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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.

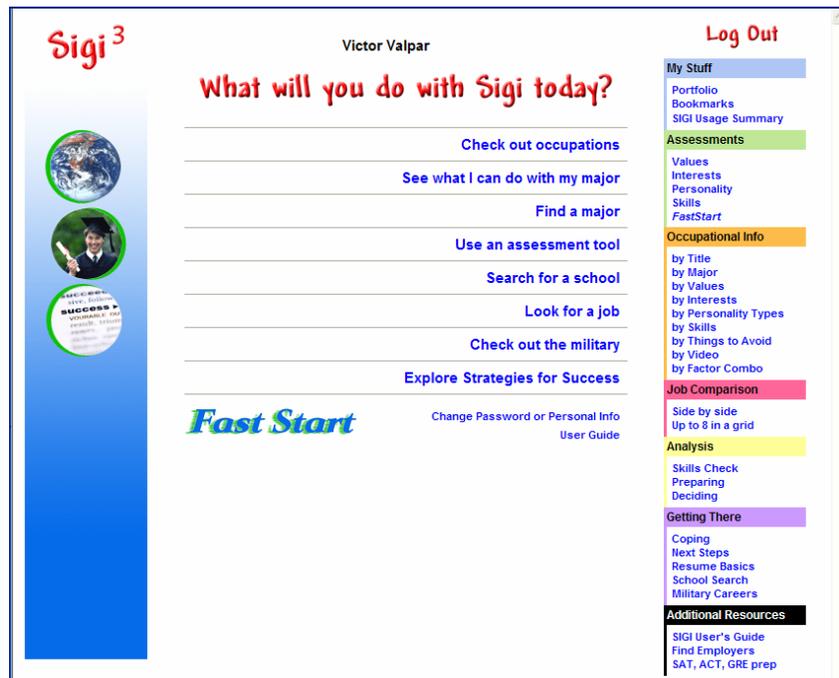
### **How do I use SIGI<sup>3</sup>?**

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 know how to use them. You have to come up with your goal and allocate enough time to reach it using the tools at hand.

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



### Guides in the middle, Tools on the right

#### 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.
- Usage Summary shows how much time you have spent using the various tools.

##### 1b. Assessments - use the results to explore 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
- FastStart* a quick way to assess all of your SIGI<sup>3</sup> work-related factors at once.

##### 1c. Occupational Info - where to search for jobs using assessment results

- 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 Factor Combo find occupations by combining as many SIGI 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.
- School Search access to college search web sites.
- Military Careers access to Army, Navy, Air Force, Marine, and Coast Guard web sites

#### 1g. Additional Resources

- Find Employers when you are ready for employment or want to see which occupations are in demand right now, use these links.
- SAT, ACT, GRE prep access to web sites that help you prepare for these, 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 "See what I can do with my 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 will return to this screen when you are done with them.

**Main Menu** **What Can I Do With My Major?** **Done**

First, look up your major in the database.

After you bookmark some occupations, try the following SIGI activities.

- Compare jobs side-by-side
- Do a Skills Check to see how your skills line up with the skills required by your bookmarks.
- Use the Deciding Square to decide which occupations are the best possibilities for you.
- Go through the Next Steps activity to develop a plan of action.

**My Bookmarks** Actuary  
Historian  
Meteorologist  
video: Hospitality and Tourism

**My Stuff**  
Portfolio  
Bookmarks  
SIGI Usage Summary

**Assessments**  
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

**Job Comparison**  
Side by side  
Up to 8 in a grid

**Analysis**  
Skills Check  
Preparing  
Deciding

**Getting There**  
Coping  
Next Steps  
Resume Basics  
School Search  
Military Careers

**Additional Resources**  
SIGI User's Guide  
Find Employers  
SAT, ACT, GRE prep

The first step in this guide is to find your major by clicking on "First, look up your major in the database." Once you've found your major, the screen will change to look like the following.

**Main Menu** **What Can I Do With My Major?** **Done**

My major is: **Economics, 4-year** (change)

Browse occupations and videos for this major. Bookmark those you like.

After you bookmark some occupations, try the following SIGI activities.

- Compare jobs side-by-side
- Do a Skills Check to see how your skills line up with the skills required by your bookmarks.
- Use the Deciding Square to decide which occupations are the best possibilities for you.
- Go through the Next Steps activity to develop a plan of action.

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**Assessments**  
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To directly answer your question of "What can I do with my major," browse by occupation or by video. These links will present a list of related occupations or videos which you can explore one at a time. When you find one you like be sure to bookmark it.

Once you have some bookmarks you can go a little deeper by Comparing them side by side, running a Skills Check on some of them, using the Deciding Square to figure out which is the best for you, or running Next Steps to create an action item list to pursue your chosen occupation.

## **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 tool as many times as you like. Each time you use a tool 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 fashion (i.e., do NOT use the browser's forward-button).

### **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. 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>?**

Please email your comments or suggestions to [SIGI3@valparint.com](mailto:SIGI3@valparint.com). You can also send them to Valpar, P.O. Box 5767, Tucson, AZ 85703.

## 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.