

## Oregon Career Information System (CIS)

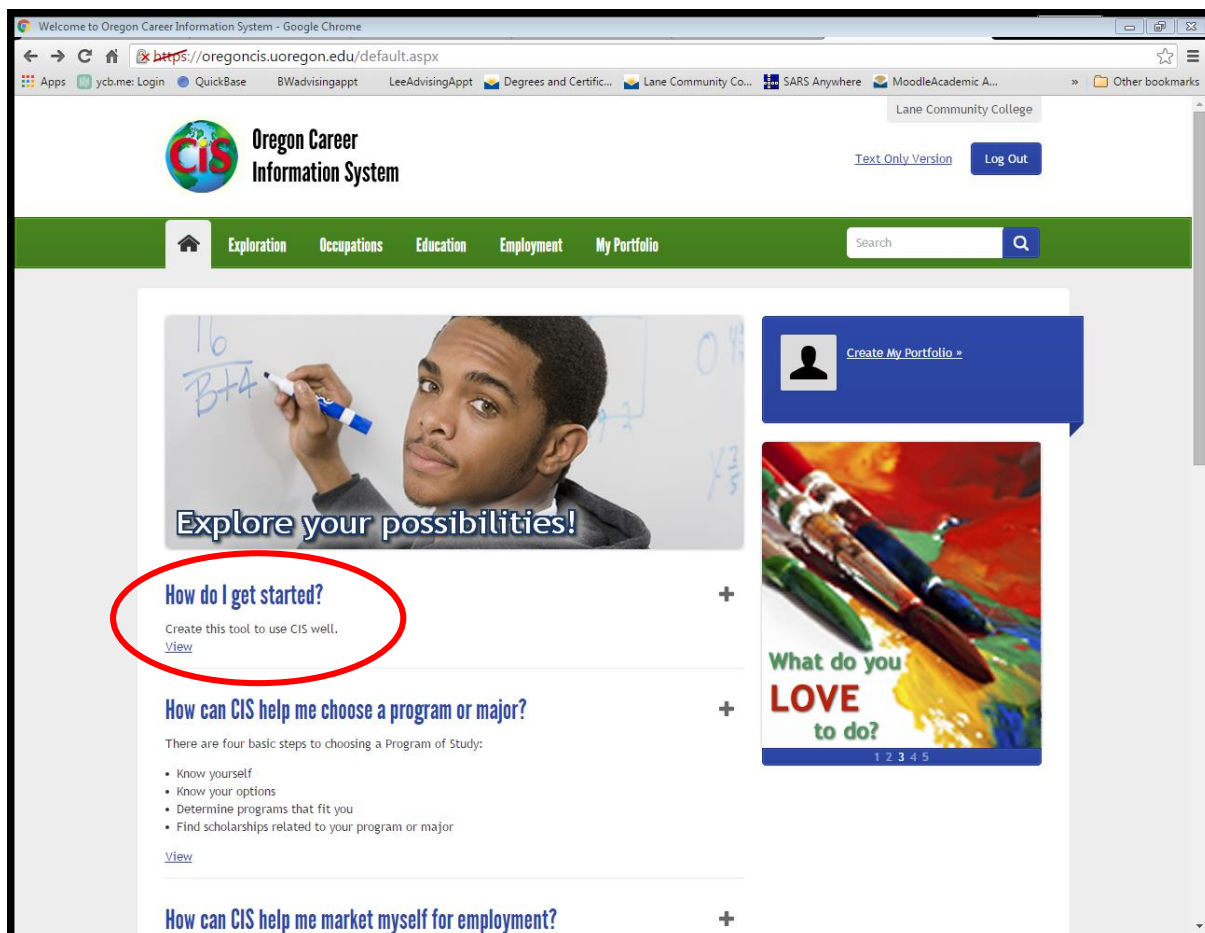
### Career Portfolio Project

Login to CIS:

