



User's Guide

WELCOME TO SIGI³

What is SIGI³?

SIGI³ — pronounced “siggy three” — is a special tool that can help you to plan your career. It was developed by a team of researchers and specialists at Educational Testing Service (ETS), and recently revised by Valpar International Corporation. SIGI³ (System of Interactive Guidance and Information) is one of the most advanced education and career planning systems available. It combines the unique capabilities of the Internet with thoroughly researched information about occupations, work-related values, interests, skills, educational programs, and more.

How can a computer help me decide on a career?

SIGI³ can help you examine your work-related values, interests, and skills systematically. Once you enter your own preferences, the program searches its built-in library and finds those careers that most closely match your preferences. It can save you literally days of leafing through catalogs and career books, and -because its built-in library is so large, it may well find career options you never knew existed.

What can a computer know about me?

A computer is only a machine. It knows what you tell it; nothing more. That's why it's so important for you to think hard and respond honestly to the questions in SIGI³. Even if you are asked a question you've never really considered or that you find hard to answer, make the best choice you can. In this way, the career possibilities SIGI³ presents will be as accurate as possible.

What does SIGI³ include?

SIGI³ consists of several core sections (described below), each covering important aspects of the career planning and decision-making process, and a new TOPS PICKS panel that acts as a Portfolio for accumulating the information you gather throughout SIGI³. Since people have different goals, you may find some sections more useful than others. SIGI³ has an activity to help you choose the path through the system that's best for you.

Because SIGI³ is flexible, you can use the program in a variety of ways to meet your individual career planning needs.

In this guide, you'll find descriptions of all the sections in SIGI³ along with brief explanations of how you can use the information in those sections.

1. **STARTING Section**

In this section you get an overview of SIGI³ and can choose a plan you will use in SIGI³. You can:

- see clearly what's in the whole system
- decide which sections apply to you
- get a recommended pathway through the system

The activities in this section are:

The Introduction where you will learn how to navigate through the software, how to access the “help” screens, and more information about the other sections.

My SIGI Plan shows you how to use SIGI³ to accomplish a general goal, such as finding occupations related to your major or finding a career direction so you can settle on a major.

2. **ASSESSMENTS Section**

In this section you can:

- examine work-related values and decide which ones are most important to you
- choose your main interest fields
- examine various work-related activities and decide which ones you like and can do well

The results of these assessments can be used to find occupations in SIGI's database that match your values, interests, and skills.

The activities in this section are:

The Values Survey in which you rank a list of Values.



The Values Sort Card Game which assess your Values in a different way and helps you to really focus on what's important to you.

The Interests survey.

The Activities survey, which examines numerous work-related activities.

3. OCCUPATIONAL INFORMATION Section

In this section you can explore the occupational database to research occupations that:

- have features you want in your work
- avoid features you don't want in your work
- match various assessment factors that you choose
- relate to a particular major

For each occupation in the database, SIGI³ provides information about:

- what skills are required
- the values that are fulfilled
- possibilities of advancement in the field
- what the starting and potential income is
- the national employment outlook in the field
- the educational requirements

The activities in this section are:

Search the database by occupational title

Search by major

Search by any combination of assessment factors

Compare two occupations side-by-side

4. ANALYSIS Section

In this section you can analyze selected occupations in various ways. This is an important part of determining the feasibility of a career option. With the analysis activities you can:

- find out how to prepare for an occupation
- see if you have the required skills
- decide if an occupation is a wise choice by analyzing the rewards versus the chances of success.

The activities in this section are:

Preparing in which you:

- see typical preparation paths for any occupation in SIGI³
- see the typical training or college education needed for any occupation in SIGI³, including courses, course descriptions, and the work tasks that must be learned.
- rate four important factors related to preparing: finding time, finding money, handling the difficulty, and staying motivated
- estimate your likelihood of completing preparation

Skills Check in which you:

- see specific skills required for any occupation in SIGI³ or for management
- rate yourself on these skills
- see specifics on how job skills are applied in a chosen field. For example, SIGI³ can distinguish between the sorts of negotiating skills required of social workers, police officers, sales representatives, and foreign service officers.

Deciding in which you can compare many occupations at a time by examining:

- The rewards - will I enjoy this occupation, does it match my values, is it in any of my interest areas?
- Your chances - can I do the preparation, are there employment opportunities?
- A graphical display of the results that directly compares all of the occupations you rate in this activity.

5. GETTING THERE Section

In this section you can explore how to deal with barriers and create a specific action plan to get going toward a career.

The activities in this section are:

Coping:

- find out how to get practical help with issues related to preparing for or changing a career - finding time and money, arranging care for others, relocating, working at home, or obtaining academic credit for what you already know
- get suggestions about how to handle common worries - time management, fitting in, competing

Next Steps - start moving toward your career goals by planning short-term strategies such as:

- getting more education or training
- developing new skills
- proving you can do the work
- building a network of “contacts”
- writing a resume (You can see a sample resume.)
- writing a cover letter
- dealing with obstacles
- applying for jobs

Next Steps is also an analysis activity.

TOP PICKS

This is a new feature that organizes the occupations that you have analyzed with the various SIGI³ activities. Each time you complete an analysis (deciding, preparing, skills check, next steps), the occupation is automatically added to the Top Picks list. You can also add an occupation from the occupational information screen. The list is limited to 20 occupations but you can delete ones that no longer interest you and add new ones to take their place.

The Top Picks panel displays the occupations in the order of the most recently accessed and shows which analyses have been completed for each. Any analysis can be started for a Top Pick with one mouse-click on the appropriate icon in the panel.

FAQs - Frequently Asked Questions

What are the system requirements?

