



Career  
Information  
System

**MY PLAN. MY CAREER. MY FUTURE.**

## A new way to explore careers

Career information system (CIS) 360 offers a newly designed, simple, and personalized way to explore careers and education.

Whether you are a first time job seeker or experienced professional looking to make a change, CIS 360 has the tools for you.

**Discover** more about yourself and **explore** careers and education that can help you reach your goals. **Prepare** for your job search and use local employment wage and outlook data to **seek** the job that is right for you.



# Create a new account

If you are a first time user, visit [cis.intocareers.org](http://cis.intocareers.org) and use this log in information:

Username: **ENTER SITE USER NAME**

Password: **ENTER SITE PASSWORD**

You will be prompted to create your own personal account that will save your progress, favorites, and results.

Career Information System 360



[Create My Account](#) [Privacy Statement](#) [Save](#)

### Personal Information

First Name**	Middle Name	Last Name**
<input type="text"/>	<input type="text"/>	<input type="text"/>
Username**	Email	
<input type="text"/>	<input type="text" value="Enter email"/>	

### Set Password\*\*

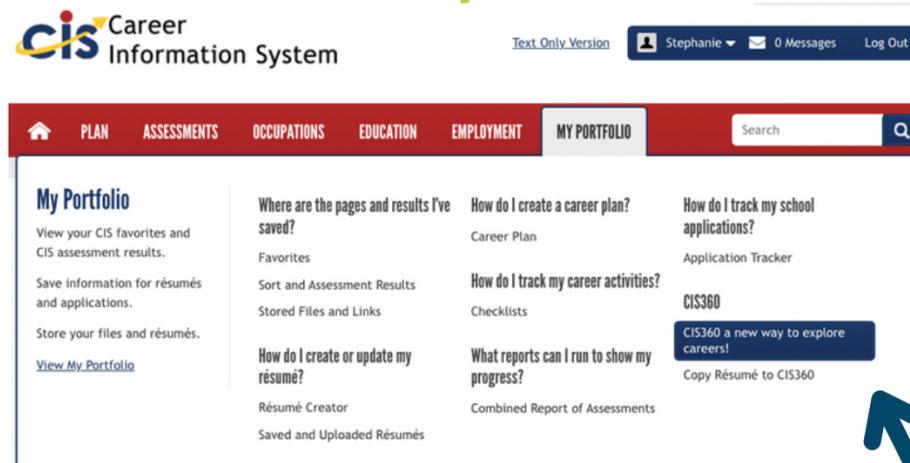
New Password	Re-type Password
<input type="password"/>	<input type="password"/>

### Security Questions\*\*

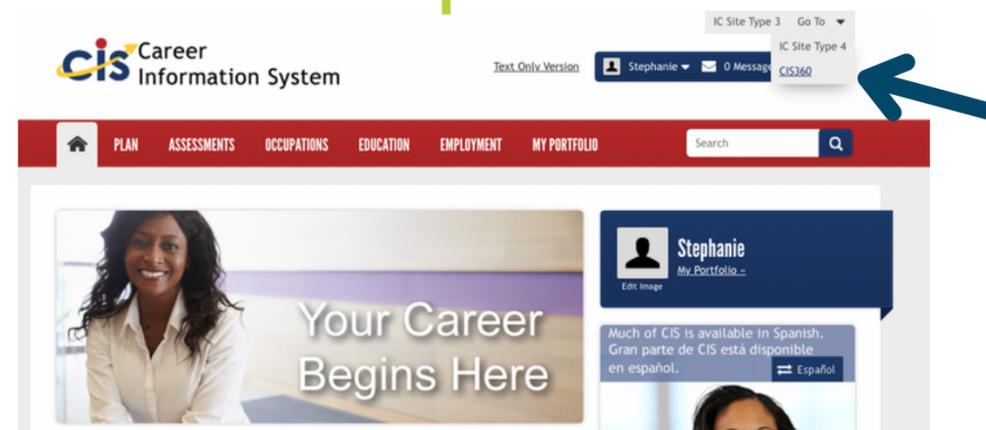
Question 1	Question 2
<input type="text" value="Select a Question"/>	<input type="text" value="Select a Question"/>
Answer 1	Answer 2
<input type="text"/>	<input type="text"/>

