that is available as an option in this program. Based on your responses to 128 items, the assessment rates your level of interest in 16 occupational areas. IDEAS helps you link your interests to occupations and related courses.

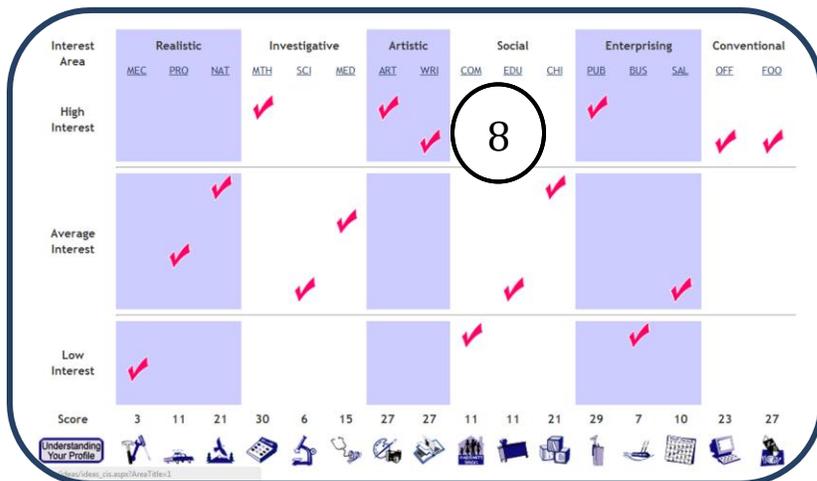


Instructions

Important: You must first create a portfolio to save your IDEAS results.

1. Select **IDEAS** under the Assessments tab.
2. Read the introduction page and click **Rate the Activities**.
3. Select a response for each of the 128 items. Select **Results** and grade level.
4. A table displays your results. Check marks represent your interests on each of the 16 interest areas. Put the cursor on the interest area titles (near the top of the Results screen), and the interest area title displays.
5. Select and read **Understanding Your Profile**, located at the bottom left corner of the Results screen.
6. Select the ✓ (or abbreviated title) of your highest interest area. Review the list of occupations in your highest interest areas.
7. To print your results, click **Print** in the upper-right corner.

IDEAS



Explore IDEAS Results

- Select an interest area where you have high results.
- A list of occupations displays. Explore occupations of interest on your list.
- To return to your IDEAS Profile, select **Show** button at top of page. In upper-right corner is a drop-down **Return To:** button. Select **IDEAS**.
- Explore a few more occupations from your highest interest areas then go back to your results profile. Explore occupations under your second highest interest area. Repeat this process for as many other interest areas as you want.
- Click **Save** to save your results and enter your thoughts and reflections about your assessment results.

Creative Arts (Artistic)

You may enjoy drawing, sketching, going to art galleries or museums, hobbies such as pottery or weaving, acting, singing, or playing a musical instrument.

Related Courses: Art, Crafts, Dance, Drama, Graphic Arts, Music, Photography, Theater

Occupations

- [Actors](#)
- [Animators and Multimedia Artists](#)
- [Architects](#)
- [Art Directors](#)
- [Cartoonists \(Emerging\)](#)
- [Choreographers](#)
- [Dancers](#)
- [Drafters](#)

ART DIRECTORS

Topics

- Overview
- Task list
- Common work activities
- Working conditions
- Physical demands
- Skills and abilities
- Knowledge
- Helpful high school courses
- Preparation
- Hiring practices
- Wages
- Employment and outlook
- Interests
- Advancement opportunities
- Resources

Overview

Art directors supervise workers who create artwork for magazines, ads, or products.

Art directors supervise the work of:

- Artists
- Graphic designers
- Photographers
- Copywriters
- Production staff

Together these workers produce artwork for their employer or customers. They begin new projects by meeting with clients to discuss the project. They learn

At a glance

- Supervise artists, graphic designers, copywriters, and others
- Work with clients

return to: IDEAS

Hide

CIS Demo Site Go To

Linda 0 Messages Log Out

[Text Only Version](#)

OCCUPATION SORT

Occupation Sort can help you to identify occupations that match factors you consider important. It will help you find occupations that match criteria you have chosen to explore further.

The screenshot shows the 'Occupations' tab selected in a navigation menu. A red circle with the number '1' highlights the 'Occupation Sort' link in the 'Which occupations match my preferences?' section.