Username: lcc

Password: gotitans

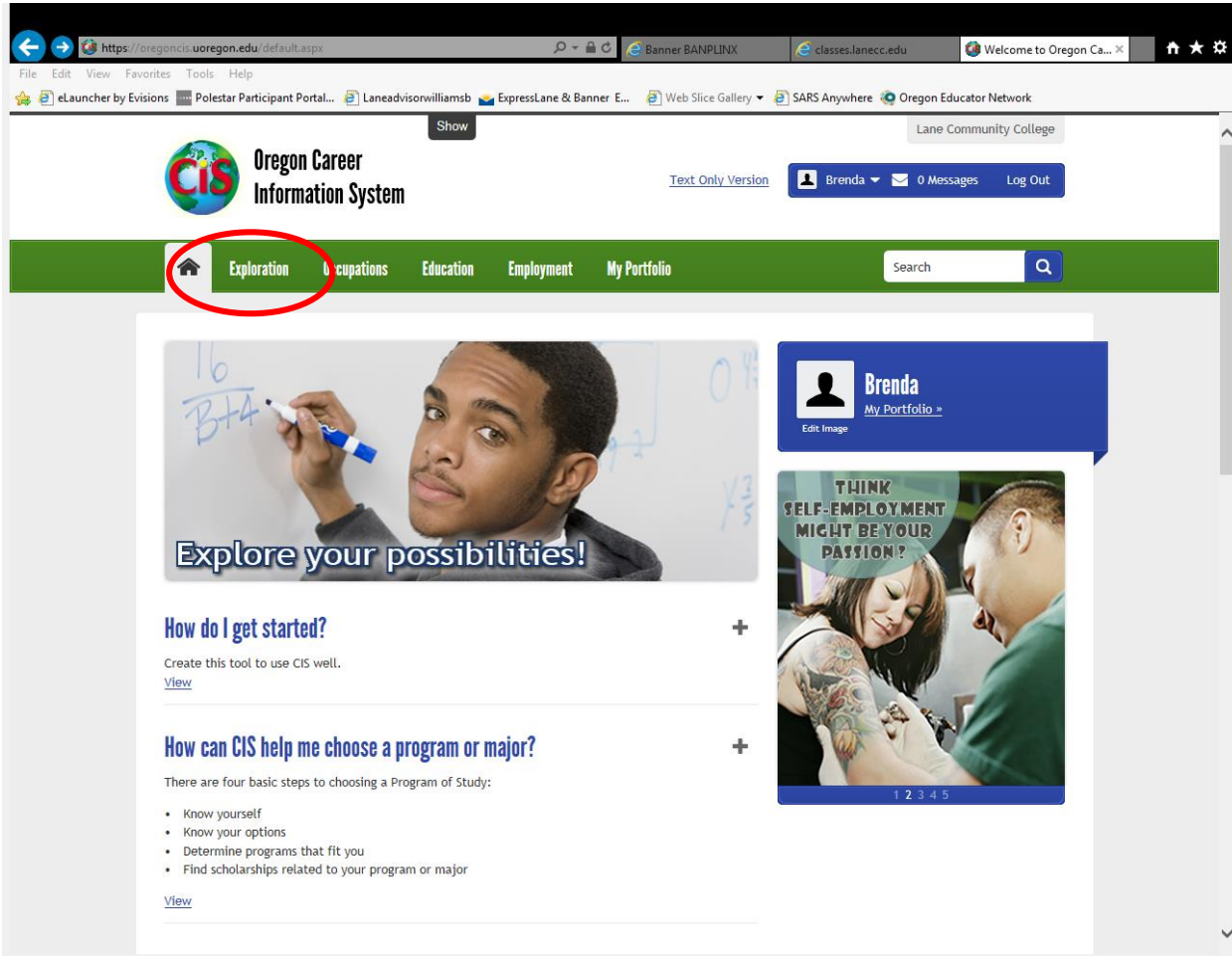
### Create a portfolio



The screenshot shows the Oregon Career Information System (CIS) website. The browser address bar displays <https://oregoncis.uoregon.edu/default.aspx>. The website header includes the CIS logo, the text "Oregon Career Information System", and a "Log Out" button. A green navigation bar contains links for "Exploration", "Occupations", "Education", "Employment", and "My Portfolio", along with a search bar. The main content area features a large image of a man writing on a whiteboard with the text "Explore your possibilities!". Below this image are three expandable sections: "How do I get started?" (circled in red), "How can CIS help me choose a program or major?", and "How can CIS help me market myself for employment?". To the right of these sections is a blue button labeled "Create My Portfolio" and a graphic with the text "What do you LOVE to do?".

Click on Exploration and then choose Career Assessment – start with IDEAS.

Use the **Oregon CIS Career Profile Information Assignment worksheet in Moodle** while completing the **IDEAS, Interest Profiler, and SKILLS** assessments.



https://oregoncis.uoregon.edu/default.aspx

File Edit View Favorites Tools Help

eLauncher by Evisions Polestar Participant Portal... Laneadvisorwilliamsb ExpressLane & Banner E... Web Slice Gallery SARS Anywhere Oregon Educator Network

Show Lane Community College

**Oregon Career Information System** Text Only Version Brenda 0 Messages Log Out

Home Exploration Occupations Education Employment My Portfolio Search

Explore your possibilities!

**How do I get started?** +  
Create this tool to use CIS well.  
[View](#)

**How can CIS help me choose a program or major?** +  
There are four basic steps to choosing a Program of Study:

- Know yourself
- Know your options
- Determine programs that fit you
- Find scholarships related to your program or major

[View](#)