# Access CIS 360 with existing account

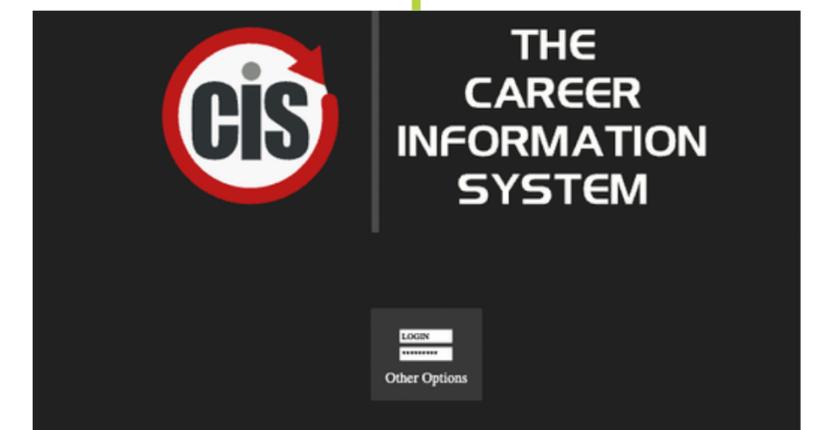
## OPTIONS



Log into CIS to access CIS 360 via the "My Portfolio" tab.



Switch between the new CIS 360 and Enterprise CIS using the drop down.



Login directly to CIS 360 with your existing username and password.

# My Dashboard

Quick access to your personal results and favorites.

Career Information System 360

English ▾

Your Name 

My Dashboard

Career Plan

Self-Surveys

Careers

Education

Employment

My Dashboard

Your Name



[Favorites](#) [Self-Survey Results](#) [Best Career Matches](#) [Reports](#)

Select a self-survey title to go to your most recent results.

## Career Cluster Inventory



### Your Top 3 Career Clusters

 Information Technology	7
 Agriculture, Food, and Natural Resources	6
 Architecture and Construction	6

## Interest Profiler



### Your Top 2 Interests

 Investigative	27
 Artistic	25

## Learning Styles Survey



### Your Learning Style Scores



## Bookmark your favorites

Careers, career clusters, military careers, schools, programs of study, and scholarships.

## Review your self-survey results

A visual report of your completed self-surveys allows you to quickly pick up where you left off.

## Best Career Matches

Explore up to 10 career matches based on your self-survey results and favorites.

# Career Plan

Step-by-step support for each stage of your career.

The screenshot displays the 'Career Plan' web application. At the top, a navigation bar includes 'My Dashboard', 'Career Plan', 'Self-Surveys', 'Careers', 'Education', and 'Employment'. A left sidebar lists various career preparation tasks: 'Careers', 'Job Shadow Guide', 'Informational Interview Guide', 'My Financial Plan', 'Set Goals', 'Facing Obstacles', 'Job Search Action Plan', 'My Network', 'Resume', and 'Cover Letter'. The main content area is titled 'Prepare' and shows a progress indicator for 'Informational Interview Guide' at 3 of 10 steps with a 10% completion rate. Below this, there is a section for 'Informational Interview Guide' with instructions and a form to schedule an interview, including fields for 'Informational Interview Contact', 'Career', 'Phone Number', and 'Email'.

## Discover

One of the best ways to explore careers is to understand more about yourself. Answer questions to discover your interests, values, likes and dislikes. Use these tools to discover a career you will enjoy!

## Explore

Explore different careers. Learn what people do, how much they earn, and how to prepare for a career. Learn about training and school options. Find scholarships and financial aid. The more you know, the better career and education decisions you will make!

## Prepare

Your resume and cover letter are key to a successful job search. Create professional job search materials using the easy, step-by-step resume and cover letter builders. Enhance your career knowledge through job shadowing, networking, and informational interviewing. Create a financial plan and set goals.

## Seek

Explore current and local career and wage information, and search current job openings.

# Self-Surveys

Learn about your interests and values to help you find careers that you enjoy!

**Career Information System 360** English ▾ YourName

My Dashboard Career Plan **Self-Surveys** Careers Education Employment

## Learn About Yourself

One of the best ways to explore careers is to understand more about yourself. Answer questions to discover your interests, values, likes and dislikes. Use these tools to discover a career you will enjoy!

<b>Career Cluster Inventory</b> Find out which career clusters match your interests.	<b>Entrepreneurial Assessment</b> See if self-employment is a good fit for you.	<b>Interest Profiler</b> Discover work areas that match your interests.
<b>Learning Styles Survey</b> Identify the ways that you learn best.	<b>Occupation Sort</b> Learn more about your work preferences.	<b>Reality Check</b> Find out how much money you need for the lifestyle you desire.
<b>Workplace Employability Skills</b> Evaluate your employability skills.	<b>Work Importance Locator</b> Prioritize your workplace needs and values.	

## Career Cluster Inventory

Find out which career clusters match your interests.

## Entrepreneurial Assessment

See if self-employment is a good fit for you.