The screenshot shows the 'OCCUPATION SORT - GETTING STARTED' screen. A red circle with the number '3' highlights the introductory text. A red circle with the number '2' highlights the 'Select Factors' button. A red circle with the number '4' highlights the 'Print Worksheet' button.

The screenshot shows the 'SELECT AND PRIORITIZE FACTORS' screen. A red circle with the number '5' highlights the 'Continue' button. A red circle with the number '6' highlights the 'Recommended List' button.

Instructions

Important: You must create a portfolio before you can save your Occupation Sort results.

Important: Do not use the Back button on your browser's tool bar when using Occupation Sort.

1. Select Occupation Sort under the Occupations tab.
2. Read the **Getting Started** screen. For an explanation of Occupation Sort and to see all factor definitions, print **Worksheet** before using the computer. Complete the worksheet.
3. Select **Restore** if you want to review a sort you previously saved.
4. To begin a new sort, choose **Select Factors**.
5. Select **Recommended List** to have 10 factors selected for you.
6. Select the factors that are important to you. Use the  icon to view a definition for a factor.

Important: Some factors are important because you want them on the job. Others are important because you don't want them.

7. Your selected factors display on the right side of the screen. Use the arrows to move factors up or down, based on their importance to you. When the list is ordered as you like, select **Continue**.

OCCUPATION SORT

OCCUPATION SORT - ADVISE

Help & Tutorials Save Save as New Start Over

In some jobs, workers discuss topics with individuals or groups. Then they guide, suggest, or recommend options or solutions.

How much do you want to advise others as part of a job?

- A great deal
 A lot
 Somewhat
 A little
 Hardly ever

Check all levels you are willing to consider.

- A great deal
 A lot
 Somewhat
 A little
 Hardly ever

8

Sort

OCCUPATION SORT - ADVISE

Help & Tutorials Save Save as New Start Over

In some jobs, workers discuss topics with individuals or groups. Then they guide, suggest, or recommend options or solutions.

How much do you want to advise others as part of a job?

- A great deal
 A lot
 Somewhat
 A little
 Hardly ever

Check all levels you are willing to consider.

- A great deal
 A lot
 Somewhat
 A little
 Hardly ever

Sort

Results

9

77 occupations were eliminated based on your preferences above. There are 472 occupations remaining on your list. If you want to change your preferences for this factor, you can click on the Sort option to update the results. When you are ready to proceed, click on Next Factor.

Eliminated By Last Choice
Not On Your List
On Your List



Next Factor

OCCUPATION SORT - VIEW OCCUPATIONS ON YOUR LIST

Help & Tutorials Español Save Save as New Start Over

The occupations matching your preferences are listed below. Click on [icon] to see how your preferences match the occupation's requirements. Click on the occupation title to view a complete description.

Compare Occupations Options

Number of occupations on your list: 168

14

Occupations On Your List

Acupuncturists
Agricultural Products Graders and Sorters
Aircraft Mechanics
Aircraft Assemblers

Instructions (cont.)

- For each factor you will be asked to indicate your preferred level and additional levels, if any, you are *willing* to consider. You must select at least the level you selected as your preferred level. Select **Sort**.
- After each sort, your progress will display at bottom of screen. View the occupations on each list by selecting: **Eliminated by Last Choice**, **Not On Your List**, or **On Your List**. After viewing the information, select **Next Factor**.
- When done entering factor preferences, a list of the occupations on your list displays. Select **Options** to view other lists.
- To save your sort, select **Save**. Enter your thoughts about your sort.
- To change a restored sort and save new result, select **Save as New**.
- To begin a new sort, select **Start New**.
- Select **Options**.

OCCUPATION SORT

Recommendations
Review recommended next steps.

Review
Review and change your preferences.

Occupations On Your List
View the list of occupations compatible with your preferences.

Occupations Almost On Your List
View a list of occupations eliminated due to only a small incompatibility on one factor.

Occupations Not On Your List
View the list of occupations eliminated due to incompatibility with your preferences (and ask "Why?").

Compare Occupations

15

22

The chart below shows your optimal and acceptable range for all the factors you selected. If you want to change your response for any factor, click on the to the left of the factor name.

Options

= Your preferred level
 = Your acceptable level

Factor	A great deal	Somewhat	Hardly ever
Flexible hours			
Your Choice			
Problem solving			
Your Choice			
Wages	\$5,000	\$4,000	\$3,000
Your Choice			

16

The chart below shows the comparison between your preferences and the requirements of this occupation for each of the factors for which you have responded.

