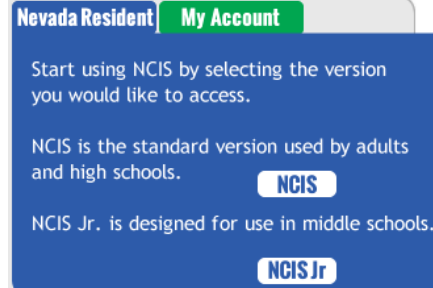




Connect to your career today!

To begin exploring, visit:
www.nvcis.intocareers.org



- Select a version (NCIS or NCIS Jr.)
- Enter your town and zip code
- Click on *Sign In* to begin

The Nevada Career Information System (NCIS) is an internet-based career guidance program. NCIS contains career, education and workforce information as well as many career exploration tools. The Department of Employment, Training and Rehabilitation provides NCIS free of charge to all Nevada residents.



Department of Employment, Training & Rehabilitation
 Research and Analysis Bureau – NCIS
 Telephone: (775) 684-0477 E-mail: detrcnis@nvdepr.org



Nevada Career Information System Content

My NCIS Account

Create a personal account to:

- save your education and work history for easy reference
- generate a resume with the resume writing tool
- create a career plan
- save NCIS files to your Favorites folder

Occupations

Access information on over 500 occupations:

- wages and employment outlook
- licensing and certification
- related programs of study and apprenticeships
- working conditions and physical demands
- interviews of people working in the occupation
- link to current job openings
- green jobs

Job Search Resources

- resume writing tips and samples
- job interview preparation suggestions and videos
- sample interview questions
- sample cover letters and follow-up letters

Self-Employment Information

- business development resources
- self-employment quiz

Assessments

Assessments help you match your skills, interests and work values with occupations.

There are four available within the NCIS:

- Skills
- O*Net Interest Profiler
- O*Net Work Importance Locator
- Career Cluster Match

Occupation Sort

Locate occupations that match factors you regard as important, such as wages or being able to work independently.

Programs of Study

Access information on over 600 programs of study:

- certificate, associate, bachelor's, master's and Ph.D. programs
- typical course work required
- link to related:
 - financial aid and scholarships
 - occupations
 - Nevada schools
 - U.S. colleges and universities

U.S. Schools

- accredited Nevada postsecondary training providers
- accredited U.S. colleges and universities
- school contact information and website links
- tuition costs and fees
- admission requirements
- programs of study offered
- student services and athletic programs available

School Sort

Get a targeted list of undergraduate and graduate school choices based on your preferences.

Paying for School

- extensive general information on the financial aid process
- information on thousands of scholarships
- award requirements and deadlines

Financial Aid Sort

Use the Financial Aid Sort to find awards that match your search criteria.

Nevada Apprenticeships

- program overviews and deadlines
- contact information and requirements

Military Employment

Review this file for information on military careers and work life.

To view instructions on various areas of NCIS, click on the **Tools for Users** link in the footer menu located at the bottom of the screen and select "Quick Starts".

If you have questions, contact the NCIS office at **(775) 684-0477**.

Website: **www.nvcis.intocareers.org**