## Interest Profiler

Discover work areas that match your interests.

## Learning Styles Survey

Identify the ways that you learn best.

## Occupation Sort

Learn more about your work preferences.

## Reality Check

Find out how much money you need for the lifestyle you desire.

## Workplace Employability Skills

Evaluate your skills like professionalism and collaboration.

## Work Importance Locator

Prioritize your workplace needs and values.

Available in English and Spanish

# Careers

Explore 650+ career and industry profiles that represent 95% of the US labor market, including military careers. Research the local wage and employment outlook data, search for hot jobs, and look at current job postings. Each career details the preparation you need to get there, including education and certifications.

## Career Information System 360



My Dashboard Career Plan Self-Surveys **Careers** Education Employment



Health Services Administrators

Compare Careers List Export PDF



Favorite Career

At a Glance

Job Description

Wages

Employment & Outlook

Education & Training

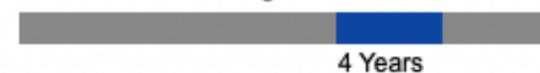
Personal Qualities

Related Careers

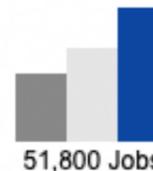
Wages  
Above Average



Education & Training



Employment Opportunities  
Above Average



Health services administrators plan and direct health care services.



Job Tasks

> Maintain computer records to store



Hot Job Career



Work Setting

> Have a high level of social

## Career Profiles

- Job description
- Work setting
- Local and national wage information
- Local and national employment outlook information
- Education and training
- Personal Qualities
- Related Careers
- Research current openings

## Military Career Profiles

- Job description
- Work environment
- Personnel type
- Education and training
- Related careers
- Civilian counterparts

# Education

Most careers require some kind of education. Use these tools to research what education and training will help you reach your goals. Research options for Career and Technical, certificates, associates, bachelor's, master's, doctoral, and professional degrees.

## Career Information System 360



My Dashboard Career Plan Self-Surveys Careers Education Employment



### Programs of Study List



View:

Cluster Title

Search for...



Programs of Study ↕	Favorite ↕
Accounting	
Accounting Technology and Bookkeeping	
Actuarial Science	
Acupuncture and Traditional Chinese Medicine	
Addiction Counseling	

## Schools

Explore over 5,000 school options that are both local and national. Research information about schools of interest, admissions, application process, paying, financial aid, available programs of study, student life, and much more.

## Program of Study

A program of study is a group of courses that leads to a diploma, certificate, or college degree. Explore over 650 programs of study or search your interests to see which program might be a fit. Review the program description, how to prepare, potential courses, and which schools and scholarships might apply.

## Scholarships

Learn about options to help you pay for school. Search over 2,700 scholarships that are both local and national. Search by category of scholarship and learn about the application process and timeline.

# Employment

Your resume and cover letter work together to make you stand out to potential employers. But, taking a lot of information and condensing it into a format that is eye-catching and easy to read can be daunting. When you use the resume and cover letter builders, creating professional job search tools can be fun, rewarding, and easier than you think!

**Career Information System 360**

My Dashboard Career Plan Self-Surveys Careers Education **Employment**

**Build Resume** **Resume Tasks**

Use the information you entered in Resume Info to create your resume.

- ✓ Enter a name for your resume.

\* **Resume Name** ⓘ

2022 Resume

- ✓ Select a style.

\* **Resume Styles**

**Style 1**

**Style 2**

**Lynn Bavin**  
775.555.8956 | lynn.bavin@gmail.com | 1300 Royal Drive Reno, NV 89503

**Qualifications**

**Summary/Purpose**

With over 10 years of experience in marketing, I have exceptional skills and experience in analyzing marketing programs and sales techniques to secure profits. I am looking to further my career as a marketing manager for a leading Fortune 500 company.

**Experience**

**Professional**

Marketing Analyst, Open Gate Inc. Reno, NV 2010 to present

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## Resume Builder

Create a resume by adding your qualifications, education, experiences, and more into the resume builder. Select from one of the template styles and export your resume into a word or pdf format. You will be ready to apply in no time.

## Cover Letter Builder

While your resume shows that you are qualified for a position, a cover letter explains why you are the best fit for the job. It gives you an opportunity to explain why you are interested in the job, provide specific examples of your abilities, and request an interview. The cover letter builder helps you create your document in an easy way, then export it to apply for jobs.

## US National Labor Exchange

Explore current job openings that are both local and nationwide using this robust resource.



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## Contact Us

We are here to help you get started and answer questions along the way.



617-626-6808



Masshirecis@state.ma.us



<https://portal.masscis.intocareers.org/>