

# Minnesota Career Information System



## Career Tools Workshop

MCIS Portfolio Navigation • Interest & Skills Assessment  
University Search • Scholarship Search



**\*NOTE:** Students who are eligible to receive the TRiO Supplemental Grant are required to complete a University search, Skills & Interest Assessment, and a Scholarship search from the Minnesota Career Information System at [www.mncis.intocareers.org/](http://www.mncis.intocareers.org/)

**TRiO**  
STUDENT SUPPORT SERVICES

# 1. MCIS Portfolio Navigation



1. Go to: <http://mncis.intocareers.org/>
2. Enter: **User Name: LLTC and Password: WORK**  
(You can use your own school's user name and password or your portfolio user name and password)
3. The Homepage will appear and in the upper left hand corner will be the MCIS **Red Lighthouse Logo**. This is your home button and any time you click on it, it will bring you back to this homepage.

On the right-hand corner of your screen is a box to open or create: "**My MCIS**" electronic portfolio. Here you can save links to your favorite parts of MCIS, store your own results from sorting tools and assessment instruments, develop your own career plan, create a resume, and develop a course plan. If you already created a portfolio (and signed in with your own user name and password), your name will appear in the box, simply click on My MCIS to access your portfolio.

**To create a portfolio:** Click on "**Create MY MCIS**" and follow the instructions on the screen to create your own personal user name and password. **Both the user name and password must contain at least 6 characters, with no spaces. The password must contain at least one non-alpha character (such as a number or symbol e.g. davesmith705).** Once you have created your personal user name and password, you can access your portfolio from any computer. From now on **you only need to use your personal user name and password when logging onto MCIS.** This will ensure that your portfolio is always open and available to save information.

**Your User Name:** \_\_\_\_\_ **and Password:** \_\_\_\_\_

You are now logged into "**My MCIS.**" Click on Start Using Minnesota Career Information System, then click on "**My MCIS.**" There are five main sections and a message space to store and retrieve messages you received from your teacher or counselor:

## My Career Plan

Helps you learn more about yourself, research and evaluate your options, set and update goals, and make plans to assure your success. Each level contains five sections with activities that help you answer some reflection questions posed in the section. Your answers to the questions create your plan. You will repeat these five sections within each level. Once you have created your portfolio My Career Plan can be fully accessed from the Home Page of MCIS. As you fill in the reflection boxes they are saved as part of your portfolio and create your career plan.

## My CIS Favorites

This is where you can view items you have saved from MCIS files, sorting tools, and assessments. Note: only Information File Folders with saved information will appear. If you have not saved anything yet this screen will be blank. As you save information, e.g. an occupation file, an occupation folder will appear with the title of the occupation listed.

## My Course Plan

Here you can create an individual course plan to map out your courses for high school and college. To help with course planning is a link to "**Recommended Course Plans**" based on the 16 careers clusters and a link to the Minnesota Department of Education Academic Standards and Graduation Requirements.

## My Education and Work History

You can enter and edit education and work history information and create a resume. The new Resume Builder has added flexibility so users can customize their resume by specifying which information to include and how to arrange resume items, includes a spell checker, ability to save multiple resumes

## Messages

An area to retrieve or store sent messages received from a teacher or counselor.

## My Personal Information

Here you can edit your personal information.

## General Features

You can also choose the "**Style**" or picture to personalize your portfolio. From the opening page of MY MCIS click on the "**style**" drop down menu and select your favorite picture.

## 2. Interest Assessment: O\*NET Interest Profiler



The O\*NET Interest Profiler helps you find out what your interests are and how they relate to the world of work. It does this by asking you to answer questions that represent important interest areas. Your Interest Profiler scores will help you identify your strongest work-related interests.

You should use your Interest Profiler results to explore the world of work and identify occupations that can satisfy your particular interests. You will be able to look at the interests satisfied by occupations and compare them to your own interests.



### Tips: for Completing the Interest Profiler

The Interest Profiler questions describe work activities that some people do at their job. Read each question carefully and decide whether or not you would like to do the activity.

Try **not** to think about:

- (1) whether you have enough education or training to perform the activity; or
- (2) how much money you would make performing the activity.

Simply think about whether you would "like" or "dislike" performing the work activity.