Show:
 Rated Factors All Factors

Go Back to List
Options

= Your preferred level / Typical occupation level
 = Your acceptable levels / Some jobs fall into this level

Factor	A great deal	Somewhat	Hardly ever
Flexible hours			
Your Choice			
Accountants and Auditors			
Problem solving			
Your Choice			
Accountants and Auditors			

17

Number of occupations almost on your list: 8

Occupations Almost On Your List

- Animal Breeders **Why Not**
- Choreographers **Why Not**
- Clergy **Why Not**
- Energy Engineers **Why Not**
- Fine Artists **Why Not**
- Graphic Designers **Why Not**
- Mental Health Counselors **Why Not**
- Tax Preparers **Why Not**

18

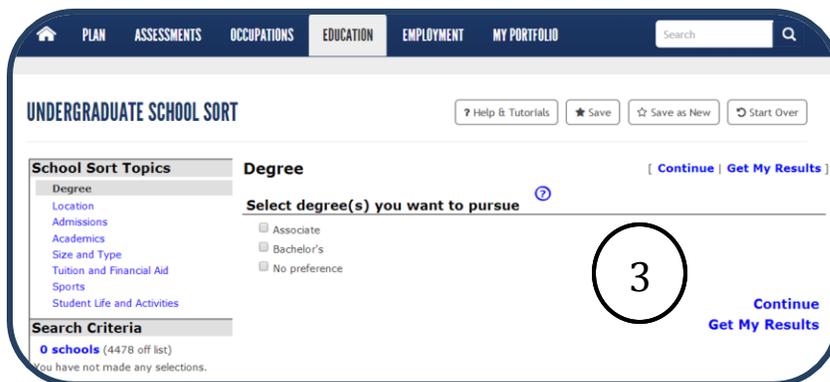
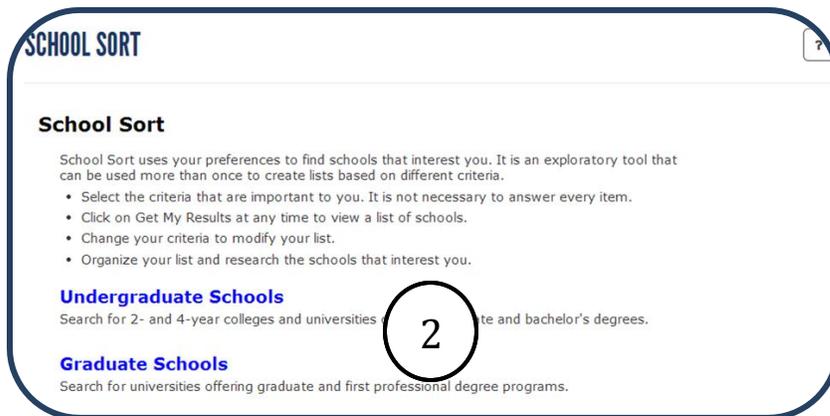
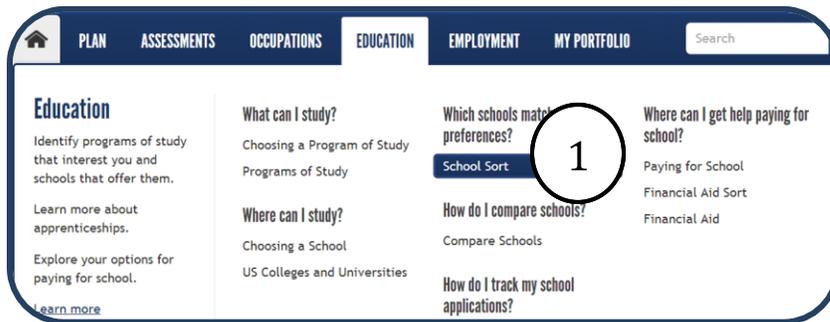
Instructions (cont.)

15. Select **Recommendations** for suggestions about what to do next.
16. Select **Review** to see the factors and ranges you selected. To change your preferences, use the icon. **Sort** after the change.
17. When viewing **Occupations On Your List**, use the chart icon to compare your responses to the occupation's factors.
18. When viewing a list of **Occupations Almost on Your List**, use the **Why Not** button to find out which factor did not match your preference.
19. **Occupations Not On Your List** also use the **Why Not** button. Compare your choice to the typical occupation levels and consider changing your response.
20. **Compare Occupations** allows you to compare two occupations side by side.
21. Explore the occupations on your list to learn more about your choices.
22. **Save** occupations you want to explore further.

