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# User's Guide

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## WELCOME TO SIGI<sup>3</sup>

### What is SIGI<sup>3</sup>?

SIGI<sup>3</sup> — pronounced “siggy three” and standing for System of Interactive Guidance and Information — 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. SIGI<sup>3</sup> 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, personality types, skills, educational programs, and more.

### How can a computer decide on a career for me?

It can't. However, SIGI<sup>3</sup> can help you systematically examine your work-related values, interests, personality types, and skills. Once you enter your own preferences, the program searches its occupational database to find those careers that most closely match your preferences. It can save you literally days of leafing through catalogs and career books, and 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 SIGI<sup>3</sup>. 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 SIGI<sup>3</sup> presents will be as germane as possible.

### What does SIGI<sup>3</sup> include?

Lots of stuff - occupational information, majors, course lists, surveys, videos, comparisons, analysis tools, links, job finding, and a portfolio to put the important parts in.

Best of all, it contains step-by-step guides for the most common uses of SIGI<sup>3</sup>, such as finding a major.

### How do I use SIGI<sup>3</sup>?

Think of SIGI<sup>3</sup> as a bag of tools. Each is useful for something - finding information you want, narrowing the list of majors and occupations appropriate to your desires, or help with ancillary things such as coping with the stresses of college life and resume writing. Each question you have about careers and work can be answered with some collection of these tools (that's where the guides come in).

Tools sitting in a box are not going to accomplish anything. Tools are only effective in the hands of someone who knows how to use them. That someone also needs to have a goal in mind.

SIGI's tools are easy to learn, so it won't take you long to get up to speed. You have to come up with your goal, though, and allocate enough time to reach it using the tools at hand.

## 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

### How long will it take me to use SIGI<sup>3</sup>?

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. SIGI<sup>3</sup> 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 SIGI<sup>3</sup> you create your personal record by choosing a user ID and password. SIGI<sup>3</sup> saves your results in its database and your record can only be accessed using your user ID and password.

### Can I do stuff over?

Yes. You can use any SIGI<sup>3</sup> tool as many times as you like. The new results will replace the old results.

### Can I change a response I've made?

Yes. Click your browser's BACK button, enter your new response, and continue in a normal.

### How can I remember all the information that SIGI<sup>3</sup> provides?

Bookmark it! That will save your favorite occupations and videos so it's easy to get back to them. You can also make printouts of any of the information provided by SIGI<sup>3</sup>, except the videos, because they don't print.

### How do I get started?

Your school was provided a link (URL) to SIGI<sup>3</sup>. It may be on the school web site or you may have to go to the counselor's office. Click the link to start SIGI<sup>3</sup>. On your first visit, set up your user ID using the NEW MEMBERS frame on the login screen. On subsequent visits to SIGI<sup>3</sup>, enter your ID and password in the EXISTING MEMBERS frame.

### What if I encounter technical difficulties when using SIGI<sup>3</sup>?

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

### Where can I send comments about or suggestions for SIGI<sup>3</sup>?

Use the "Send a comment..." link on the main screen or send email to [SIGI3@valparint.com](mailto:SIGI3@valparint.com).

## YOUR SIGI<sup>3</sup> PRINTOUTS

### Why do I need printouts?

SIGI<sup>3</sup> 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?

Click your browser's PRINT button to get a printout of any SIGI<sup>3</sup> 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.

# The SIGI<sup>3</sup> Main Screen



## Guides in the middle, Tools on the right

**NOTE:** The main screen is full of links but they don't look like the classic underlined type. As you roll the mouse around the screen you will notice that some of the text will change color. This color change indicates a link. Usually the change is from blue to green. Sometimes it is from red to green. SIGI<sup>3</sup> links operate the same way - just click on them.

## 1. Tools on the Right

The right-hand side of the screen displays a list of all the tools in SIGI. To use one just click on it. The tools are divided into the following sections:

### 1a. My Stuff - your results from using SIGI<sup>3</sup>

**Portfolio** as you go through SIGI<sup>3</sup> the results of the tools that you use are saved in your Portfolio. Click this tool to view a concise summary of your work in SIGI<sup>3</sup>. You can also access many of SIGI's most important tools from the portfolio, such as the assessments and occupational info.

Bookmarks	you can bookmark occupations and videos that you like and they will appear here, as well as in your portfolio. You can also bookmark links to other web sites within Resume Basics, School Search, Military Careers, Find Employers, and SAT-ACT-GRE Prep.
Suggested Occupations	displays a list of occupations that best match your combined survey results.
Usage Summary	shows how much time you have spent using the various tools.

