



User's Guide

WELCOME TO SIGI³

What is SIGI³?

SIGI³ — 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. SIGI³ 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, SIGI³ 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 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 germane as possible.

What does SIGI³ 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 SIGI³, such as finding a major.

How do I use SIGI³?

Think of SIGI³ 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 resume writing. Many questions you have about careers and work can be answered with some collection of these tools.

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 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.

Can I do stuff over?

Yes. You can do any SIGI³ activity 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 SIGI³ 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 SIGI³, except the videos, because they don't print.

How do I get started?

Your school was provided a link (URL) to SIGI³. It may be on the school web site or you may have to go to the counselor's office. Click the link to start SIGI³. On your first visit, set up your user ID using the NEW MEMBERS frame on the login screen. On subsequent visits to SIGI³, enter your ID and password in the EXISTING MEMBERS frame.

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?

Use the "Send a comment..." link on the main screen or send email 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?

Click your browser's PRINT button to 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.

The SIGI³ Main Menu

Sigi³ **Log Out**
User Guide

Main Menu

What I want from SIGI

Type in a short statement about your goals and expectations. When you have finished SIGI, review this statement to see if you have achieved your goals.

 **Self Assessment**

- ✓ Values
- ✓ Interests
- ✓ Personality Type
- ✓ Skills

 **Explore Occupations**

Suggested Occupations from Self Assessments

- Search by Values
- Search by Interests
- Search by Personality Type
- Search by Skills
- Search by Job Title
- Search by Major
- Search using Video Library
- Search by Combination
- Compare 2 Occupations side-by-side
- Compare up to 8 Occupations
- Military Occupation Codes
- Occupational Neighborhood

 **Results**

Your Portfolio

Your declared Major

Your SIGI Major Pencil Grinder

 **Research & Resources**

- Find a Major
- College Information
- Employers
- Military Careers
- Resume Basics
- Test Prep (SAT, GRE, etc.)
- Deciding
- Preparing
- Skills Check
- Next Steps
- Coping

 [Send a comment or request to the SIGI Development Team](#)
[Change your Password or Personal Info](#)

NOTE: You may not see everything shown above, which is the maximum possible. The manager of your SIGI facility may have removed some items.

NOTE: The Main Menu 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. On this screen the change is from black to **green**. On other screens it may be from **red** to **green**. SIGI³ links operate the same way - just click on them.

What I want from SIGI

Type in your goals with SIGI and refer back to your statement to help stay on track.

What do you want out of SIGI? A career goal? A major? Information? Generally, there are two ways to approach SIGI.

You can simply browse, using the activities in the Explore Occupations section. You can save bookmarks to your portfolio and make printouts as you go.

You can take a structured approach and use one or more of the surveys. For example, if you take the Values Survey you can Search by Values an explore occupations that match your highest values. If you take several surveys, you can use Suggested Occupations to produce a list of jobs that most closely match your combined results.

What about majors?

The Interests Survey can lead you to a category of majors because SIGI's majors are organized by interest area. You can browse majors to view the required courses and related occupations.

For many people, the purpose of school is to prepare for a career. That means the first step should be finding possible careers. Once that's done, you can look at the related majors and coursework.

Self Assessment

Normally, this section of the menu will have four entries, described below. However, the SIGI Manager can opt to eliminate some or all of the surveys, or to use *FastStart* (not pictured above) instead. When a survey has been completed a green checkmark will be displayed to the left.

All occupations in the database are rated in terms of the assessment factors, so assessment results can be used to inform a search the occupational database and to find a major.

You do not need to take any of the assessments in order to use the other parts of SIGI but the results can speed up the process of finding suitable occupations or a major. None of them take more than a few minutes.

Values	8 work-related values, such as Contribution to Society and High Income.
Interests	8 interest areas, such as Art or Science.
Personality	6 personality types that are important in all types of work.
Skills	35 skill areas
FastStart	a quick, all-in-one assessment of Values, Interests, Personality, and Skills.

Explore Occupations

This section provides several ways to browse the occupational database. As you explore you can bookmark occupations that have special appeal.

Suggested Occupations	produces a list of occupations that most closely match the combined results of your surveys.
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 Job Title	browse the occupational database by job title.
by Majors	select a major from a list and check out related occupations.
by Video	browse a list of short videos, watch them, and explore jobs related to the ones you like.
Side by Side	select any two occupations and simultaneously view their occupational info.
Compare 8	select up to 8 occupations and compare the required Values, Interests, etc., in one report
Military Codes	select a military occupation code and explore related SIGI occupations.
Neighborhoods	select a SIGI occupation and explore similar SIGI occupations - no assessment needed.

Results

This is where it all comes together. Look back at your What I Want from SIGI statement and decide if you have achieved your goals.

Portfolio	as you go through SIGI ³ your bookmarks and the results of the activities you complete are saved in your Portfolio. Click this link to view a concise summary of your work in SIGI ³ . You can also access many of SIGI's most important activities from the portfolio, such as the assessments and occupational info.
Your Declared Major	if you have declared a major at your school, type it in here.
Your SIGI Major	if you selected a particular major in SIGI it will display here.

Research & Resources

Additional activities to help you find the right career path.

Find a Major	browse majors by interest area, and view required courses and related occupations.
College Information	access to college search web sites.
Employers	when you are ready for employment or want to see which occupations are in demand right now, use these links.
Military Careers	access to Army, Navy, Air Force, Marine, and Coast Guard web sites
Resume Basics	help in putting together a resume.
Test Prep	access to web sites that help you prepare for the SAT, ACT, GRE, and other standardized tests.
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.
Preparing	rate various elements of preparing for an occupation and get an overall estimate.
Skills Check	review an occupation skill-by-skill to get an overall rating.
Next Steps	create an action plan to get started pursuing your career.
Coping	ideas for dealing with college and life stresses, such as roommates and family.