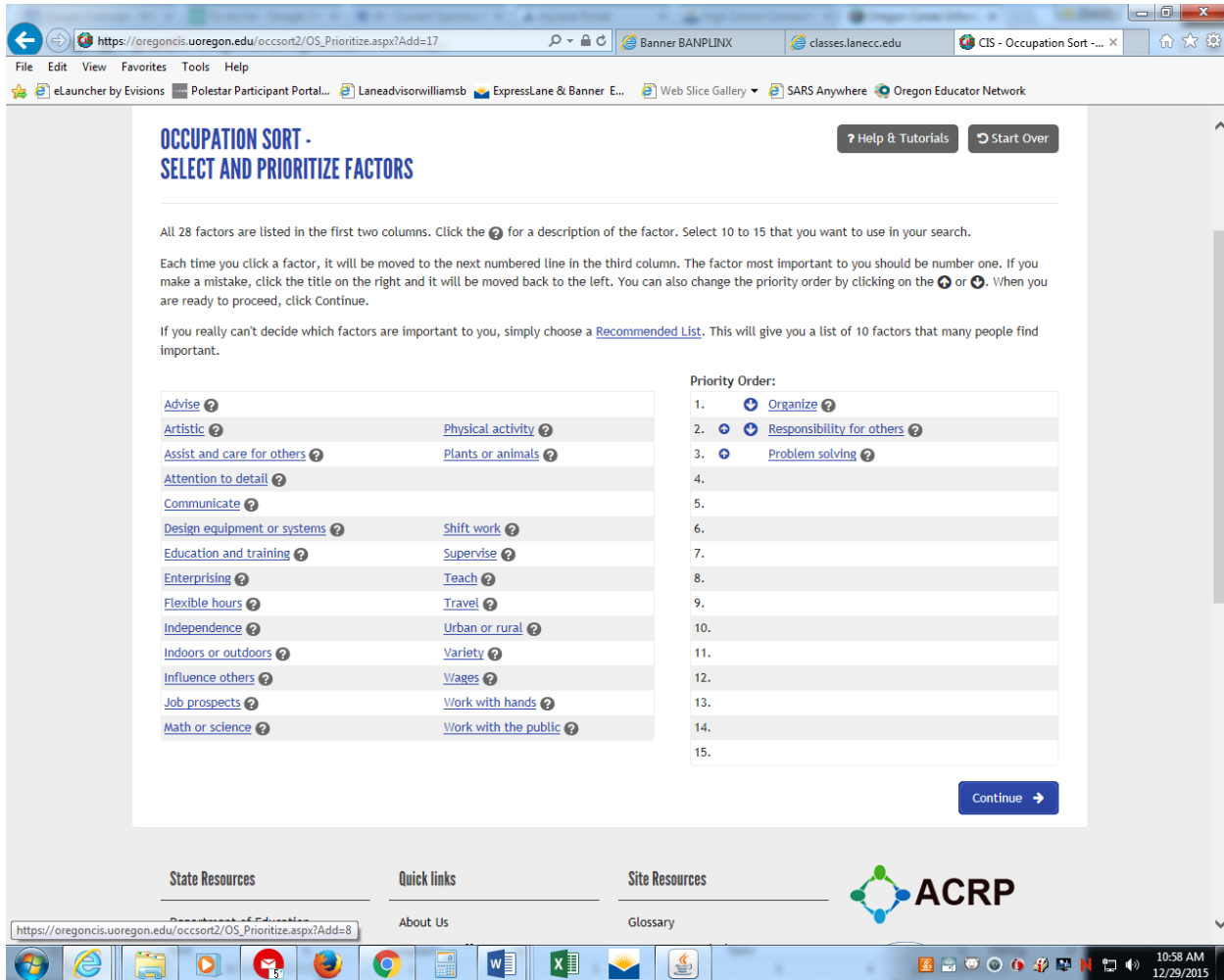
Brenda My Portfolio Edit Image

THINK SELF-EMPLOYMENT MIGHT BE YOUR PASSION?


1 2 3 4 5



After your assessments – click on Occupation – click on Occupation Sort.

Click on 10-15 Factors that you want in a job. The more factors you include with narrow your results, which may be a good thing. Move them up and down the list of what is most important to you. After you select all the factors, click Continue and then you will rate each factor.



**OCCUPATION SORT - SELECT AND PRIORITIZE FACTORS**

All 28 factors are listed in the first two columns. Click the  for a description of the factor. Select 10 to 15 that you want to use in your search.

Each time you click a factor, it will be moved to the next numbered line in the third column. The factor most important to you should be number one. If you make a mistake, click the title on the right and it will be moved back to the left. You can also change the priority order by clicking on the  or . When you are ready to proceed, click Continue.

If you really can't decide which factors are important to you, simply choose a [Recommended List](#). This will give you a list of 10 factors that many people find important.

<a href="#">Advise</a>	<a href="#">Physical activity</a>	
<a href="#">Artistic</a>	<a href="#">Plants or animals</a>	
<a href="#">Assist and care for others</a>	<a href="#">Shift work</a>	
<a href="#">Attention to detail</a>	<a href="#">Supervise</a>	
<a href="#">Communicate</a>	<a href="#">Teach</a>	
<a href="#">Design equipment or systems</a>	<a href="#">Travel</a>	
<a href="#">Education and training</a>	<a href="#">Urban or rural</a>	
<a href="#">Enterprising</a>	<a href="#">Variety</a>	
<a href="#">Flexible hours</a>	<a href="#">Wages</a>	
<a href="#">Independence</a>	<a href="#">Work with hands</a>	
<a href="#">Indoors or outdoors</a>	<a href="#">Work with the public</a>	
<a href="#">Influence others</a>		
<a href="#">Job prospects</a>		
<a href="#">Math or science</a>		