The more you research the possibilities, the better your career decisions will be.

SCHOOL SORT

School Sort helps you identify a list of schools that interest you. Undergraduate School Sort includes sorting criteria for those seeking schools that offer associate or bachelor's degree programs. Graduate School Sort includes sorting criteria for those seeking masters or doctoral degree programs.



Instructions

Important: You must first create a portfolio to save your School Sort results.

1. Select **School Sort** under the **Education** tab.
2. Read the introduction page. Select **Undergraduate School Sort** or **Graduate School Sort**.
3. Select sort topics of importance to you. Make your selection and **Continue** to the next sort topic. Select **?** to learn more about a topic.

Degree

Undergraduate School Sort allows you to select associate and/or bachelor's degrees. Graduate School Sort allows you to select Master's and/or Doctoral degrees.

Location

Select a state(s) or a region.

Admission

Select admission difficulty.

Academics

Majors are listed by cluster. View the Individual Majors tab for an alphabetized list of majors. Choose to include schools that offer any or all of the majors on your list.

Size and Type

Select preference for size or type of school.

Tuition and Financial Aid

Select preferences for tuition and types of financial aid programs available.

Sports

Select based on sports offered for men or women.

Student Life and Activities

Select based on housing and activities.

4. When finished, select **Get My Results**.

SCHOOL SORT

UNDERGRADUATE SCHOOL SORT

0 checked schools: [Save Checked](#) [Remove Checked](#) [Compare Checked](#) [Removed Schools](#)

School Name	State	Type	Admissions	Size
Arizona State University - Downtown Phoenix	Arizona	Public	Moderately difficult	19,041
Arizona State University - Polytechnic	Arizona	Public	Moderately difficult	11,164
Arizona State University - Tempe	Arizona	Public	Moderately difficult	13,877
University of Northern Iowa	Iowa	Public	Moderately difficult	11,845
Lindenwood University	Missouri	Presbyterian	Moderately difficult	11,903
Saint Louis University	Missouri	Catholic	Moderately difficult	13,559
Southwest Missouri State University	Missouri	Public	Moderately difficult	11,591
University of Missouri - Kansas	Missouri	Public	Moderately difficult	15,709
University of Missouri - St. Louis	Missouri	Public	Moderately difficult	16,433
Webster University	Missouri	Private	Moderately difficult	18,556
Montana State University - Bozeman	Montana	Public	Moderately difficult	15,200

My Portfolio

View your CIS favorites and CIS assessment results.

Save information for résumés and applications.

Store your files and résumés.

[View My Portfolio](#)

Where are the pages and results I've saved?

How do I create or update my résumé?

How do I track my school applications?

How do I track my career activities?

SORT AND ASSESSMENT RESULTS

Privacy Statement | Print

Career Cluster Inventory

Entrepreneurial Career Assessment Form

Financial Aid Sort

IDEAS

Interest Profiler

Occupation Sort

School Sort

SKILLS

School Sort

My Saved School Sort Answers

Restore Answer Set 4 7/30/2014

Restore Answer Set 3 7/23/2014

Restore Answer Set 2 10/29/2013

Geology schools that I might be interested in.

