



# CIS Quick Reference Guide

## Illinois' Career Information System



[www.ides.illinois.gov](http://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](mailto:des.cis@illinois.gov)  
or toll-free (877) 566-6230 (select 1 for labor market information, then 2 for CIS)**