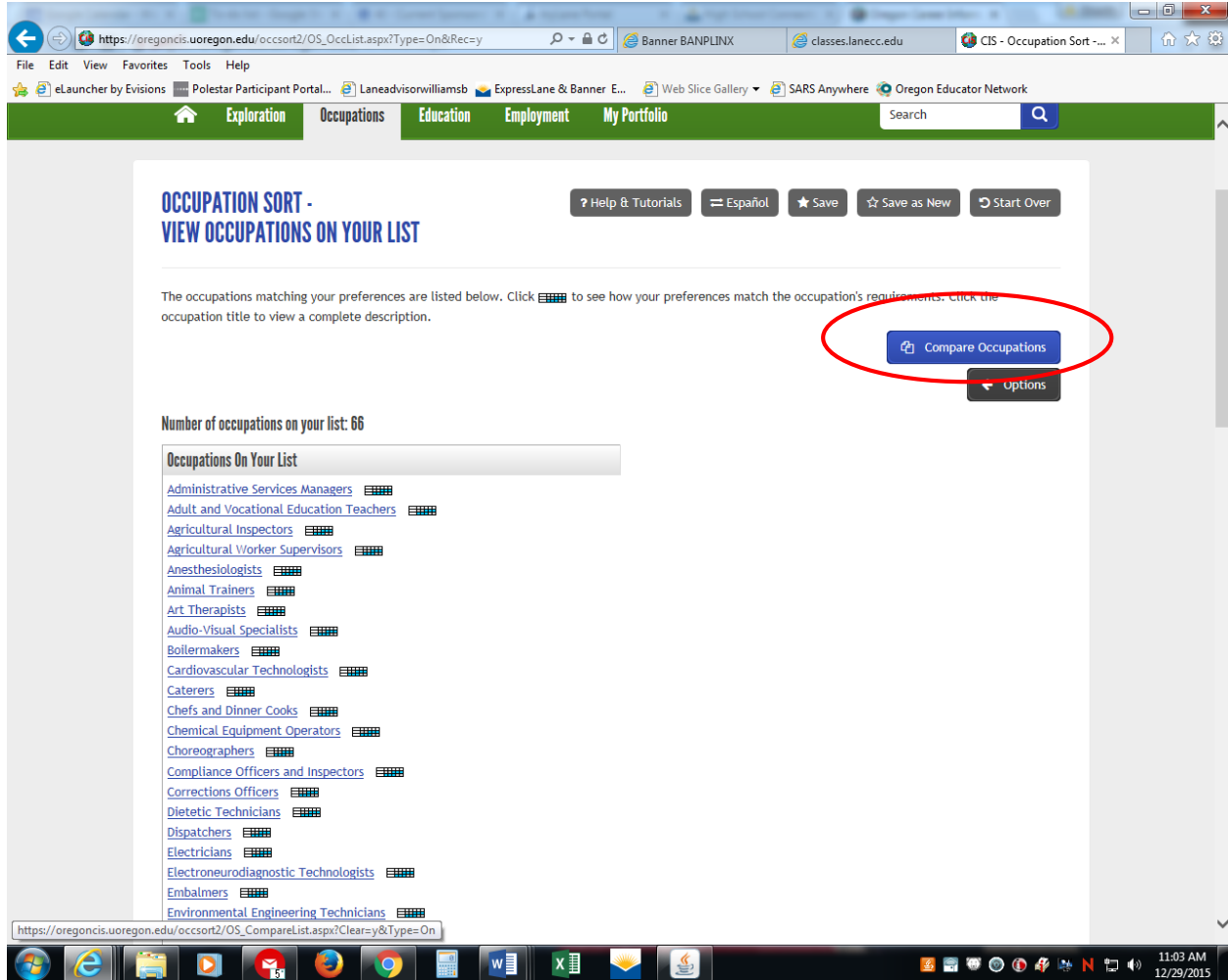
**Priority Order:**

- [Organize](#)
- [Responsibility for others](#)
- [Problem solving](#)
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

[Continue](#)

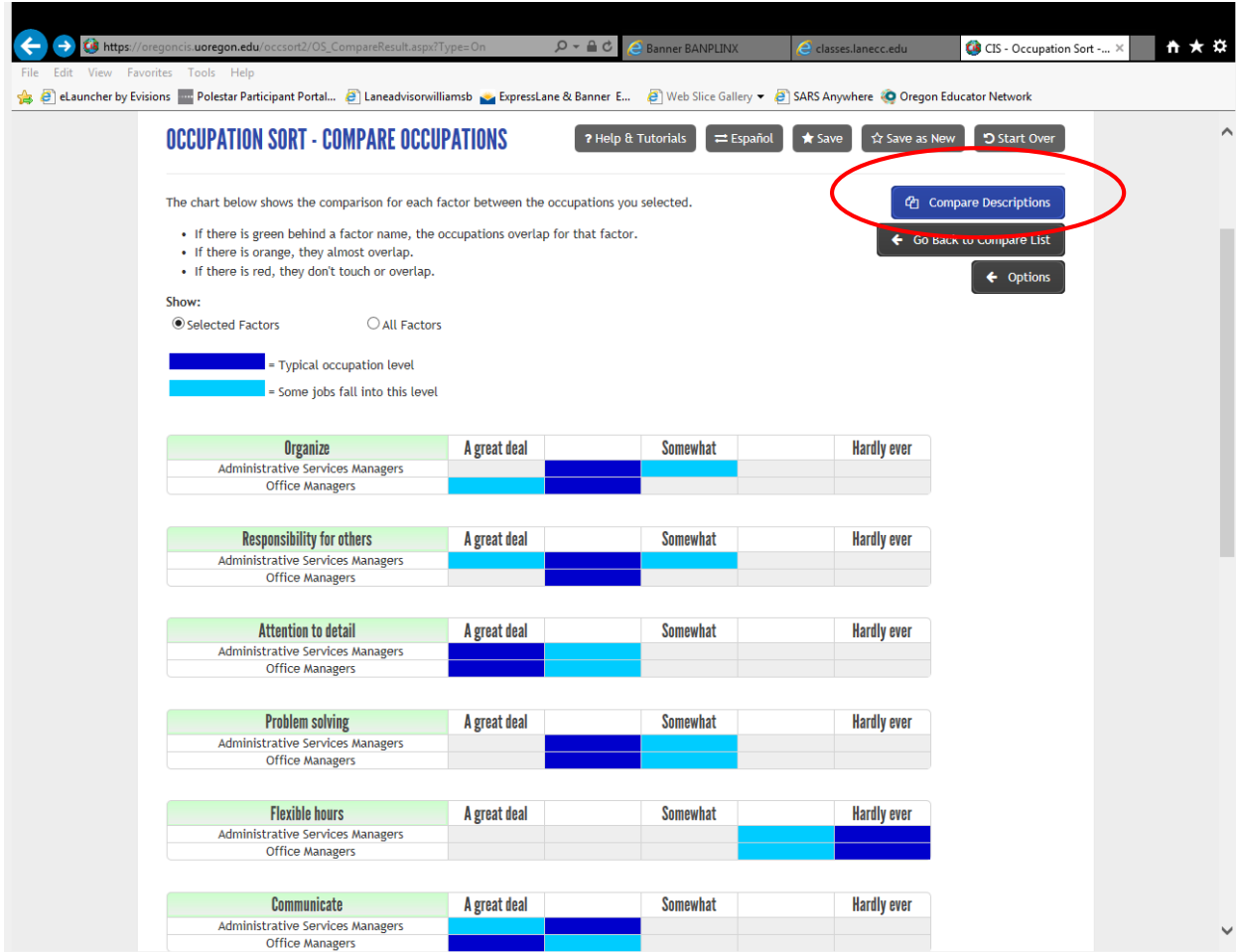
After you rate the factors, you will be given a list of occupations. Do a screen shot of the occupations on your list or print out and scan it into Moodle. Include a written reflection of the results. Do you agree with the results? Was anything from the Career Assessments on here? Did anything surprise you? Is what you are interested in on here?