View School Sort Results

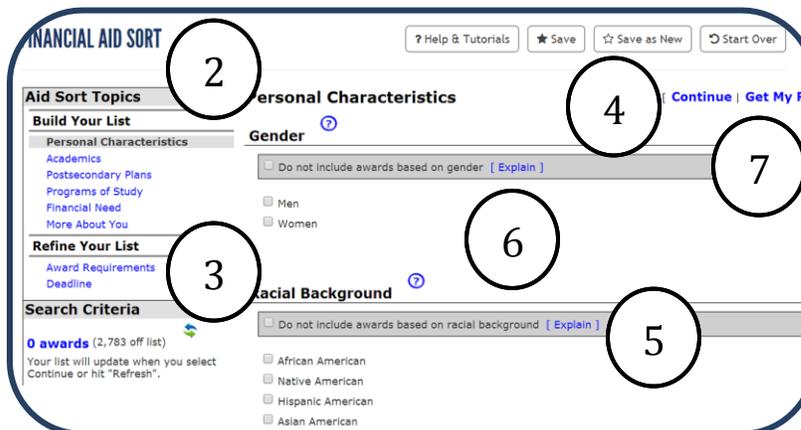
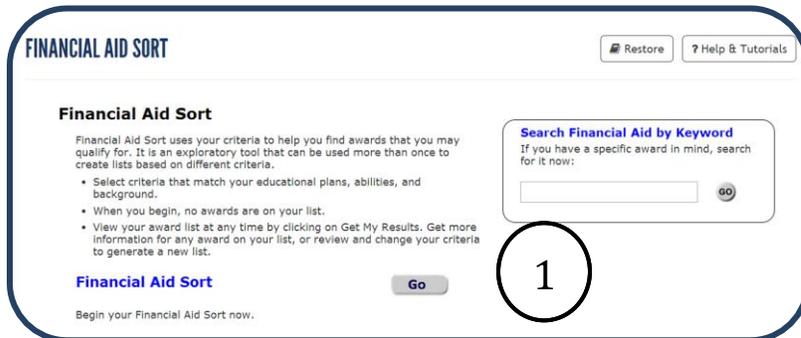
- Explore schools by clicking on the school title or selecting the At A Glance icon.
- Save schools to your portfolio for further review or remove them from your list by checking the box and selecting appropriate action box at top of list. Once saved, yellow stars appear next to the school name.
- Compare up to three schools at a time by selecting **Compare Checked**.
- To save your sort, select **Save Sort** at top of screen.
- To change your sort and save new result, select **Save Sort as New**.
- If you want to begin again, select **Start Over**.
- Select **Print List** to print your list.

To restore your saved School Sort results:

- Log into this program using your **My Portfolio** user name and password. Select **Sort and Assessment Results** under the **My Portfolio** tab.
- Select **School Sort** from the next menu.
- Select the **Restore Answer Set** you want to review.

FINANCIAL AID SORT

Financial Aid Sort helps you to identify scholarships and other awards that match your educational plans, abilities, and background.



Instructions

Important: You must first create a portfolio to save your Financial Aid Sort results.

1. Select **Financial Aid Sort** under the **Education** tab. Review the directions and select **Go** to begin. If you have a specific scholarship in mind, use the search box.
2. Add awards by answering the **Build Your List** criteria:
 - Personal Characteristics
 - Academics (grades)
 - Postsecondary Plans
 - Programs of Study
 - Financial Need
 - More About You (clubs, etc.).
3. Reduce your list by answering the **Refine Your List** criteria:
 - Award Requirements
 - Deadline
4. After completing each criteria, select **Continue** to proceed.
5. Select **Explain** to clarify the “Do not include” check box.
6. Select **?** to learn more about a Financial Aid Sort criteria.
7. To view the awards on your list at any time, select **Get My Results**.

FINANCIAL AID SORT

FINANCIAL AID SORT - AWARDS LIST

Help & Tutorials Save Sort Save Sort as New Start Over Print List

0 checked awards: Save Checked Remove Checked

Award Name ▼▲	Type ▼▲	Deadline ▼▲
<input type="checkbox"/> 37th Division Veterans Association Scholarship ⓘ	Scholarship	April
<input type="checkbox"/> 101st Airborne Division Association: Chappie Hall Scholarship Program ⓘ	Scholarship	May
<input type="checkbox"/> 101st Airborne Division Association: Viste Scholarship ⓘ	Scholarship	May
<input type="checkbox"/> Academy of Saint's Dentists Scholarship ⓘ	Scholarship	June
<input type="checkbox"/> Air Force General Arnold Education Grant Program ⓘ	Other	March
<input type="checkbox"/> Airmen Memorial Foundation Scholarship ⓘ	Scholarship	March
<input type="checkbox"/> Airmen Memorial Foundation: Air Force Sergeants Association Scholarship ⓘ	Scholarship	March
<input type="checkbox"/> Airmen Memorial Foundation: Chief Master Sergeants of the Air Force Scholarship ⓘ	Scholarship	March

Instructions (cont.)

