

Step by Step Instructions

Complete the Occupation Sort Survey.

Login to the AKCIS Website click the picture below.




Alaska Career Information System

<https://akcis.intocareers.org/loginmain.aspx?ReturnUrl=%2fdefault.aspx&cookieTest=v>

Follow the 's for your instructions.

Step 1



The screenshot shows the AKCIS Junior website interface. At the top left is the AKCIS logo and the text "Alaska Career Information System Junior". To the right of the logo is a link: "Click here to go to the main AKCIS Page". Further right are links for "[Text Only | My Portfolio | Log out]" and a "Quick links" dropdown menu. The main content area features a large illustration of three cartoon characters: a girl on the left with the text "Who am I?", a boy in the center with "Where am I going?", and a man on the right with "How do I get there?". A series of blue arrows points from the man's question towards the right side of the page. On the right side, there is a "Global Search" box with a "GO" button. Below it, a red banner reads "AKCIS Jr. - Soldotna Middle School" followed by "Welcome, Shelli" and a "Rockin'" icon with the text "Go to 'My Portfolio'". Below that is a link: "Use KPBSD: Soldotna Middle School version". A green banner labeled "Additional Resources" lists several links: "Tools for users", "Tools for counselors and teachers", "Tools for parents", "Glossary", and "Alaska Performance Scholarship". At the bottom of the page, there is a footer with copyright information: "©1971-2011 University of Oregon. All rights reserved. Created by IntoCareers, a unit of the University of Oregon. Labor market information is public information provided by the Alaska Department of Labor." and a navigation bar: "[About | Tech Support | Privacy Statement | Terms for Use | Comments]".

Step 2

The screenshot shows the AKCIS Alaska Career Information System homepage. At the top left is the AKCIS logo and the text "Alaska Career Information System". At the top right are links for "[Text Only | My Portfolio | Log out]" and a "Quick Links" dropdown menu.


On the left side, there is a "Global Search" box with a "GO" button. Below it are several menu categories:

- Career Plan**
 - My Career Plan
- Occupations & Employment**
 - Occupations
 - Occupation Sort
 - Industries
 - Green Jobs
 - Military Employment
 - Job Search
 - Keep That Job
 - Self-Employment
- Education & Training**
 - Programs of Study
 - Apprenticeships
 - Alaska Schools
 - U.S. Colleges & Universities
 - School Sort
 - Financial Aid
 - Financial Aid Sort
 - Career Pathways
- Assessment Tools**
 - Reality Check
 - IDEAS
 - Interest Profiler
 - Career Cluster Inventory
 - SKILLS
 - Work Importance Locator
 - Assessment Link

In the center, a large green banner features a photo of two students looking at a book. Below the photo, it says: "Tell us what you think about our homepage. Take a 2 minute survey." Below this is a "Reminder:" section with the text "Fill out your FAFSA NOW" and "Available in both Spanish and English. Disponible en ingles y español." A blue arrow points to the "Occupation Sort" link in the left menu, with the text "Click this link on the AKCIS web page" overlaid.

On the right side, there is a section for "KPBSD: Soldotna Middle School" with a "Welcome, Shelli" message and a "Go to 'My Portfolio'" link. Below this is a "More Resources" section with various links: "Tools for Users", "Tools for Counselors and Teachers", "Articles of Interest", "Glossary", "Alaska Performance Scholarship", "ALEXsys - Alaska's Job Bank", "Workplace Alaska - State Jobs", "Employer Locator", and "WICHE: Higher Education (WUE)".

Step 3

[Home | My Portfolio | Log out]Quick Links


Occupation Sort - Getting Started

[Español | Restore]

Occupation Sort is not a test. It is designed to let you say what you know about yourself, your likes and dislikes, and creates a list of occupations that match your preferences. It doesn't tell you what you should be. Instead, Occupation Sort locates occupations that match factors you consider important.

Occupation Sort uses 28 factors often considered in career decision making. These factors are important to many people. They are also factors for which a computerized sorting tool can be useful.

The steps of Occupation Sort are:




 **1. Read**

- Select 10 to 15 factors
- Select the order of the factors
- Indicate the level of each factor you want in an occupation
- See the results of your choices

To see a complete list of the factors and their descriptions, print the worksheet. It has a chart to help you choose the factors most important to you. Click on the [Print Worksheet](#) option and follow the instructions on the worksheet.


When you are ready to proceed, click on the [Select Factors](#) option.