After you write your reflection, click on Compare and choose the two you are most interested in.



The screenshot shows a web browser window displaying the "OCCUPATION SORT - VIEW OCCUPATIONS ON YOUR LIST" page. The browser's address bar shows the URL: [https://oregoncis.uoregon.edu/occsort2/OS\\_OccList.aspx?Type=On&Rec=y](https://oregoncis.uoregon.edu/occsort2/OS_OccList.aspx?Type=On&Rec=y). The page features a navigation menu with tabs for Exploration, Occupations, Education, Employment, and My Portfolio. The main content area includes a title "OCCUPATION SORT - VIEW OCCUPATIONS ON YOUR LIST" and a "Compare Occupations" button, which is circled in red. Below the title, there is a text prompt: "The occupations matching your preferences are listed below. Click [grid icon] to see how your preferences match the occupation's requirements. Click the occupation title to view a complete description." A "Number of occupations on your list: 66" is displayed. A list of occupations is shown, each with a grid icon: Administrative Services Managers, Adult and Vocational Education Teachers, Agricultural Inspectors, Agricultural Worker Supervisors, Anesthesiologists, Animal Trainers, Art Therapists, Audio-Visual Specialists, Boilermakers, Cardiovascular Technologists, Caterers, Chefs and Dinner Cooks, Chemical Equipment Operators, Choreographers, Compliance Officers and Inspectors, Corrections Officers, Dietetic Technicians, Dispatchers, Electricians, Electroneurodiagnostic Technologists, and Embalmers. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 11:03 AM on 12/29/2015.

After you choose two occupations to compare – Click on Compare Descriptions



**OCCUPATION SORT - COMPARE OCCUPATIONS** [? Help & Tutorials](#) [Español](#) [Save](#) [Save as New](#) [Start Over](#)

The chart below shows the comparison for each factor between the occupations you selected.

- If there is green behind a factor name, the occupations overlap for that factor.
- If there is orange, they almost overlap.
- If there is red, they don't touch or overlap.

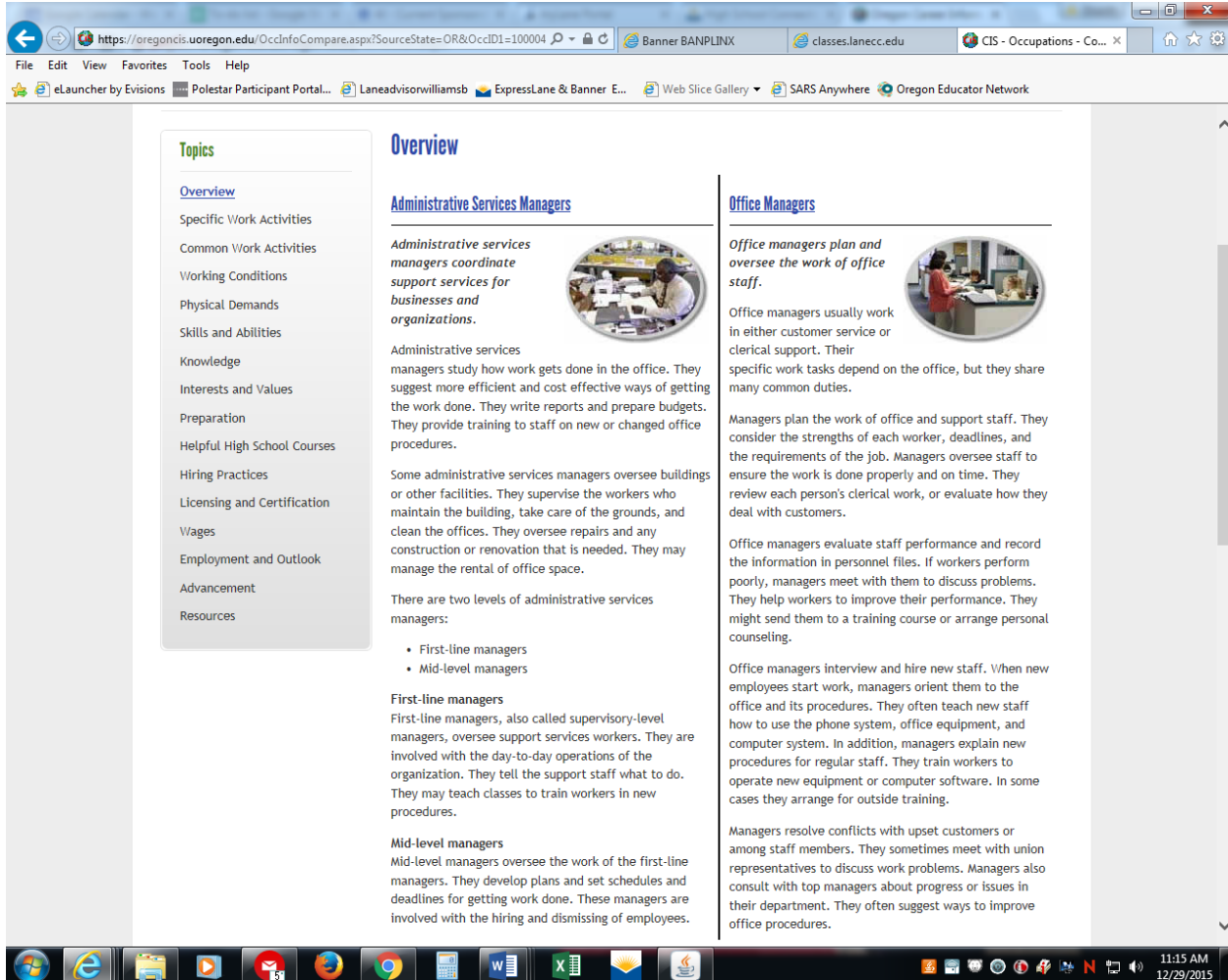
Show:  
 Selected Factors     All Factors