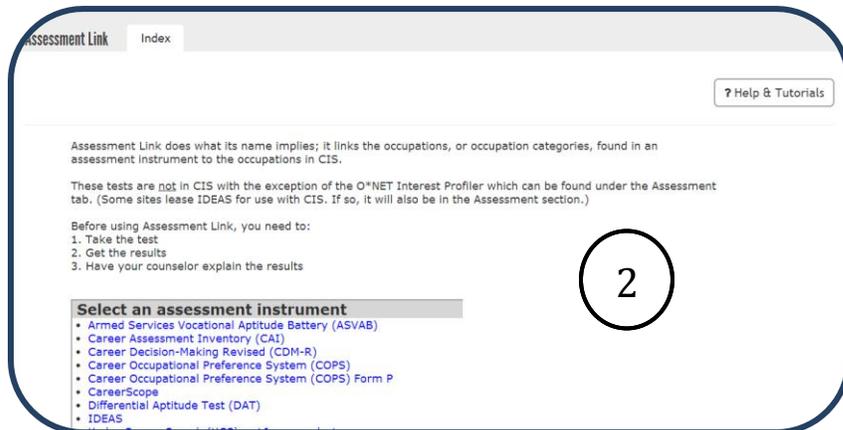
- Awards display alphabetically. Select the **arrow** next to the Award Name heading to change order. You can also sort by type and deadline.
- Click on any award to learn more about it.
- Save awards by selecting the small box to the left of the award name and **Save Checked** at the top of the page.
- To remove saved awards, select **Remove Checked**.
- To save your sort, select **Save Sort** at top of screen.
- To change a restored sort and save new result, select **Save Sort as New**.
- To begin a new sort, select **Start Over**.
- Your search criteria appear on the left side of the screen. To change your response to an item, select the criteria.
- View the number of awards on and off your list at any time under Search Criteria.

To restore your saved Financial Aid Sort results:

- Log into this program using your **My Portfolio** user name and password. Select **Sort and Assessment Results** under the **My Portfolio** tab.
- Select **Financial Aid Sort** from the next menu.
- Select the **Restore Answer Set** you want to review.

ASSESSMENT LINK

Assessment Link helps connect occupations from assessment(s) you have taken elsewhere to the occupations in this program. It provides links from 14 assessments.



Instructions

Important: You must complete most assessments outside this program before you can research occupations through Assessment Link. You must create a portfolio before you can enter notes about your exploration.

1. Select **Assessment Link** under the **Assessments** tab.
2. 14 assessments appear on the index. Review instructions.
3. Select the assessment you completed.
4. Be sure you have your assessment results in hand.

Match Assessment Results to Occupations

5. Each assessment displays occupations categorized by code or career cluster. Using your results, select a category.
6. A list of all occupations in that category displays. Select the occupation you want to explore.
7. Click on the related occupation title to view a description of the occupation.
8. You can **Save** or **Print** your lists.

ASSESSMENT LINK

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

? Help & Tutorials ★ Save 🖨 Print

Topics

Overview

Categories

Artistic

- Conventional
- Enterprising
- Investigative
- Realistic
- Social

Artistic

Below is the list of occupations for this interest area. Click on an occupation to view the list of related occupations in CIS. Then click on a CIS occupation to learn more about it.

- Actors
- Advertising and Promotions Managers
- Architects
- Related CIS Occupation(s)
 - Architects
- Art Directors
- Art, Drama, and Music Teachers, Postsecondary
- Broadcast News Analysts
- Camera Operators, Television, Video, and Motion Picture
- Cartoonists
- Choreographers
- Commercial and Industrial Designers
- Copy Writers

9

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

? Help & Tutorials ★ Save 🖨 Print

Topics

Overview

Categories

Artistic

- Conventional
- Enterprising
- Investigative
- Realistic
- Social

Artistic

Below is the list of occupations for this interest area. Click on an occupation to view the list of related occupations in CIS. Then click on a CIS occupation to learn more about it.

- Actors
- Advertising and Promotions Managers
- Architects
- Related CIS Occupation(s)
 - Architects
- Art Directors

11

★ Edit My Thoughts - Armed Services Vocational Aptitude Battery (ASVAB)

Add to or delete your thoughts about this file:

Updated: 7/17/2014

Example: I thought my ASVAB results were very interesting and I would like to talk with my counselor about them.

12

13

Save Information

Cancel

Instructions (cont.)

