



... your link to information about education, training, and work in Idaho and the nation.

[www.idahocis.org](http://www.idahocis.org)



Idaho Career Information System (CIS)

208/334-3705 or toll-free within Idaho: 800/935-4247  
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[idahocis.org](http://idahocis.org)



## Work Information and Exploration

**Occupation Descriptions** -- more than 500 occupations' aptitudes, work settings, and hiring practices described, along with current Idaho and national information about employment, wages, and outlook. Each includes leads and links to professional organizations and web sites.

**Preparation** -- formal education, on-the-job training, and other preparation necessary for each occupation.

**Career Focus** -- online tool matching an individual's work preferences and life priorities to occupational requirements. Twenty-one sorting items give users opportunities to express their interests, aptitudes and personal preferences for the type of work they wish to perform. Career Focus gives each user an individualized list of occupations to explore.

**Videos** accompany many of the eCIS occupational descriptions. Each 30- to 90-second video depicts people in their own work settings, and provides voiceover and captioned information about the occupation. Many of the videos offer optional Spanish narration.

## Education Information and Exploration

**Education and Training** -- descriptions of postsecondary programs, including typical course work, length of training, and admission requirements. Information includes a list of schools in Idaho that offer each program.

**School Information** -- information about U.S. public and private colleges and universities including tuition, housing, enrollment, financial aid, services, people to call, and a link to each school's web site. Information covers all certified Idaho vocational, trade, and technical schools.

**National School Sort** allows users to sort all 2- and 4-year colleges in the U.S., based on characteristics such as cost, location, sports scholarships, and more.

**Apprenticeship Programs** -- information about apprenticeship training available in Idaho, including a list of apprenticeable occupations, details about training, and application procedures and contacts.

**Education Decisions** -- helpful information and advice for evaluating private and public schools and their training programs; help with writing a college application essay.

## Financial Aid Information and Exploration

**Scholarships and Other Financial Aid Sources** -- descriptions of nearly 3,000 aid sources (and all of their various awards) organized by field of study, talent or interest, academic achievement, and other characteristics. Each aid source represents one to hundreds of awards given each year.

**Financial Aid Basics**, with a timeline of tasks for seeking financial aid, a glossary of aid-related terms, information about different types of aid, descriptions of aid programs for special groups, and advice on avoiding financial aid scams.

**Financial Aid Sort** helps users find scholarships and loans that match their educational plans, their personal strengths, and their backgrounds. The program compiles a list of financial aid sources based on the responses to ten questions.



More . . .

## Other Information and Exploration Tools

### My CIS Portfolio

Every eCIS user can establish a personal folder in which to record thoughts, ideas, and notes about work, education, and other career elements. One section of "My CIS Portfolio" includes *My Career Plan*, with activities that help the student or client answer questions about what they want for their future, and *My Course Plan*, an online customizable education planner.

### FAQ's

Bonus information in the form of Frequently Asked Questions give the user background to help them make the most out of eCIS information. A few samples discuss . . .

- How to understand employment growth and decline information
- Benefits of different types of schools
- What's involved in applying to a college
- Cooperative and tuition reduction programs
- Avoiding costly, unreliable aid information pitches . . . *and much more*

### Job Search

Help with planning a job search, researching companies, writing a resume, completing job applications, and preparing for interviews.

### Idaho Businesses

Names and addresses of companies in Idaho, listed by industry and by area of the state.

### SKILLS

An interactive tool that helps identify occupations that match the user's skills, and displays which skills are called on by different occupations.

### Self-Employment

Information about entrepreneurship and self-employment including setting up your own business, keeping records, and financial considerations. An interactive assessment helps users understand the personal characteristics that help make a successful entrepreneur.

### Military Employment

Narratives about military occupations, descriptions of military work life, and aspects of military life that potential recruits should be aware of before signing an enlistment contract.

### O\*Net Work Importance Locator

Virtual "cards" placed on a scale help users rate their own work values and find occupations to match.

### Reality Check

A budgeting tool that allows students and clients to match selected expenses (house vs. apartment, new car vs. bus fare, etc.) to wages, to find out what occupations will support different choices.

### Keeping Your Job

Information on dealing with coworkers and supervisors, good job habits, and handling problems at work.

### Assessment Link

Connects twelve assessment instrument results to eCIS information. Assessment Link takes the student or client directly from their results sheets to detailed occupation and education information.

### Special Links and Information for Idaho . . .

- Latinos • Veterans • Native Americans
- People who have disabilities and Vocational Rehabilitation workers
- Women • People looking for government jobs
- Persons paroled, incarcerated, or on probation
- College-bound students

### CIS Tools for Career Development Professionals

A section for educators and career development professionals--dozens of quick starts, handouts, tutorials, and support materials to help integrate eCIS into your career development program. More than 100 complete lesson plans and student/client activities are included.

## eCIS Optional Modules (sold separately)

### Dependable Strengths

Helps students and clients identify their own unique combination of core skills, abilities, qualities, and traits that can translate to corresponding occupations and career success. eCIS's Dependable Strengths is an online version of the instrument developed by Bernard Haldane, Ph.D.

### Peterson's Practice Test Packages

Authentic *Academic* (PSAT, ACT, SAT, GED, CLEP, and ASVAB in "Package I"; six SAT and six AP in "Package II") and *Civil* (ten Civil Service occupations, including Corrections Officer, Firefighter, and Police Officer) practice tests to orient users to authentic test format and actual test questions, and identify areas in which to focus their preparation.

### IDEAS Interactive Interest Assessment (developed by NCS Assessments, Inc.)

Students or clients can identify their occupational interests and match them to occupations.



## Information Delivery

Information is delivered via the Internet. For system requirements, go to [idahocis.org](http://idahocis.org), and select "technical help".