### Getting Started

- Click on "**O\*NET Interest Profiler**" from the Home screen on Internet CIS.
- Next, click on "**Find your Work-related Interests.**" Click on "**Answer the Questions.**"

Once completed, you'll receive your profile with a Holland Personality rating. The highest rating reflects your interest area.

To explore occupations within your highest area simply **click on the Holland Personality type.**



### Save Your Results

- If you are logged in as a portfolio user your list will **automatically be saved** into your MCIS Favorites when you move from the question page to the scores page. You can always click save on the top of the screen to add any thoughts or notes to yourself regarding this search.

## O\*NET Work Importance Locator



The Work Importance Locator helps individuals learn more about their work values. Jobseekers will arrange aspects of work by ranked order which represent 6 important work values. This helps to determine which work values are important and the types of careers to further explore.

The Work Importance Locator is different from other surveys. Instead of questions, the Work Importance Locator uses cards with statements about different aspects of work. Sort the cards into groups, based on how important the statement on each card is to the **ideal job** – that is, the kind of job one would most like to have. The more a job agrees with ones work values, the more likely one is to be satisfied in that job.

After completing the Work Importance Locator, there will be scores for six work values. These scores demonstrate how important each of the work values is. In addition to the scores, you'll be directed to a list of occupations that are linked with each work value. This list helps jobseekers further explore career options.

Follow the instructions on the screen to make your card placement choices. Once you have placed all cards (see the sample on the next page) click, "**Get My Results.**"

NOTES:

On my <b>ideal</b> job it is important that...		...my co-workers would be easy to get along with.		Work Value Cards	
Importance Scale					
Most Important				Least Important	
5	4	3	2	1	
...I make use of my abilities.	...I could be busy all the time.	...I would be treated fairly by the company.	...I could make decisions on my own.	...I could work alone.	
...I could give directions and instructions to others.	...the job would provide an opportunity for advancement.	Click here to a place card	...the job would provide for steady employment.	...I could do something different every day.	
...the work could give me a feeling of accomplishment.	Click here to a place card	...I could receive recognition for the work I do.	...I could do things for other people.	Click here to a place card	
...my pay would compare well with that of other workers.	...I could try out my own ideas.	...I would never be pressured to do things that go against my sense of right and wrong.	...I have supervisors who would back up their workers with management.	...I have supervisors who train their workers well.	

The two **highest** work values and their definitions of these work values are on this screen with any matching occupations.

Should you change your mind and want to revise your cards, simply click on the card. It will place it back in the deck to be resorted.

To save results to your portfolio, or to view occupation lists for any of the six work values, go to **“My O\*NET Work Importance Locator Scores.”**



- If you are logged in as a portfolio user your list will **automatically be saved** into your MCIS Favorites when you move from the placing cards page to the scores page. You can always click save on the top of the screen to add any thoughts or notes to yourself regarding this search.

## 3. Skills Assessment



The SKILLS inventory uses a simple concept to produce valuable insights. SKILLS will help you to identify occupations that use skills you enjoy. It also shows you which skills are used by each occupation.

SKILLS is a self-assessment process of skills identification. You are asked to identify and prioritize skills you find satisfying. Ideally, the skills you enjoy most will be the ones you use most in your occupation.

First, students/clients select a set of skills.

To begin select your skills by highlighting a skill, then click on which category you want to put it in. You may also select several skills at a time to put in the same category. Please note, that when a skill is highlighted a fly-over description of the skill, will pop up. Continue until you have selected all 35 skills, Click on **“Rate Skills.”**

Maximum Number of Skills for Each Skill Level

-5 Very Satisfying Skills

-10 Moderately Satisfying Skills

-20 Somewhat Satisfying Skills

The Skills are grouped in the following categories:

- Personal Skills
- Situational Skills
- Communication Skills
- Social Skills
- Processing Skills
- Problem Solving Skills
- Movement Skills
- Technical Skills
- Management Skills
- Perceptual Skills
- Math and Science Skills



## Ratings

When you have selected all your skills, you will be asked to rate your skills. SKILLS will then produce 3 types of rating based on your skills.

## Holland Personality Type

The skills you selected are compared to the six Holland Personality Types. Choose Holland Codes to display the ratings of your Holland personality Types. Each of the six Holland Personality Types is scored from 0 to 100. Find your top three scores and combine these three types to get your Holland Code.

