



2015 Nevada Transition Conference attendees can earn CEU credit by completing any of the 4 Vocational Exploration Tools located on the Nevada Career Information System website. These simple instructions will help you get started. Once completed bring your results page to the Conference to receive credit from the Nevada Department of Education. Feel free to call us at 775-684-0477 for help or additional information.

**On the next page (shown below), select your City from the drop down box, then enter your Zip code, then click on Sign In.**

**You do not need an account to use NCIS, start with the Nevada resident login.**  
Select your city or town and enter your zip code.

City or Town: Alamo [v] [red arrow]  
Zip Code: [red arrow]  
Sign In [red arrow]

If you already have a username and password or a personal account [Click here](#) and enter your username and password.

If you have questions or problems accessing the NCIS, please contact us at 775.684.0477 or email: [detrncis@nvdeetr.org](mailto:detrncis@nvdeetr.org)

**To begin, log onto NCIS:**  
**[www.nvcis.intocareers.org](http://www.nvcis.intocareers.org)**

**Nevada Resident My Account**

Start using NCIS by selecting the version you would like to access.

NCIS is the standard version used by adults and high schools. **NCIS** [red arrow]  
NCIS Jr. is designed for use in middle schools. **NCIS Jr**

- Select NCIS

**Note:** You do not need to create a Portfolio account to use NCIS or print your results.

**From the Home Page; hover over ASSESSMENTS to access the Vocational Assessments in NCIS.**

**ASSESSMENTS**

Answer questions about yourself and connect to occupations that may interest you.  
[Learn more](#)

**What are my interests?**  
Career Cluster Inventory [red arrow]  
Interest Profiler [red arrow]

**What skills and work values are important to me?**  
SKILLS [red arrow]  
Work Importance Locator [red arrow]

**What can I do with assessments?**  
About Assessments

**Informal Assessments**  
Learning Styles Survey  
Employability Skills Survey

**What lifestyle can I afford?**  
Reality Check

**How do I link assessment results taken outside NCIS to occupations?**  
Assessment Link

**Get Started**

- Use these tools to manage your career goals.
- Learn more about yourself and create a career plan.
- Record and map your current and future educational courses.

[View](#)

**Learn about Myself**

- Answer questions and connect to occupations that may interest you.

[View](#)

**Learn about Work**

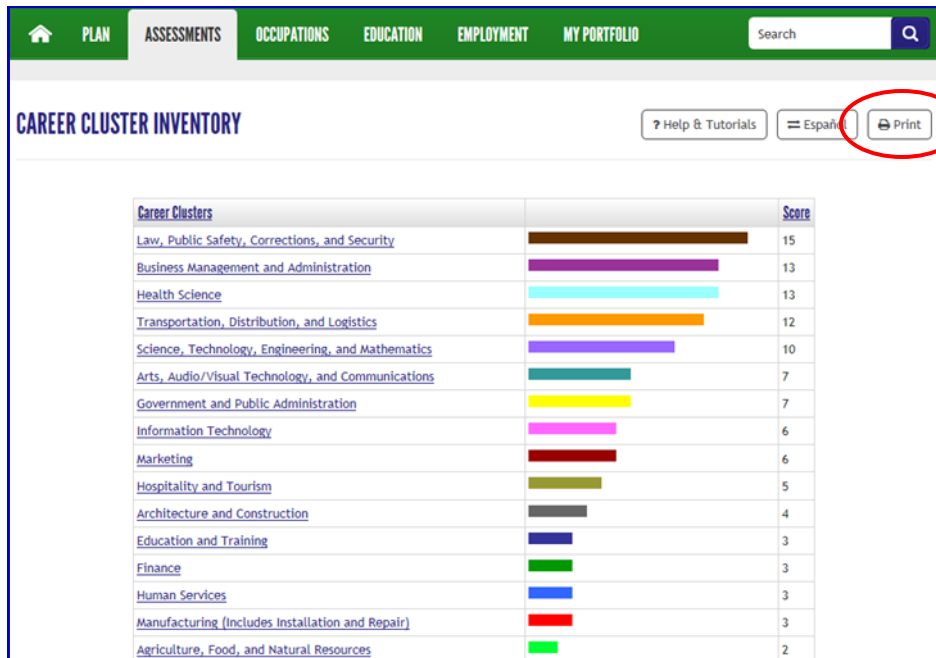
- Explore broad categories of occupations grouped by the knowledge and skills they require.

[View](#)

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There are 4 Vocational Assessments to choose from. You decide which one/s you would like to complete.

**Career Cluster Inventory** – Take the Career Cluster Inventory (CCI) to match your interests and the activities you enjoy with the occupations in the 16 national Career Clusters. It has 80 items. The CCI is useful as a first career assessment tool. Below is a screen shot of how your results will appear. Print this sheet and bring to the Conference for CEU credit.



