

Georgia Career Information System (GCIS)

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Additional information regarding the Georgia Career Information System (GCIS) can be found at:

<http://www.gcis.gov.za>

To Load GCIS

Double click the **GCIS for Windows** icon from the Windows 95 Desktop. Type your name and click the **OK** button to begin.

Occupations & Employment

Occupations

Occupations provides an alphabetical list of the major occupations in Georgia. The 410 occupations cover 95 percent of the types of employment in the state and found elsewhere in the nation. You can view the occupations by title or by cluster. GCIS provides 28 occupational clusters.

Occupation Sort

Occupation sort describes 21 occupation characteristics that are important in career choices. It lets you decide which characteristics are important to you and creates a list of occupations for you to explore further. When you begin, all GCIS occupations are on your list. As you choose an option for each characteristic, non-matching occupations drop off your list. If you want to view all the characteristics, simply click on the next button after you select an option. If you want to select specific characteristics, select the appropriate item from the "Item" drop-down list at the upper left of the window. You can also review your responses, view the list of occupations on and those off your list, or change your responses. The start over option will erase all your responses and put all the occupations back on your list.

Assessment Link

Assessment link takes the results of vocational tests and helps you locate information about occupations and educational programs. Before using the Assessment Link, you need to take the test, get the results from the test, and then have your counselor explain the results.

Self-Employment

Running your own business is different from working for someone else. Self-Employment contains information to consider when exploring self-employment or small business ownership. Take the Entrepreneur's Quiz to find out if your experience and personality would make you a good candidate for self-employment.

Military

Military contains information about military occupations. Use Military to get a list of military occupations in a particular occupation by cluster or by title.

Job Search

Job Search contains information which may be helpful to you if you are looking for a new or different job. You can get tips for writing a resume, completing job applications, and preparing for a job interview.

More - Skills

Skills helps you identify occupations that match your skills. It also shows you which skills are used by each occupation. Skills begins with the skills selection process. After selecting your skills, click the Ratings button to see how your skills are matched to the Holland Personality Types, Occupational Clusters, and specific occupations. Skills is a self-assessment process of skills identification. The more skills you select the better the occupational match. You should enter the maximum number of skills for each skill level:

- 5 Very Satisfying Skills
- 10 Moderately Satisfying Skills
- 20 Somewhat Satisfying Skills

You can enter your skills directly. You also can enter your skills by first clicking on the Occ Select button and then selecting an occupation. The Skills program will fill in the lists of Very, Moderate, and Somewhat Satisfying Skills with the skills of the occupation you selected.

More - Industries

Industry contains information about 46 industries in Georgia and nationwide. By looking at these files you can get information about the size of the industry, future outlook, available apprenticeships and programs of study, and occupations found in the industry.

Education & Training

Programs of Study & Training

GCIS contains information about 127 education and training programs. Some are intended to prepare for employment, while others are designed to improve skills or employment options. Some programs are conducted in schools, others on the job. Find the program of study that you want to know about by cluster or title.

School Sort

School Sort describes ten categories that may be used in choosing a college, lets you decide which characteristics are important to you, and creates a list of schools for you to explore further. When you begin, no schools are on your list. As you choose selection criteria, matching schools appear on your list. You can print your school list, get more information for any school on your list, and review and change your selection criteria.

National Schools

GCIS contains information about nearly 200 Georgia schools and over 3,500 two- and four- year national colleges and universities. Search National Schools by title or by state.

In-State Schools

Many schools offer training and educational programs for residents of Georgia. These includes public and private technical schools, colleges, and universities.

Financial Aid

Financial aid comes from the federal and state governments, the schools themselves, banks, and private donors. Financial Aid lists the major sources of financial aid for college and post-secondary vocational education

Financial Aid Sort

Use Financial Aid Sort to identify sources of financial aid for college. Then use Financial Aid to view descriptions of the scholarships, loans or other awards on your list. The Financial Aid file describes more than 1,000 scholarships, loans, and other awards sponsored by local, state, and national organizations.

More - Apprenticeship Programs

Apprenticeship Programs contains general information about job skills that can be learned through apprenticeships. Data is available about Youth Apprenticeship Programs in secondary schools around the state. In addition, it presents more information about post-secondary apprenticeship programs available for 17 occupations in Georgia.

More - School to Work

School to Work is designed to link education and related work experience for persons at the high school and post-secondary levels. These may include cooperative education, internship, post-secondary apprenticeship.