



MCIS at a Glance

The Minnesota Career Information System (MCIS) helps your students and clients make better career decisions by providing accurate, comprehensive, and current career information and planning resources. All information files are linked together for seamless exploration.

Occupation and Employment Information

Occupations	Detailed information on over 500 occupations with current regional, state, and national labor market information. Organized by career fields and career clusters.
Career Fields	Information on Minnesota's six career fields with links to career clusters and pathways.
Green Jobs	Information about how occupations and industries are becoming green.
Military Employment	General information about the military plus over 500 military occupational descriptions.
Industries	State and national information on 60 major industries.
Self-Employment	Helps you determine if self-employment is right for you. Includes an entrepreneurship quiz.
Job Search	How to conduct a successful job search plus tips on interviewing techniques and writing resumes and cover letters.
Job Success	Information to help you stay gainfully employed.
Reality Check	An interactive tool that matches your lifestyle and educational choices with occupations.
Occupation Sort	Creates a list of occupations that match your preferences.

Education and Training Information

Programs of Study	Admission and coursework requirements for over 800 program categories plus descriptions of the programs offered by each school.
Minnesota Schools	Detailed information on all licensed and accredited higher education institutions in Minnesota.
U.S. Schools	Detailed information on over 4,000 licensed and accredited higher education institutions.
Apprenticeship	General information on apprenticeship plus contacts for sponsors throughout Minnesota.
Short-Term Training	A list of short-term training programs requiring less than one year to complete.
Other Ways to Learn	Information about dual credit options, work-based learning, service learning, and other educational programs and initiatives for youth and adults.
Scholarships	Sortable database of over 4,000 scholarship awards.
Paying for School	Helps you understand the financial aid process and the need to plan ahead to pay for school. Includes charts, calculators, and videos.
School Sort	Creates a list of schools based on your criteria.
Financial Aid Sort	Creates a list of scholarships based on your criteria.

Assessment Tools

IDEAS: Interest Determination, Exploration and Assessment System®	Fully-normed interest assessment for different age levels: junior high, high school, and adult. (This is an optional component for an additional fee.)
Learning Styles Survey with classroom activity	Students identify their learning styles through a survey and then discuss study strategies that can help them learn best, including note-taking strategies.
Employability Survey with classroom activity	Students identify their employability skills by completing a survey and then discuss strategies to help them develop these skills.
SKILLS	Identifies occupations that best match your skill preferences and calculates your Holland Personality Type. Also compares your skill preferences to the skills required by an occupation.
Career Cluster Inventory	A quick interest inventory that provides results based on the 16 U.S. Department of Education career clusters.
O*Net Interest Profiler	Helps you identify your interests and matches them with a wide variety of careers.
O*Net Work Importance Locator	Helps you determine your work values and identifies occupations that are linked with your work values.
Assessment Link	Links results from other assessments you have taken to MCIS occupational information.

Other Features and Support Materials

My MCIS Electronic Portfolio	Saves your favorites in MCIS including assessment results. Includes a student checklist, a career planning and goal-setting tool, a course planner, a resume writer, and the ability to upload and save documents.
Personal Learning Plan	The Personal Learning Plan will be created by student entries in the portfolio and formatted to a printable PDF file that students, parents and staff can review and sign, and save back to the student portfolio.
Practice Test Packages	These are optional components for an additional fee (unlimited use). <ul style="list-style-type: none"> • Academic Package I includes practice tests for ACT, SAT, PSAT, ASVAB, GED, CLEP, TOEFL, ACT Work Keys, DANTES, and Academic Skills Question Bank. Also includes online courses for ACT and SAT. • Academic Package II includes practice tests for SAT subject tests and Advanced Placement tests. Also includes: Air Force Officer Qualifying Test (AFOQT), GRE (Graduate Record Examination), GMAT (Graduate Management Admission Test), Law School Admission Test (LSAT), MCAT (Medical College Admissions Test), and Miller Analogies Test. • The Civil Service Practice Test Package includes tests required for the following government jobs: Accountant/Auditor, American Foreign Service Officer, Caseworker, Correction Officer, Court Officer, Firefighter, NCLEX-PN, NCLEX-RN, Parole Officer, Police Officer, Police Sergeant, Lieutenant, Captain Promotion, Postal Worker 460/473, Postal Worker 710/711, Praxis I, Probation Officer, Real Estate, State Trooper, Treasury Enforcement Officer, and U.S. Citizenship.
Curriculum	A complete framework for implementing career development in the classroom includes 173 lesson plans.
Administrative Site	Allows site administrators to manage portfolios. Includes extensive reports to track site usage, ability to upload course lists, customize the checklists and send messages to students.
Resources for Veterans	A portal of resources helpful to veterans.

Many modules in MCIS are translated into Spanish. Tutorials and counselor guides are included. Free hands-on training workshops are conducted throughout the state every fall.

For more information contact Minnesota Career Information System (MCIS): 1.800.599.6247 or TTY 651.582.8201

Mailing address: MN Department of Education, 1500 Highway 36, Roseville, MN 55113

MCIS is a member of the Association of Career Resource Professionals (ACRP). Information in MCIS complies with ACRP Standards.