

Welcome to WISCareers

Website: <http://wiscareers.wisc.edu>

Registration

- Find the heading “New User? Activate my Account”, and click the **Register** button
- *Enter the Registration code provided by your Workforce Development Center.* Then click **Submit**
- Create a Unique Username and Password, and enter your first and last name. Then click **Submit**
 - **Username** (example of Username: jasmith)– _____
 - **Password** (example of Password: career)– _____
- Enter the requested demographic information; then click **Submit**
- Review your information; if it is correct click **Agree**
- Now you are registered for WISCareers
 - Use the Username and Password you created above to log in directly from <http://wiscareers.wisc.edu> the next time you access the site.

ASSESSMENTS

Click on the **Assessments** tab, on the left side of the banner near the top of the page.

- **Personal Globe Inventory (PGI)**
 - Under Career Assessments, click on **Personal Globe Inventory (PGI)**
 - Read the description of the assessment then click, **Take Assessment Now**
 - Follow the instructions and click **Begin Assessment**
 - When you finish Part 1 and Part 2, click **Results**
 - You will be shown the 3 letter Holland’s code which profiles your interests.
 - Click on **Explore Occupations** to see careers that may be of interest to you, based on your responses.
 - Click on an occupation to get further information about that career.
 - See the **Occupations** heading on this worksheet for more information.
 - This assessment will automatically be saved to your *ePortfolio* once complete.
- **Work Skills Inventory**
 - Click the **Assessments** tab on the top left side of the page
 - Under Career Assessments, click on **Work Skills Inventory**
 - After completing the checklist, save the information to your ePortfolio.
 - Once saved, click on **Explore Occupations** to see careers which fit your desired workplace skills.
- **Work Values Inventory**
 - Click the **Assessments** tab on the top left side of the page
 - Under Career Assessments, click on **Work Values Inventory**
 - After completing the checklist, save the information to your ePortfolio.
 - Once saved, click on **Explore Career Clusters** to see careers which fit your desired workplace values.
- **Transferable Career Skills**
 - Click the **Assessments** tab on the top left side of the page
 - Click on **Transferable Career Skills**

Note: Assessment results **suggest occupations based on how you responded on the inventories.

ePORTFOLIO

- Access your ePortfolio by clicking **ePortfolio** underneath your name at the top of the page.
- To find any assessment that you have taken, click on **MyCareerExploration** on the left side of the page.
 - Any assessment with a pencil next to it means that you have completed and saved that assessment. Click on the title of the saved assessment to view the results.

OCCUPATIONS

- Click on the **Occupations** Tab next to **Assessments**
- Click on **Browse Occupations** to explore information about careers you are interested in.
- Type any occupations of interest and use the headings on the left side of the page to gain information on the areas below:
 - **About the Job:** Provides general information about the occupation. Key features include hours and conditions, work location and pros and cons.
 - **Education Path:** Provides information about the minimum educational requirements, advancement opportunities, and helpful high school courses.
 - **Outlook:** Provides information about regional, state and national employment outlook.
 - **Salary:** Provides regional salary and national salary ranges for workers in that specific occupational title. Note: 90% means workers in that specific occupation make the displayed salary or higher and the rest make less.
 - **Employers:** Provides information about specific industries that typically employ people in that profession and specific Wisconsin employers.
 - **Job Openings:** Links to state and national job openings in Worknet, Job Central and Nation job.
 - **Learn More:** Provides information and links to other resources with additional information about specified occupation.
 - **Compare to My Assessments:** Section will compare your results from the assessments you took to characteristics of that occupation.