**Interest Profiler** – The Interest Profiler can help you identify your interests and match them with related occupations. You rate 180 activity statements by how well you think you might like to do them. Don't think about whether you are able to do the activity, but rather if you would like to do the activity. Below is a screen shot of how your results will appear. Print this sheet and bring to the Conference for CEU credit.

**INTEREST PROFILER**

**Using Your Interests to Explore Occupations**

You can use your interests to explore careers. Interests are good to use because you probably will find that occupations that meet your interests will be more satisfying and rewarding for you than occupations that don't meet your interests.

Remember, though, that interests are just some of the information that you can use to explore careers. Other useful information about yourself: your abilities, work values, experience, education, and motivation are also important in exploring careers. The more aspects of yourself that you use to explore careers, the better chance you have of finding satisfying work.

You can think of the occupational interests as your liking or preference for certain work activities. The Interest Profiler measures interests in each of six Interest Areas described below. Read over the definitions to get a better understanding of your occupational interests.

The links for each interest Area will display a list of occupations that match that interest. You can then use the occupation links to learn more about the occupation.

**Enterprising**

**Your Score : 12**

People with enterprising interests like work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They like taking risks for profit. These people prefer action rather than thought.

**Artistic**

**Your Score : 12**

People with artistic interests like work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.

**Realistic**

**Your Score : 9**

People with realistic interests like work activities that include practical, hands-on problems and solutions. They enjoy dealing with plants, animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work. Often people with realistic interests do not like occupations that mainly involve doing paperwork or working closely with others.

**Skills** – This assessment helps you identify occupations that match your preferred skills. It also helps you recognize how you can transfer your skills between occupations. In this assessment you rank up to 35 skills based on how satisfying they are to you. Below is a screen shot of how your results will appear. (You must click on the Top 30 Occupations Link to access this page). Print this sheet and bring to the Conference for CEU credit.

**SKILLS**

[ Change Skills | Summary | Holland Personality Types | Occupational Clusters | **\*Top 30 Occupations** | All Occupations ]

**\* Top 30 Occupations**

The occupational ratings can go from +100 to -44. The higher the rating, the better the match between your skills and the skills required by the occupation. All of the occupations on your \* Top 30 list are good matches with your skill preferences. Click next to an occupation to compare your skills to the skills of the occupation.

Rate	Top 30 Occupations
<b>Agriculture, Food, and Natural Resources</b>	
61	* <a href="#">Farm and Home Management Advisors</a>
<b>Business Management and Administration</b>	
70	* <a href="#">Employee Training Specialists</a>
70	* <a href="#">Interviewing Clerks</a>
60	* <a href="#">Job Benefits and Analysis Specialists</a>
<b>Education and Training</b>	
60	* <a href="#">High School Teachers</a>
60	* <a href="#">Interpreters and Translators</a>
60	* <a href="#">Middle School Teachers</a>
72	* <a href="#">School Counselors</a>
60	* <a href="#">Special Education Teachers</a>
<b>Government and Public Administration</b>	
67	* <a href="#">Government Benefits Interviewers</a>
<b>Health Science</b>	
60	* <a href="#">Art Therapists</a>
76	* <a href="#">Genetic Counselors</a>

**Note:** From the footer page, you can access Quick Starts and worksheets under **Site Resources**. Simply click on **Tools for Counselors**, then click on **Nevada Guides & Materials**. Then click on **User Guide, Flyers and Tools** and select **Assessment Tools Support**. There you will find the Skills worksheet and Skills Quick Start along with a worksheet for the Work Importance Locator listed below.

**Work Importance Locator** - The Work Importance Locator allows you to rank 20 work-related needs such as working conditions, creativity, and recognition to find a list of occupations that matches those work values. Below is a screen shot of how your results will appear. Print this sheet and bring to the Conference for CEU credit.

**WORK IMPORTANCE LOCATOR**

Using Your Work Values to Explore Occupations

You can use your work values to explore careers. Work values are good to use because you probably will find that occupations that meet your work values will be more satisfying and rewarding for you than occupations that don't meet your work values. Remember, though, that work values are just some of the information that you can use to explore careers. Other useful information about yourself:

- your abilities,
- your interests,
- experience,
- education, and
- motivation

The links for each Work Value will display a list of occupations that match that value. You can then use the occupation links to learn more about the occupation.

**Achievement and Independence**

Follow the link above to display a list of occupations for which both of your top two values are important.

**Achievement** Your Score : 24

People for whom achievement is important like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.

**Independence** Your Score : 20

People for whom independence is important like to make decisions and try out ideas on their own. They prefer jobs where they can plan their work with little supervision.