

QUICK REFERENCE GUIDE FOR MCIS

MONTANA CAREER INFORMATION SYSTEM

Welcome to the Montana Career Information System!

MCIS is your total career exploration and planning tool. MCIS provides you with the most current information on occupations, education options, and career planning. This guide will familiarize you with some of MCIS's most useful features.

www.careers.mt.gov

Occupations & Employment



Occupations & Employment

Detailed descriptions of hundreds of occupations, including duties, settings, wages, outlook, etc.

Occupation Sort

Lists occupations that use your skills, abilities, and interests.

IDEAS Assessment

Helps user identify their interests and match them with a wide variety of careers. (If this option does not appear, please call 1-800-541-3904)

O*NET Interest Profiler

Identify your strongest work-related interests with this online assessment. Then explore occupations that meet your interests.

Military Employment

Investigate career options in the military.

Job Search

Offers advice for job-seekers, including tips on resumes, cover letters, and interviews.

Self-employment

Learn how to start and run your own business.

Work Importance Locator

This quick online assessment can help you discover which work values are most important to you. Then you can explore occupations that match these values.

Education and Training



Programs of Study

Investigate admission requirements, coursework, and other information about instructional programs.

Montana Schools

Provides information about schools in Montana, including programs, admissions, schedules, and costs.

National School Sort

Create a list of schools that match your preferences.

National Schools

Detailed information about 2 and 4-year colleges and universities in the U.S.

Graduate School Sort

Lists graduate schools that meet your goals

Financial Aid

Learn all you can about applying for financial aid, understanding the application process, and searching for financial help, such as scholarships and loans.

Financial Aid Sort

Lists scholarships and loans you may qualify for.

Appenticeships

Provides information about apprenticeship programs in Montana.

MCIS provides information and links for Montana's:
Native Americans
Women
Vocational Rehabilitation Workers
People with Disabilities

Other MCIS Components



Keep on Learning

Advice on good ways to pick up knowledge and skills you will need in today's workforce.

Assessment Link

Connects results of common assessment tests to a list of MCIS occupations.

Reality Check

Find out how much money you'll need to cover living expenses.

Micro-SKILLS

Allows you to match your skills with occupations.

Practical Learning Activities

Over 600 learning activities available.

Industries

Information about employment in industries in Montana and nationally.

Keep that Job

Provides information on how to keep a job, and work successfully with your employer and co-workers.

Non-Traditional Employment

Offers information about non-traditional employment.

Portfolio



The Portfolio option allows users to:

- Build a resume
- Complete academic checklists for grades 9-12
- Plan high school/college courses
- Store assessments
- Save schools/occupations of interest
- Record activities, grades, accomplishments, etc.
- Manage course plans
- Save imported files and links

Test Prep Options

(Available with a Test Prep site license purchase)

Academic Practice Tests: Civil Service Practice Tests

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| • ACT | • American Foreign Services Officer |
| • SAT | • Case Worker |
| • PSAT | • Corrections Officer |
| • GED | • Court Officer |
| • ASVAB (Armed Services Vocational Aptitude Battery) | • Firefighter |
| • CLEP (5 tests: Math, Natural Sciences, Social Sciences, English, and Humanities) | • Police Officer |
| | • Police Promotion |
| | • State Trooper |
| | • Parole Officer |
| | • Real Estate |