## Occupational Clusters

The skills you selected are matched with the skills needed in each Occupational Cluster. Choose "**Occupation Clusters**" to display the ratings for the Occupational Clusters. Each of the Occupational Clusters is rated from -44 to 100. The highest rated Occupational Clusters will contain occupations that you will find most satisfying.

## Top 30 Occupations

The skills you selected are matched with the skills needed for the occupation. Choose "**Top 30 Occupations**" from the Ratings menu to display the thirty occupations that best match your skill preferences. Some scores are higher than others, but all occupations on the list use many skills you find satisfying.

Each of the occupations is rated from -44 to 100. You may also select All Occupations from the Ratings menu to display the ratings for each occupation in MCIS.



- If you are logged in as a portfolio user your list will **automatically be saved** into your MCIS Favorites when you move from selecting skills to the summary page. You can always click save on the top of the screen to add any thoughts or notes to yourself regarding this search.

## Explore Your Results

You may want to learn more about the occupations you have identified and the preparation required for those occupations.

Simply click on an occupation title. Use your back button to go back to your list to review another occupation.

## Change Your Skills

If you decide you would like to change some of the skills you select, click on the "**Change Skills**" button. You will return to the skill selection screen. Remove the skills you want, and add other skills. Click on "**Rate Skills**" again, and review the ratings.

## Occupation Select

Occupation Select allows you to look at the skills required for a specific occupation. Click on "**Occ Select**" from the Select Skills Screen and select an occupation. The Very, Moderate and Somewhat Satisfying Skills will be filled in for you. Click on "**Rate Skills**" and you can review the ratings for the Occupation you selected.

**To Do:** Complete the SKILLS Assessment. After completing the Skills assessment, write the results below.

Holland Codes: \_\_\_Realistic \_\_\_Investigative \_\_\_Artistic \_\_\_Social \_\_\_Enterprising \_\_\_Conventional

- Select 3 occupations from your top 30 list: \_\_\_\_\_
- Choose one of the 3 occupations listed above. Click on "**Occ Select,**" then choose that occupation. Click on "**Rate Skills**" button for that occupation. What are the Holland Code scores for that occupation?

Holland Codes: \_\_\_Realistic \_\_\_Investigative \_\_\_Artistic \_\_\_Social \_\_\_Enterprising \_\_\_Conventional

- Look at the other ratings. What's the rating for the occupation you selected?
- Review the Skills summary. Do the five most satisfying skills seem like skills you would enjoy using?

# 5. Scholarship Search: Financial Aid Sort



**Financial Aid Sort** lets you select characteristics that match your educational plans, abilities and background.

When you begin there are no awards on your list, as you choose selection criteria, matching awards appear on your list. You will get a list of scholarships and loans that you can explore further. You can view your award list, get more information on the awards on your list and review and change your selection criteria.

***To produce the most valuable list based on your criteria it is best to answer all the questions. If particular criteria does not fit your situation select "Omit." This will omit any scholarships that also require that criteria.***

## Begin by sorting scholarships and loans...

1. From the Home Page under Education and Training, click on "**Financial Aid Sort.**"
2. Read the information in the Financial Aid Sort introductory window, then click "**Continue**" to begin your sort. The window for the first sorting item "**Scholarships Based on Deadline**" will appear.
3. Make your selection and click on "**Continue.**" Continue making your selections for the next three questions.
4. For the item "**What do you plan to study in college**" the list is ordered by program title. Scroll down the list until you get to the program you want. Use the alphabet buttons to move around the list.
5. Another approach to find a program title is to click the "**Index by Cluster.**" Clusters are broad program areas. Click on a cluster at the left side and find the programs within the cluster in a list at the right.
6. With the finder window **ordered by cluster**, click the cluster "**Nursing.**" At right the titles appear for this cluster.
7. Scroll through the list and highlight "**Registered Nursing**" to add to your criteria.
8. Continue answering the rest of the criteria questions. Please note the omit option. If you do not qualify for that criteria click on the "**Omit**" option.
9. After answering all the items, click on "**Get My Results.**"
10. A list of awards that match your criteria will appear on the right side of the window. On the left is your personal criteria list.
11. Click on an award to view information about that award.
12. To look at another award or to change your list click on "**Quick Links**" in the upper right-hand corner. Then click on Financial Aid Sort to return to your results.