Explore Occupations

9. If you open an occupation, you can explore topics such as:

- Specific work activities
- Common work activities
- Working conditions
- Skills and abilities
- Knowledge
- Wages
- Related Occupations
- Related Programs of Study and Training
- Real World Interviews

10. Videos are available for many occupations. Select **View Video** to view.

Save Favorite Assessments to Your Portfolio

11. In an assessment, select **Save** in the upper right corner.

12. A text box displays. Enter why you are saving this assessment or details that are important for you to remember.

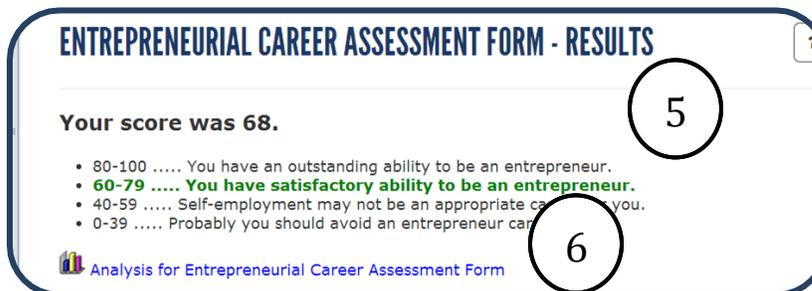
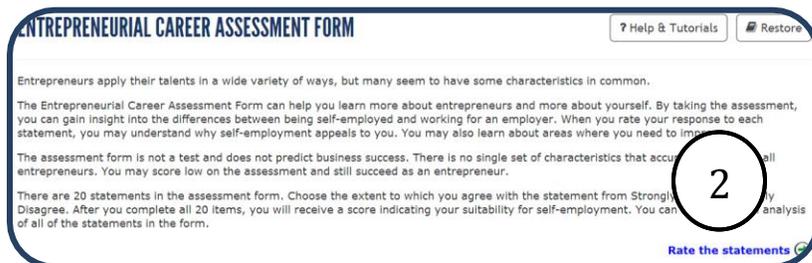
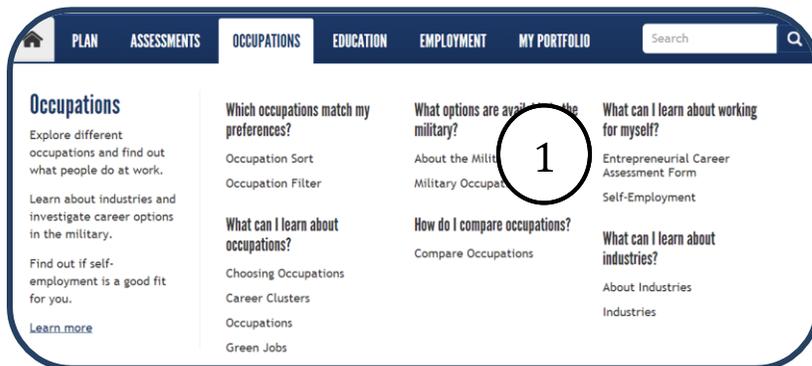
13. Select **Save Information**.

All assessments you save are located in the Favorites section of your portfolio.

To explore more occupations from your assessment results, select **Home** or return to Assessment Link through the Assessment tab.

ENTREPRENEURIAL CAREER ASSESSMENT

This assessment asks you to rate yourself on the characteristics of successful entrepreneurs. Learn the differences between working for yourself and working for an employer.



Instructions

Important: You must first create a portfolio to save your Entrepreneurial Career Assessment results.

1. Log in and select **Entrepreneurial Career Assessment** under the **Occupations** tab.
2. Read the introduction page and select **Rate the Statements**.
3. Answer each of the 20 items. After you select a response, the next item appears.
4. When finished, select **Get Results**.
5. Your score displays. Select the **Analysis for Entrepreneurial Career Assessment Form**.
6. Read the analysis, pay particular attention to those characteristics and assessment statements with which you disagreed strongly.

NOTE: This assessment is not a test and does not predict business success. You may score low on the assessment and still succeed as an entrepreneur.

PRACTICE TESTS

Practice tests help you get ready to take a variety of tests, such as the ACT, SAT, AP, GED, US Citizenship or Civil Service exam. You can learn about each test format and gain tools to help increase your test scores. They provide a chance to practice questions like those that appear on the tests, either timed or at your own pace. Most of the tests offer two to three full practice tests that you can complete at your convenience.

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY PORTFOLIO Search

My Portfolio

View your CIS favorites and CIS assessment results.

Save information for résumés and applications.

Store your files and résumés.