- An Internet connection. Dialup will work but DSL, cable modem, etc., are better.
- Internet Explorer 5.5 or better; Netscape 6.2 or better; Opera; FireFox
- Javascript 1.5 capability

SIGI³ contains links to several hundred occupational videos. Viewing them requires RealOne Player software which can be downloaded from the Real Networks web site. The RealOne player requires:

- 233 MHz Pentium or better
- 16 bit sound card and speakers
- 64K-color video display set to 800x600 or higher

How long will it take me to use SIGI³?

That depends on what you want and how much time you are willing to devote to planning your future. You can go through all the sections systematically or only those you think apply to you. A section can take anywhere from a few minutes to half an hour. If you prefer, you can work on just a few sections at a time and then come back for another session. You can set your own pace, and you can stop whenever you want. SIGI³ remembers the results of your activities, so you can pick up where you left off.

How private are my responses?

The first time you access SIGI³ you create your personal record by choosing a user ID and password. SIGI³ saves your results in its database and your record can only be accessed using your user ID and password.

How can I remember all the information that SIGI³ provides?

You can make a printout of all the information provided by SIGI³ that you want to save.


How do I get started?

You've already begun just by reading this booklet. Continue on with the questions and answers and look at the list of key printouts you can make. Then go ahead and start to use SIGI³. After you read the INTRODUCTION section, and choose your plan, the program will guide you.

Can I change an entry I've made?

Yes. Simply click the BACK button that appears on the SIGI³ screen, then enter your response and follow the instructions SIGI³ provides for moving to the next screen. To maintain the integrity of your activities, avoid using your browser's BACK, FORWARD, or other buttons when you are working in the SELF-ASSESSMENT, SEARCH, and DECIDING sections.

Is online HELP available?

SIGI³ includes context-sensitive online HELP at many locations in the software. Look for the  icon, normally in the SIGI³ logo at the upper-left of the screen, and click it.

What if I encounter technical difficulties when using SIGI³?

Contact your career guidance department or your institution's Web server administrator.

Where can I send comments about or suggestions for SIGI³?

Please email your comments or suggestions to sigi3@valparint.com.

YOUR SIGI³ PRINTOUTS

Why do I need printouts?

SIGI³ provides a great amount of information — too much for most people to remember. Printouts give you an accurate record of your work and are a valuable resource in any meetings you might have with a counselor.

How do I get a printout?

You can get a printout of any SIGI³ screen. This is helpful because it allows you to keep a permanent record of the work you've done. You can keep these printouts for reference and bring them to any sessions you may have with a career planning professional. To print a screen, click your browser's PRINT button.

SIGI³ KEY PRINTOUT CHECKLIST

Name: _____ Date: _____

Check off the key printouts you've made and file them in this order.

1. STARTING

- 1-1 Navigating Through Sigi
- 1-2 What you can do in each section
- 1-3 Your SIGI Plan

2. ASSESSMENTS

- 2-1 Values Survey results
- 2-2 Values Survey & Card Sort comparison
- 2-3 Your Interest areas
- 2-4 Your most important activities

3. OCCUPATIONAL INFORMATION

- 3-1 List of occupations by major
- 3-2 List of occupations by desired feature
- 3-3 Why selected occupation is not a match
- 3-4a Definition of occupation
- 3-4b Description of work activities
- 3-4c Typical job titles/specialties/military
- 3-4d Work settings: indoor/outdoor
- 3-4e Special problems/satisfactions
- 3-4f Educational requirements
- 3-4g Examples of courses
- 3-4h Specific occupational training
- 3-4i Personal qualifications
- 3-4j Skills required
- 3-4k Other requirements, experience
- 3-4l Beginning income
- 3-4m Average income
- 3-4n Top earning possibilities
- 3-4o How earnings vary
- 3-4p Contribution to society
- 3-4q Leadership
- 3-4r Prestige
- 3-4s Leisure
- 3-4t Independence
- 3-4u Variety
- 3-4v Interest fields
- 3-4w Employment outlook
- 3-4x Where employed
- 3-4y Security
- 3-4z Advancement
- 3-4aa Where to find out more
- 3-4bb All of the above

4. ANALYSIS

- 4-1 Skills Check
 - 4-1a Summary of Skills Check
 - 4-1b What you've said about yourself as a manager

4-2 Preparing

- 4-2a Overview of how to prepare
- 4-2b Formal education or training
- 4-2c Learning by doing
- 4-2d Chances of preparing
- 4-2e Educational/training options

4-3 Deciding

- 4-3a Where occupations showed up on your Deciding Square

5. GETTING THERE

5-1 Coping

- 5-1a Record of time use
- 5-1b Four-step method to estimate total preparation time
- 5-1c To calculate preparation costs
- 5-1d Internships
- 5-1e Information about financial aid
- 5-1f Child care
- 5-1g Care for adults
- 5-1h To find accredited home-study courses
- 5-1i Can I work from home
- 5-1j What if I have to relocate
- 5-1k Where to write for information about testing programs
- 5-1k CLEP
- 5-1k Regents College Exams
- 5-1k DANTES
- 5-1k TECEP
- 5-1k Credit for military training
- 5-1l Colleges offering credit
- 5-1m Credit for training

5-2 Next Steps

- 5-2a Overview of how to prepare
- 5-2b Skills required
- 5-2c Getting more education or training
- 5-2d Developing new skills
- 5-2e Proving you can do the work
- 5-2f Building a network of contacts
- 5-2g Writing a resume
- 5-2h Sample resume
- 5-2i Writing a cover letter
- 5-2j Dealing with obstacles
- 5-2k Applying for jobs

6. SIGN-OFF

- 6-1 Time on Task