

The MassHire Career Information System (MassCIS)



Career
Information
System

MassHire CIS is an Internet-based career guidance system. **MassHire CIS** contains career, education, and workforce information, as well as many career exploration tools. The Executive Office of Labor and Workforce Development's (EOLWD), MassHire Career Services (MDCS) provides **MassHire CIS** to Massachusetts residents free of charge. **MassHire CIS** content includes:

Occupations and employment

- Occupational information
- Job search and resume tips
- Wage and job outlook information
- Self-employment resources
- Occupational videos
- Occupational licensing requirements
- Links to job listings in JOBcentral

Education and training

- Programs of study
- Financial aid and scholarships
- Massachusetts proprietary schools
- National colleges and universities
- Educational sorting tools



Career exploration tools

- My **MassHire CIS** Portfolio
- Resume Creator
- Skills assessment
- O*NET Interest Profiler
- Occupation Sort
- O*NET Work Importance Locator

How do I get started?

Visit: masshirecis.intocareers.org. Log in with your user name and password, or scroll down the page, type in the name of your city/town and choose the zip code for that city/town.



Navigation tips:

- Click on any component on the left side of your screen to see the contents of that component.
- Some files open to display additional topics and subtopics to choose from. Click on your choices and the topic contents will appear on the right.
- Click on the **MassHire CIS** icon in the upper left corner to return to the **MassHire CIS** home page.
- To set up your own portfolio to create a resume, track goals, and save system information, follow the instructions on the other side of this flyer.

How do I know which occupations relate to my interests and skills?

There are several assessments (**SKILLS**, **O*NET Interest Profiler**, and **Work Importance Locator**) in the **MassHire CIS** that will help you find occupations that match your skills, interests, and work values. Also, **Occupation Sort** allows you to generate a list of occupations based on factors you find important. Use these tools to create a list of occupations that you would like to explore further.

How do I find out more about the occupations that interest me?

- Select the occupation you would like to explore
- From the occupations component and read through the topics.
- Use the **Programs of Study** to learn more about education and training opportunities.
- Find educational programs using **U.S. Colleges and Universities**, **Mass schools**, and **School Sort** files.
- Do your family members or friends work in any of the occupations that interest you? If so, they can be a resource for information about their field.
- Are there opportunities for volunteering in your community that relate to the occupations that interest you most? This can be a way to gain first-hand knowledge of an occupation.

How do I prepare for a job search?

- Read through the **Job Search** topic for tips on filling out applications, creating resumes, and preparing for interviews.
- Use the **Portfolio** feature to generate a resume.
- Visit your local MassHire Career Center office for additional job search assistance.

My MassHire CIS Portfolio

Use the **My MassCIS Favorites** feature to create resumes, and to keep track of your goals and work history. **My MassCIS Favorites** allows you to save assessment results and other items in **MassHire CIS** to **My MassCIS Favorites** for easy reference.



To create your own MassHire CIS Portfolio:

Visit **MassHire CIS: masshirecis.intocareers.org**

- If you have a user name and password use them to log in. Otherwise, log in by typing your city/town, and choosing the zip code for that city/town.
- Select **My MassHire CIS Portfolio** from the top right corner of the home page, and then select **Create My MassHire CIS Portfolio**. Enter your information in the spaces provided.
- Enter an accurate email address so that you can have your password emailed to you if you forget it. You must know your user name to use this option.
- Write down your user name and password before pressing the submit button.

User name: _____ **Password:** _____

- Choose if you want anyone to view your Portfolio and click on **Submit**. Click the icon to start using **MassHire CIS**.
- You have now created your own Portfolio and you can save items for future reference.
- Next time you log in to **MassHire CIS** use your Portfolio user name and password:

Where can I get more information?

The Additional Resources section of **MassHire CIS** provides:

Junior MassHire CIS: Career exploration information for junior high and middle school users.

Tools for counselors, teachers, and other users: Information to help users better explore the toolsof **MassHire CIS**.

Glossary: Definitions of words used in **MassHire CIS**

Article directory: Search through topics

Employer locator: Search through employers in **MassHire CIS**

Mass Resources: Provides the user with links to resources in Massachusetts EOLWD, such as MassHire Job Quest, Department of Education, and TERI College Access. ·

Contact MassHire CIS:

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**Visit the website to get started:
masshirecis.intocareers.org**