NOTE: This application uses popup windows containing valuable information. For the best results, allow popups on this site. Your results will be saved automatically when you reach the options page. To add personal comments, click on the **Save** option. If you need to log off before rating all the factors, be sure and **Save** what you have completed.

2. Click  [Select Factors](#) 
[Print Worksheet](#) 


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Step 4



[Home | My Portfolio | Log out]Quick Links


Occupation Sort - Select and Prioritize Factors

[Start Over]

1. Read 















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

Each time you click on 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 on 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 on Continue.












































 **Good to know!**


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.

2. Click Job Priorities from...

Advise 	
Artistic 	here 
Assist and care for others 	Plants or animals 
Attention to detail 	
Design equipment or systems 	Shift work 
Enterprising 	
Flexible hours 	Urban or rural 
Influence others 	
Job prospects 	Work with hands 

Priority Order:

1.  Education and training 
2.   Communicate  **.....to here.**
3.   Wages 
4.   Math or science 
5.   Indoors or outdoors 
6.   Physical activity 
7.   Problem solving 
8.   Independence 
9.   Organize 
10.   Teach 
11.   Travel 
12.   Variety 
13.   Work with the public 
14.   Supervise 
15.  Responsibility for others 

Continue 

Step 5

1. Now on the WORKSHEET
copy down your top 4 Job Priorities

AKCIS Alaska Career Information System

Global Search GO

Career Plan

My Career Plan

Occupations & Employment

Occupations

Occupation Sort ←

Job Search →

Keep That Job →

Military Employment

Self-Employment

Go to the AKCIS website and from the left margin choose the **Occupation Sort link**.

List your Job Priorities

Step 6

AKCIS Alaska Career Information System

[Home | My Portfolio | Log out]

Quick Links

Occupation Sort - Education and training [Save | Save as New | Start Over]

Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training. ?

How much time do you want to spend preparing (school, on-the-job training) for an occupation?

5 or more years

4 years

2 to 3 years

4 months to 1 year

A few hours to 3 months

Save

Type the date and 8th grade

Sort

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Step 7

AKCIS Alaska Career Information System

[Home | My Portfolio | Log out]

Quick Links

My CIS Sorts and Assessments -- Shelli Church [Privacy Statement]

Save - Occupation Sort Thoughts

Enter any thoughts you want to save about this Occupation Sort set of answers:

1/17/12 8th grade

Save

Type the date and 8th grade

Save Information

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Step 8

AKCIS Alaska Career Information System

Home | My Portfolio | Log out | Quick Links

My CIS Sorts and Assessments -- Shelli Church

Privacy Statement | Report | Print

Career Cluster Inventory Occupation Sort Occupation Sort

My Saved Occupation Sort Answers	My Thoughts	Updated	Edit	Delete
Restore Answer Set 5	1/17/12 8th grade	1/16/2012	Edit	Delete
Restore Answer Set 4	1/11/12 8th grade	1/11/2012	Edit	Delete
Restore Answer Set 3	1/11/12 8th Grade	1/11/2012	Edit	Delete

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Step 9

AKCIS Alaska Career Information System

Home | My Portfolio | Log out | Quick Links

Occupation Sort - Education and training

Save | Save as New | Start Over

Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training. ?

How much time do you want to spend preparing (school, on-the-job training) for an occupation?

1. Read

2. Answer the question.

5 or more years

4 years

2 to 3 years

4 months to 1 year

A few hours to 3 months

Sort

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Step 10

AKCIS Alaska Career Information System

Home | My Portfolio | Log out | Quick Links

Occupation Sort - Education and training

Save | Save as New | Start Over

Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training. ?

How much time do you want to spend preparing (school, on-the-job training) for an occupation?

Check all levels you are willing to consider.

1. Read

2. Would you consider spending more time or less time training for a job?

3. Click

5 or more years

4 years

2 to 3 years

4 months to 1 year

A few hours to 3 months

5 or more years

4 years

2 to 3 years

4 months to 1 year

A few hours to 3 months

Sort

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Step 11

AKCIS Alaska Career Information System [Home | My Portfolio | Log out] Quick Links

Occupation Sort - Education and training

 [Save | Save as New | Start Over]

Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training. ?

How much time do you want to spend preparing (school, on-the-job training) for an occupation?

- 5 or more years
- 4 years
- 2 to 3 years
- 4 months to 1 year
- A few hours to 3 months

Check all levels you are willing to consider.