### **1b. Assessments - the results can be used to search for occupations and majors**

Values	8 work-related values, such as Contribution to Society and High Income.
Interests	8 interest areas, such as Art and Science.
Personality	6 personality types that are important in all types of work.
Skills	35 skill areas
<i>FastStart</i>	a quick way to assess all of your SIGI <sup>3</sup> work-related factors at once.

### **1c. Occupational Info - search for jobs using your assessment results or just browse**

by Title	browse the occupational database by job title.
by Majors	select a major from a list and check out related occupations.
by Values	use your Values results to find matching occupations.
by Interests	use your Interests results to find matching occupations.
by Personality	use your Personality Types results to find matching occupations.
by Skills	use your Skills results to find matching occupations.
by Things to Avoid	find occupations that do not require certain things, such as lots of writing.
by Video	browse a list of short videos, watch them, and explore jobs related to the ones you like.
By Combination	find occupations by combining as many SIGI <sup>3</sup> factors as you like.

### **1d. Job Comparison - side by side match up**

Side by Side	select any two occupations and simultaneously view their occupational info.
8 in a Grid	select up to 8 occupations and view their work factor requirements (values, skills, etc.) in a single color-coded display.

### **1e. Analysis - determine if a job is a good fit for you**

Skills Check	review an occupation skill by skill to get an overall rating.
Preparing	rate various elements of preparing for an occupation and get an overall estimate.
Deciding	analyze an occupation in terms of its potential rewards and your chances of succeeding. Helps you decide on the best choice from you list of bookmarks.

### **1f. Getting There - what to do after you've selected a career or major**

Coping	ideas for dealing with college and life stresses, such as roommates and family.
Next Steps	create an action plan to get started pursuing your career.
Resume Basics	help in putting together a resume.

## 1g. Additional Resources

School Search	access to college search web sites.
Military Careers	access to Army, Navy, Air Force, Marine, and Coast Guard web sites
Find Employers	when you are ready for employment or want to see which occupations are in demand right now, use these links.
Test Prep	access to web sites that help you prepare for the SAT, ACT, GRE, and other standardized tests.

## 2. Guides in the Middle

These are typical goals that SIGI<sup>3</sup> users have. Click one to go to a screen that gives you a step by step process to answer the question.

**Note:** Where ever you see the Main Menu icon in SIGI<sup>3</sup> you can click it to return to the main menu.

Where ever you see the Done icon you can click it to return to the prior activity.

We'll check out "Find a major" in detail. The others are similar.

Note that the tools menu runs down the right-hand side. You can use these whenever you want and SIGI<sup>3</sup> will return to this screen when you are done with them.

**Main Menu** **Done**

**Find a Major**

**My currently selected Major:**  
 Botany, 4-year (change)

**Have an occupation in mind?** Sigi can suggest appropriate Majors.

- Look it up by **Title** or in the **Video Library**
- Maybe it's already one of your **Bookmarks**
- Other ways to find an occupation are listed under 'Occupational Info' at the right.

**Browse Majors.** Consider Course Work and Related Occupations  
 Check out Majors by Interest Area

**Have a Major?**

- Check out the **course work**
- Browse** the occupations related to it and perhaps bookmark a few

**My Bookmarks**

- Actuary
- Admission Counselor
- Admissions Director
- Historian
- Meteorologist
- video: Actuaries
- video: Human Resources Managers

**My Stuff**

- Portfolio
- Bookmarks
- Suggested Occupations
- SIGI Usage Summary

**Surveys**

- Values
- Interests
- Personality
- Skills
- FastStart

**Occupational Info**

- by Title
- by Major
- by Values
- by Interests
- by Personality Types
- by Skills
- by Things to Avoid
- by Video
- by Combination

**Job Comparison**

- Side by side
- Up to 8 in a grid

**Analysis**

- Skills Check
- Preparing
- Deciding

**Getting There**

- Coping
- Next Steps
- Resume Basics

**Additional Resources**

- School Search
- Military Careers
- Find Employers
- Test Prep (SAT, GRE...)
- SIGI User's Guide

There are two fundamental ways to find a major with SIGI.

If you know the occupation you are preparing for, you can look it up in the database and SIGI will show you suggested majors.

Otherwise, you can browse the list of majors by interest area. This activity will show you the courses and occupations related to majors to help you make a decision.