= Typical occupation level  
 = Some jobs fall into this level

Factor	A great deal		Somewhat		Hardly ever
<b>Organize</b>					
Administrative Services Managers					
Office Managers					
<b>Responsibility for others</b>					
Administrative Services Managers					
Office Managers					
<b>Attention to detail</b>					
Administrative Services Managers					
Office Managers					
<b>Problem solving</b>					
Administrative Services Managers					
Office Managers					
<b>Flexible hours</b>					
Administrative Services Managers					
Office Managers					
<b>Communicate</b>					
Administrative Services Managers					
Office Managers					

Buttons: [Compare Descriptions](#) (circled), [GO BACK TO COMPARE LIST](#), [Options](#)

Compare all the topics. This will help you begin your paper.



The screenshot shows a web browser window with the URL <https://oregoncis.uoregon.edu/OccInfoCompare.aspx?SourceState=OR&OccID1=10004>. The browser tabs include Banner BANPLINK, classes.lanec.edu, and CIS - Occupations - Co... The browser's address bar shows the URL, and the page title is "Overview".

The website content is organized into a sidebar and a main content area. The sidebar, titled "Topics", lists various categories such as Overview, Specific Work Activities, Common Work Activities, Working Conditions, Physical Demands, Skills and Abilities, Knowledge, Interests and Values, Preparation, Helpful High School Courses, Hiring Practices, Licensing and Certification, Wages, Employment and Outlook, Advancement, and Resources. The "Overview" section is currently selected.

The main content area is divided into two columns. The left column is titled "Administrative Services Managers" and contains the following text:

**Administrative services managers coordinate support services for businesses and organizations.**

Administrative services managers study how work gets done in the office. They suggest more efficient and cost effective ways of getting the work done. They write reports and prepare budgets. They provide training to staff on new or changed office procedures.

Some administrative services managers oversee buildings or other facilities. They supervise the workers who maintain the building, take care of the grounds, and clean the offices. They oversee repairs and any construction or renovation that is needed. They may manage the rental of office space.

There are two levels of administrative services managers:

- First-line managers
- Mid-level managers

**First-line managers**  
First-line managers, also called supervisory-level managers, oversee support services workers. They are involved with the day-to-day operations of the organization. They tell the support staff what to do. They may teach classes to train workers in new procedures.

**Mid-level managers**  
Mid-level managers oversee the work of the first-line managers. They develop plans and set schedules and deadlines for getting work done. These managers are involved with the hiring and dismissing of employees.

The right column is titled "Office Managers" and contains the following text:

**Office managers plan and oversee the work of office staff.**

Office managers usually work in either customer service or clerical support. Their specific work tasks depend on the office, but they share many common duties.

