



Skills Assessment

Name _____

Advisor _____

Directions for computer results of Skills Assessment

Go to Internet Explorer.

Type in Web address for Career Information System: **oregoncis.uoregon.edu/cisonline**

Click on the **yellow button** to login.

Type **User name:** firstnamelastname **Password:** initialsstudentID#

On left hand side of the CIS home page, look for **Exploration tools**.

Click on **Skills Assessment**

At bottom of page Click on **Select Skills** to begin

On **Select Skills** page, **enter** the skills you wrote on your Micro-Skills Worksheet

- a) Click on the **skill word** in the list on the left, and **then click** on **Very, Moderate or Somewhat**
 - b) When you have **moved all of your preferred skills**, click on **Rate Skills** at the lower right of the page.
 - c) **Read** over the **Summary of Selected Skills**.
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At the top of this page, click on **Holland Codes**.

- a) **Read** over how the skills you selected have been compared to the six Holland Personality Types.
 - b) **Look** for your three highest scores and **read** over what your types mean and see what you think.
 - c) At the top of this page, click on **Occupational Clusters**.
- a) **Read** over what this page means and **find** your highest cluster areas.
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At the top of the page, click on **Top 30 Occupations**. All of these occupations are good matches with the skills you selected.

- a) **Read** about any of the occupations, by **clicking** on the name of the occupation.
 - b) **Write down at least 2 occupations** that you read about _____
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***NOT DONE?** If you are unable to complete this activity, click on "**Save**" in upper-right of screen, don't enter thoughts now just click "**Save Information**". When you return to CIS, here's how you start from where you left off; Select Skills Assessment from under Exploration Tools on the home page, then click on "**Restore**" in upper-right of screen. This takes you to your "**My favorites page**", then click on "**Restore Answers**", then continue directions.

At the top of the page, **click on All Occupations**. This list compares the skills you selected to the skills of the occupation. Your top 30 are included on this list.

- a) **Click** on the symbol next to an occupation to compare your preferred skills to the skills of the occupation. This is a good way to understand why an occupation you have been thinking about is/isn't on your top 30 list.
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At the top of the page, **click on Career Learning Areas**.

- a) **Read** over this page which lists the Career Learning Areas that best match your top 30 Occupations.
 - b) **Write down** at least two of the Career Learning Areas that appeal to you the most _____
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In the upper right-hand area **Click Save**.

- c) **Follow** the **directions**.
 - d) **Click Save Information**.
 - e) In the upper right-hand area **Click on SKILLS Assessment**.
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Time to Print:

At the top of the page, **click on Print**, **click** "Select all Topics", make sure your name is in the box that says "Your Name", **click** "Print Selected Items", **click** Print.