- 5 or more years
- 4 years
- 2 to 3 years
- 4 months to 1 year
- A few hours to 3 months

1. Read yours. Sort

Results

142 occupations were eliminated by your preferences above. There are 403 occupations remaining on your list. If you want to change your preferences for this factor, you must click on the Sort option to update the results. When you are ready to proceed, click on Next Factor.

Eliminated By Last Choice: 142
Not On Your List: 142
On Your List: 403

With the choices made above I eliminated 142 jobs from my list.

I still have 403 jobs to sort out.

3. Click Next Factor

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Step 12

Back to the class worksheet again.

AKCIS Alaska Career Information System [Home | My Portfolio | Log out] Return to: Quick Links

Occupation Sort - View Occupations On Your List

 [Spanish | Save | Save as New | Start Over]

The occupations matching your preferences are listed below. Click on [grid icon] to see how your preferences match the occupation's requirements. Click on the occupation title to view a complete description.

These jobs fit your criteria for your Job Priorities. If there are only 2 or 3 listed then start over.

Number of occupations on your list: 8

1. Save

2. Go back to your worksheet and answer the questions.

3. Click the title to read about the job and priorities.


Compare Occupations Options

Occupations On Your List

- Carpenters [grid icon]
- Cement Masons [grid icon]
- Heating and Cooling System Mechanics [grid icon]
- Heavy Equipment Mechanics [grid icon]
- Hoist and Winch Operators [grid icon]
- Line Installers and Repairers [grid icon]
- Photographers [grid icon]
- Security and Fire Alarm Systems Installers [grid icon]

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Step 13

 **Alaska Career Information System** [Home | My Portfolio | Log out]

Return to: [] Quick Links []

Occupation Sort - Options [Español | Save | Save as New | Print | Start Over]

Recommendations
Review recommended next steps.

Review
Review and change your preferences.

Occupations On Your List
View the list of occupations compatible with your preferences.

Occupations Almost On Your List
View a list of occupations eliminated due to only a small incompatibility on one factor.

Occupations Not On Your List
View the list of occupations eliminated by your preferences (and ask "Why?").


Compare Occupations
Select two occupations from the entire list and compare the levels of each of the 28 factors.

1. Now let's Compare 2 jobs

You may Compare jobs on your list or Choose 1 job on your list and a job not on your list.


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Step 14



 **Alaska Career Information System** [Home | My Portfolio | Log out]

Return to: [] Quick Links []

Occupation Sort - View Occupations On Your List [Español | Save | Save as New | Start Over]









The occupations matching your preferences are listed below. Click on  to see how your preferences match the occupation's requirements. Click on the occupation title to view a complete description.

Number of occupations on your list: 8

Compare Occupations  **Options** 

1. Now let's Compare 2 jobs

Occupations On Your List

- Carpenters 
- Cement Masons 
- Heating and Cooling System Mechanics 
- Heavy Equipment Mechanics 
- Hoist and Winch Operators 
- Line Installers and Repairers 
- Photographers 
- Security and Fire Alarm Systems Installers 

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Step 15

AKCIS Alaska Career Information System [Home | My Portfolio | Log out]
 Return to: Quick Links

Occupation Sort - Compare Occupations On Your List [Español | Save | Save as New | Start Over]

To select occupations to compare, click on the occupation title. After selecting two occupations, click on **Compare**.

1. Choose 2 jobs Go Back to Viewing List
Options

Compare Occupations

You can compare 2 occupations at one time.

Occupations on your list to compare:

1. Photographers

2. Carpenters

Occupations On Your List

Carpenters
 Cement Masons
 Heating and Cooling System Mechanics
 Heavy Equipment Mechanics
 Hoist and Winch Operators
 Line Installers and Repairers
 Photographers
 Security and Fire Alarm Systems

2. Click **3. Fill out the work sheet** **4. Color**

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5. Color the chart.

Occupation Sort - Compare Occupations

From the sorted list choose 2 jobs to compare. Then Color the Chart

Job 1 _____ Job 2 _____

	A Great Deal	Somewhat	Hardly Ever
Problem Solving			
Job 1=			
Job 2=			
Attention to detail			
Communicate			
Job 1=			
Job 2=			
Advise			
Job 1=			
Job 2=			
Artistic			
Job 1=			
Job 2=			

Typical Occupation Level
 Some Jobs fall in this area