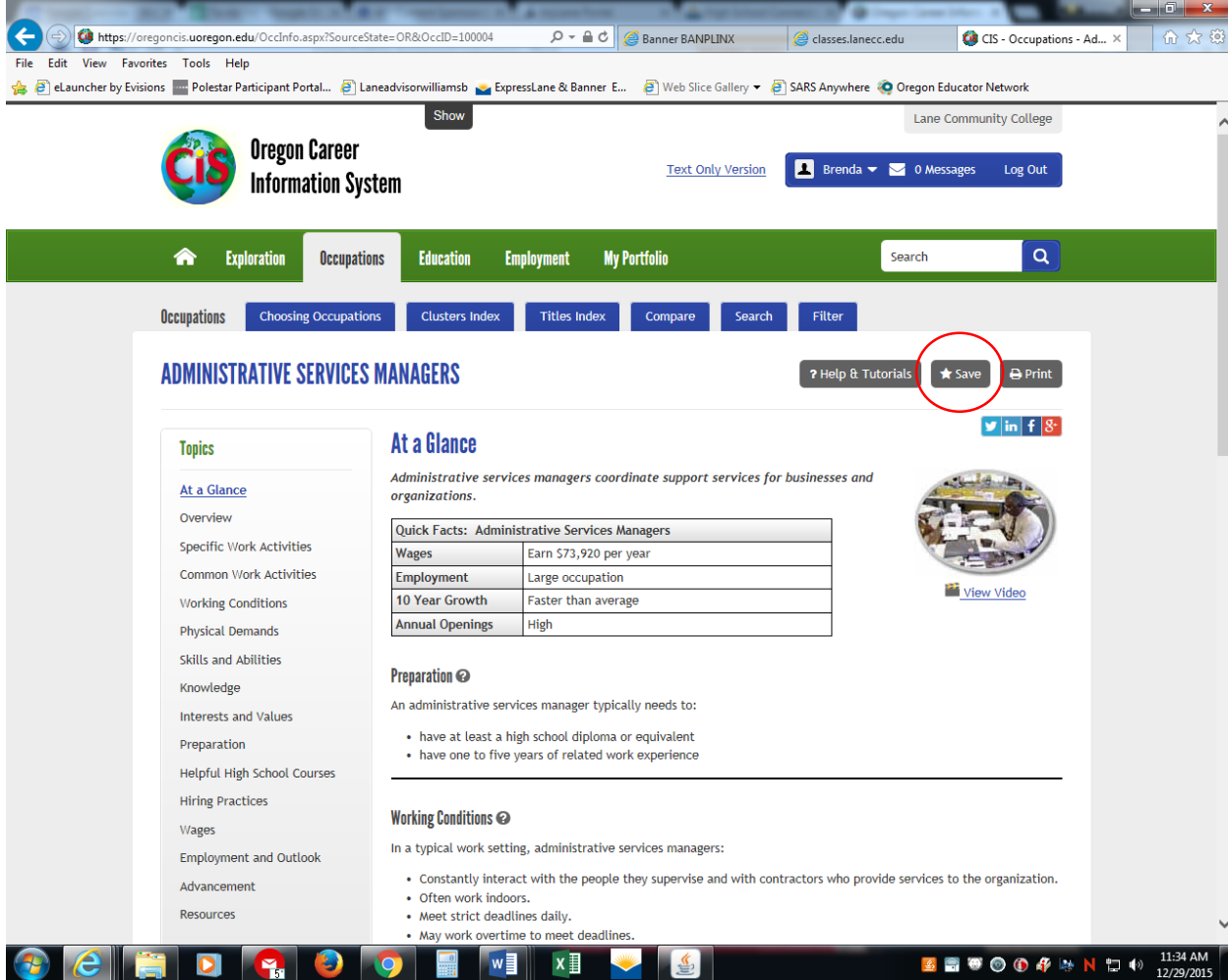
Managers plan the work of office and support staff. They consider the strengths of each worker, deadlines, and the requirements of the job. Managers oversee staff to ensure the work is done properly and on time. They review each person's clerical work, or evaluate how they deal with customers.

Office managers evaluate staff performance and record the information in personnel files. If workers perform poorly, managers meet with them to discuss problems. They help workers to improve their performance. They might send them to a training course or arrange personal counseling.

Office managers interview and hire new staff. When new employees start work, managers orient them to the office and its procedures. They often teach new staff how to use the phone system, office equipment, and computer system. In addition, managers explain new procedures for regular staff. They train workers to operate new equipment or computer software. In some cases they arrange for outside training.

Managers resolve conflicts with upset customers or among staff members. They sometimes meet with union representatives to discuss work problems. Managers also consult with top managers about progress or issues in their department. They often suggest ways to improve office procedures.

Click on the name of each job. Then save it.



The screenshot shows a web browser window displaying the Oregon Career Information System. The page title is "ADMINISTRATIVE SERVICES MANAGERS". In the top right corner of the page content, there are three buttons: "Help & Tutorials", "Save" (circled in red), and "Print". Below the title, there is a "Quick Facts" table and sections for "Preparation" and "Working Conditions".

**ADMINISTRATIVE SERVICES MANAGERS**

Help & Tutorials **Save** Print

**Topics**

- [At a Glance](#)
- [Overview](#)
- [Specific Work Activities](#)
- [Common Work Activities](#)
- [Working Conditions](#)
- [Physical Demands](#)
- [Skills and Abilities](#)
- [Knowledge](#)
- [Interests and Values](#)
- [Preparation](#)
- [Helpful High School Courses](#)
- [Hiring Practices](#)
- [Wages](#)
- [Employment and Outlook](#)
- [Advancement](#)
- [Resources](#)

**At a Glance**

Administrative services managers coordinate support services for businesses and organizations.

Quick Facts: Administrative Services Managers	
Wages	Earn \$73,920 per year
Employment	Large occupation
10 Year Growth	Faster than average
Annual Openings	High

**Preparation**

An administrative services manager typically needs to:

- have at least a high school diploma or equivalent
- have one to five years of related work experience