[View My Portfolio](#)

Where are the pages and results I've saved?
Favorites
Sort and Assessment Results
Stored Files and Links

How do I track my career activities?
Checklists

How do I plan my courses?
Course Planner

How do I create or update my résumé?
Résumé Creator
Saved and Uploaded Résumés

How do I create a career plan?
Career Plan

Reports
Combined Report of Assessments
Personal Learning

How do I track my school applications?
Application Tracker

What are my guidance needs?
Universal Encouragement Program
Dependable Strengths

What practice tests can I take?
College Entrance/GED/ASVAB Tests
Advanced Academic Tests
Civil Service Tests

COLLEGE ENTRANCE/GED/ASVAB TESTS

Academic Test Prep
PETERSON'S
A @line1 COMPANY

ACT

- ACT Practice Test
- ACT Online Course

SAT

- SAT
- SAT Online Course
- PSAT

Armed Services Vocational Aptitude Battery (ASVAB)

- Armed Services Vocational Aptitude Battery (ASVAB)

GED

ACT *

When you press "continue," you will be transferred to the web site of Peterson's, a Nelnet company. To take the ACT * practice test. When you are done with the practice test, close this window. This window with Career Information System will still be there.

ACT * is a registered trademark of ACT™, Inc., which has no connection with this product.

[Continue](#)

Instructions

Important: you must first create a portfolio to access and use the Practice Tests.

1. Log in to your my **Portfolio**.
2. Under the **My Portfolio** tab, select the **Practice Test** link for the test you wish to complete. (There are three different test packages that your site might license. If the practice tests don't list in your portfolio menu, your site may not use these. Check with your Site Coordinator.)
3. The **Practice Test** page provides an overview of each test that is available. Select the test information icon  for test information.
4. When you click on the test title a new introduction or instruction window will open. Read it.
5. Select **Continue** to transfer to the test publisher's website. It may take a few seconds to appear.
6. Select **Continue** to access the test or **Exit** to return to this program.

Note: When you reach the Peterson website, you can review computer requirements at the bottom of the page to make sure your computer meets the minimum requirements to access these tests and results.

PRACTICE TESTS

PETERSON'S
x @act.com

Peterson's Practice Tests for the ACT[®]

Welcome *Linda* from IC 1
Please click on the button below to continue.

CONTINUE **EXIT**

[Click here for minimum system requirements](#)

*ACT is a registered trademark of the ACT.
[Privacy Policy](#) | [Copyright & Terms](#)

Peterson's Practice Tests for the ACT

HELP | ABOUT THE TEST | EXIT

Practice Test 1
Total time: 205 min Score (%)
Section 1: English (45 min - 75 questions) **Resume** N/A
Section 2: Math (60 min - 60 questions) **Start** N/A
Section 3: Reading (35 min - 40 questions) **Start** N/A
Section 4: Science (35 min - 40 questions) **Start** N/A
Section 5: Writing (30 min - 1 questions) **Start** N/A

Practice Test 2
Total time: 205 min Score (%)
Section 1: English (45 min - 75 questions) **Start** N/A
Section 2: Math (60 min - 60 questions) **Start** N/A
Section 3: Reading (35 min - 40 questions) **Start** N/A
Section 4: Science (35 min - 40 questions) **Start** N/A
Section 5: Writing (30 min - 1 questions) **Start** N/A

Practice Test 3
Total time: 205 min Score (%)
Section 1: English (45 min - 75 questions) **Start** N/A
Section 2: Math (60 min - 60 questions) **Start** N/A

Peterson's Practice Tests for the SAT

Practice Test 1 Section 3 Math Question: 1 of 20 CANCEL SAVE SCORE

Time: **24:39** Pause
Jump to question: 1 (unanswered)

Directions: Solve each problem and decide which is the best of the choices given.

In the figure above, what is the average angle measure of the four angles that make up the quadrilateral?

a. 45°
 b. 67.5°
 c. 90°
 d. 112.5°
 e. It cannot be determined from the information given.

9

◀ Previous Next ▶

Instructions (cont.)

- For an overview of the practice tests select **About The Test** in the upper right corner.
- Select **Start** to begin a practice test. Instructions will display and a timer will begin immediately. The timer can be paused if you prefer. Select **Resume** to continue taking a test you saved earlier.
- Select **Next** to continue the test or **Previous** to view a previous question.
- Select **Save** to exit test and return later; select **Exit** to return to your portfolio.