• *If you are logged in as a portfolio user your list will **automatically be saved** into your MCIS Favorites when you move from any of the criteria selection pages to view your list. You can always click save on the top of the screen to add any thoughts or notes to yourself regarding this search.*

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# 4. University Search: Undergraduate School Sort



Undergraduate School Sort only sorts schools that offer an Associate or Bachelor's Degree.

**School Sort** describes 12 categories that may be used in choosing a college. Within these 12 categories, you select characteristics that are important to you. School Sort creates a list of schools for you to explore further.

When you begin, no schools are on your list. As you select characteristics, matching schools appear on your list. You can print your school list, get more information for any school on your list, and review and change your selection criteria.



## Begin by sorting schools:

- From the Home Page under "**Education and Training**", click on "**Undergraduate School Sort.**"
- Read the information in the School Sort introductory window, then click on "**Continue**" to begin your School Sort.

The window for the first sorting item "**What do you plan to study in college**" will appear.



## Find a major:

Since there are so many program titles there are several ways to use this section. It will depend on personal preference.

- Notice the list is ordered by **program title**. Scroll down the list until you get to the program you want. Use the alphabet buttons to move around the list. This is the easiest if you know exactly the program you want to sort on.
- Another approach to find a program title is to click the "**Index by Cluster**". Clusters are broad program areas. Click a cluster at the left and find the programs within the cluster in a list at the right. Within these clusters, are sub-clusters and individual program titles. You can sort by the whole cluster, the sub cluster, or the title. If you sort by Cluster or sub-cluster you will find your list will probably be longer with more school choices.



## Choose selection criteria:

- With the index ordered by cluster, click the cluster "**Business Management and Administrative Services.**" At the right, the titles appear for this cluster.
- Scroll through the list and click "**Business Economics.**" Notice that this program was added to your list of majors to sort on.
- Scroll through the program list further and highlight the program "**Insurance.**" You have now selected more than one Program of Study criteria, read the two statements below your criteria and choose your preference between: schools that offer any of the majors on your list OR include schools that offer all of the majors on your list.
- Click the "**Continue**" button to proceed to Item 2, "**What degree do you plan to pursue now?**" Make your choice and continue through several more criteria.



## Work with your list of schools:

- Click on the "**Get My Results**" button.
- A list of schools that match your sorting choices will appear, ordered by state.
- Click on a school name.
- A window displaying the National Schools file for that school will appear.
- Read the description on the selected school by selecting each topic.
- Click the "**Quick Link**" and choose Undergraduate School Sort to return to your results.
- A compare feature from the title bar will allow you to compare up to three schools from your list

U.S. Schools    FAQs    Clusters Index    Titles Index    Compare    Search

### Compare Schools

You can compare 3 schools at one time.  
**Schools on your list to compare:**

1. University of Minnesota, Duluth [Remove](#)
2. Concordia University Wisconsin [Remove](#)
3. Concordia University, St. Paul [Remove](#)

### Undergraduate School Sort Results

#### Minnesota (MN)

Concordia University, St. Paul  
Rasmussen College - St. Cloud  
Saint Mary's University of Minnesota  
University of Minnesota, Duluth

#### Wisconsin (WI)

Cardinal Stritch University - Milwaukee, WI  
Carroll College - Waukesha, WI  
Carthage College  
Concordia University Wisconsin

# Any Questions?



If you are having trouble completing any of the required sections, please contact a TRiO Advisor.

If you need additional time you may login on any computer on or off campus by going to MCIS's webpage [mncis.intocareers.org](http://mncis.intocareers.org) and entering in your user name and password.

## Career Center

### NEW COLLEGE & CAREER CENTER



**Located in Student Services Room 207E**  
**Hours are 8:00am - 4:30pm**  
**Monday - Friday**

In the Career Center you will find books such as the Occupational Outlook Handbook, tips for writing resumes and cover letters, how to prepare for an interview, and overcoming barriers to employment.

College Catalogs, Brochures, View Books, Local Job Announcements, Internet Access, Upcoming events, Telephone Access, and other materials available.



### Upcoming Workshops

- Résumé Writing
- Mock Interviews
- Dress to Success
- Searching for Scholarships
- Time Management



*If you have any suggestions/ideas or would like to add a workshop, please speak with Roselynn in Student Services. These workshops are all tentative and subject to change at any time.*