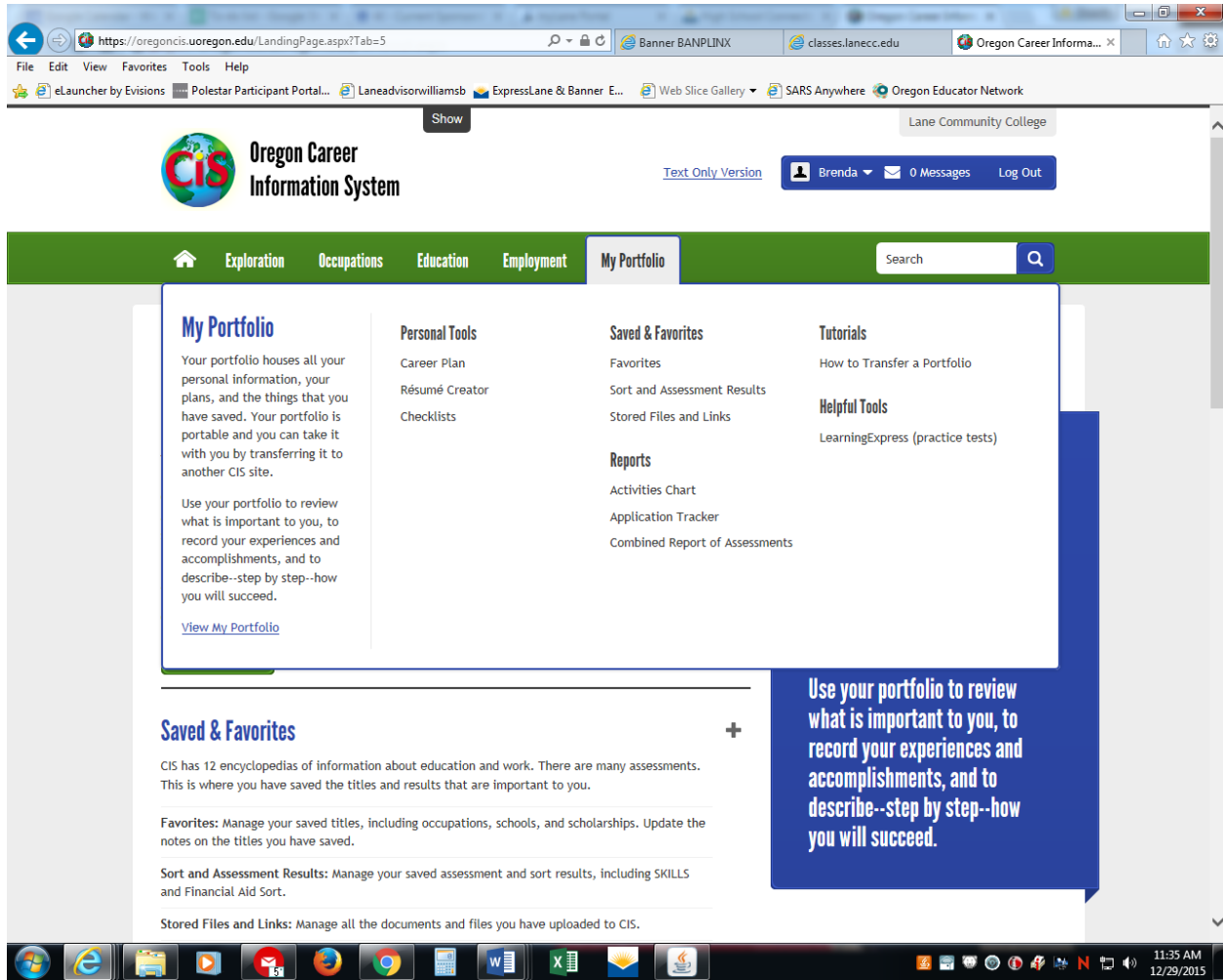
**Working Conditions**

In a typical work setting, administrative services managers:

- Constantly interact with the people they supervise and with contractors who provide services to the organization.
- Often work indoors.
- Meet strict deadlines daily.
- May work overtime to meet deadlines.



Click on My Portfolio to see saved favorite jobs and review your assessment/sorts.



The screenshot shows a web browser window displaying the Oregon Career Information System (CIS) website. The browser's address bar shows the URL: <https://oregoncis.uoregon.edu/LandingPage.aspx?Tab=5>. The website header includes the CIS logo, the text "Oregon Career Information System", a "Text Only Version" link, and a user profile for "Brenda" with "0 Messages" and a "Log Out" button. The main navigation menu includes "Home", "Exploration", "Occupations", "Education", "Employment", and "My Portfolio" (which is currently selected). A search bar is located in the top right of the navigation area.

The "My Portfolio" section is highlighted and contains the following content:

- My Portfolio**: Your portfolio houses all your personal information, your plans, and the things that you have saved. Your portfolio is portable and you can take it with you by transferring it to another CIS site. Use your portfolio to review what is important to you, to record your experiences and accomplishments, and to describe--step by step--how you will succeed. [View My Portfolio](#)
- Personal Tools**: Career Plan, Résumé Creator, Checklists
- Saved & Favorites**: Favorites, Sort and Assessment Results, Stored Files and Links
- Reports**: Activities Chart, Application Tracker, Combined Report of Assessments
- Tutorials**: How to Transfer a Portfolio
- Helpful Tools**: LearningExpress (practice tests)

Below the "My Portfolio" section, there is a "Saved & Favorites" section with a plus sign icon. It contains the following text:

CIS has 12 encyclopedias of information about education and work. There are many assessments. This is where you have saved the titles and results that are important to you.

**Favorites**: Manage your saved titles, including occupations, schools, and scholarships. Update the notes on the titles you have saved.

**Sort and Assessment Results**: Manage your saved assessment and sort results, including SKILLS and Financial Aid Sort.

**Stored Files and Links**: Manage all the documents and files you have uploaded to CIS.

A blue callout box on the right side of the page contains the text: "Use your portfolio to review what is important to you, to record your experiences and accomplishments, and to describe--step by step--how you will succeed."

The Windows taskbar at the bottom shows the time as 11:35 AM on 12/29/2015.