TCI+ Profile Creation

These instructions will guide the VR professional on how to use The Career Index Plus to generate a profile and manage client activities within the system. To begin, [go to www.TheCareerIndex.com](http://www.thecareerindex.com/) and log into your account.

# Creating a My Stuff Profile

The Career Index Plus can be used with or without a **My Stuff** profile; however, results will be most tailored to the user with an accurate, complete, and up-to-date **My Stuff** profile in the system.

To create a **My Stuff** profile, follow the steps below.

| 1. From the **Home** screen, click on **My Stuff**. 2. (First-time users only) Create a password. 3. Once the password is created, click **Submit**. 4. Click the **Profile** tab. | Picture of the My Stuff button from the website. |
| --- | --- |

Note: Counselors may also follow these steps to simulate a client profile when working with a client without a **My Stuff** profile; however, counselors have reported that clients take a more active role in the career exploration, planning, and goal-setting process when they create their own profiles.

# Profile Tab

The **Profile** tab consists of the **Basics, Interest Profile, Work History, Career Clusters, Work Context,** and **Print Profile** sub-tabs.

A screenshot of the Profile tabs, including basics, interest profile, work history, career clusters, work preferences, and print profile.

## Basics

The **Basics** sub-tab contains basic information about the user. To complete this tab, enter the input fields (listed below), then click **Save/Next**.

| **Input Fields** |
| --- |
| ZIP code where you want to work |
| Are you over 21 years of age? |
| Desired Work Hours |
| Desired Work Type |
| How much are you looking to make in your next job? |
| Select highest training/education level attained |
| If you are planning for additional training/education, select level |
| Do you receive Social Security Benefits? |

## Interest Profile

The **Interest Profile** sub-tab consists of six questions based on the Holland Interest Profile. The answers to the questions result in a Holland Profile, a 1- to 3-character code that represents the user’s career and work preferences. Since each occupation has a correlating Holland code, completing this section gives the user an opportunity to find jobs that match based upon interests.

| **Category** | **Occupations Frequently Involve** |
| --- | --- |
| Realistic (Doer) | Work activities that include practical, hands-on problems and solutions. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others. |
| Investigative (Thinker) | Working with ideas, this position require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally. |
| Artistic (Creator) | Working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules. |
| Social (Helper) | These jobs require working with, communicating with, and teaching people. These occupations often involve helping or providing service to others. |
| Enterprising (Persuader) | Starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business. |
| Conventional (Organizer) | Following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow. |

To explore jobs that are related to the Holland Interest Profile, click the **Show Related Jobs** button, or to move to the next sub-tab click **Next**.

## **Work History**

The **Work History** sub-tab lists the user’s previously held job titles. Users can skip this tab if they do not have any work history. Unpaid work experience such as internships and volunteerism can also be entered. To complete this tab:

1. In the input field, enter a previously-held job title (or click on ‘Add job’).
2. In the list of suggestions that appear, select the closest match.
3. In the confirmation box that appears next, click **Ok** to save the title, or **Cancel** to enter a different title.
4. Repeat Steps 1-3 until all of your job titles have been added.
5. To receive recommendations based on your work history, select the radio button next to your favorite position.

The Career Index Plus will use this information to identify transferrable skills and recommend jobs that fit your skill set based on your previous work experience. For related jobs, click the **Related Jobs** button (blue) next to a title.

## **Career Clusters**

Career Clusters contain occupations in the same field of work that require similar skills. Counselors, clients, and workforce partners can use Career Clusters to help focus employment plans toward obtaining the necessary knowledge, competencies, and training for success in a particular career pathway. In the Career Clusters sub-tab, clients can select (check) or deselect (uncheck) up to 16 career clusters. By default, all clusters are selected. To explore jobs within a particular career cluster, select the **Related Jobs** button next to the career cluster.

Screen shot of the related jobs button from The Career Index Plus

## Work Context

In this sub-tab, clients can select their preferences for up to 55 **Physical Factors**, **Stress Factors**, **Interactions with Others**, **Work Environment**, and **Other** contextual factors that could be encountered within an occupation. When a limitation is selected, the screen will provide the percent of all occupations that typically require a higher level than what was selected. Making a selection within this sub-tab will not limit the **Recommended** occupations, but will provide an alert if a searched for occupation requires a higher level of ability than what was selected in the profile.

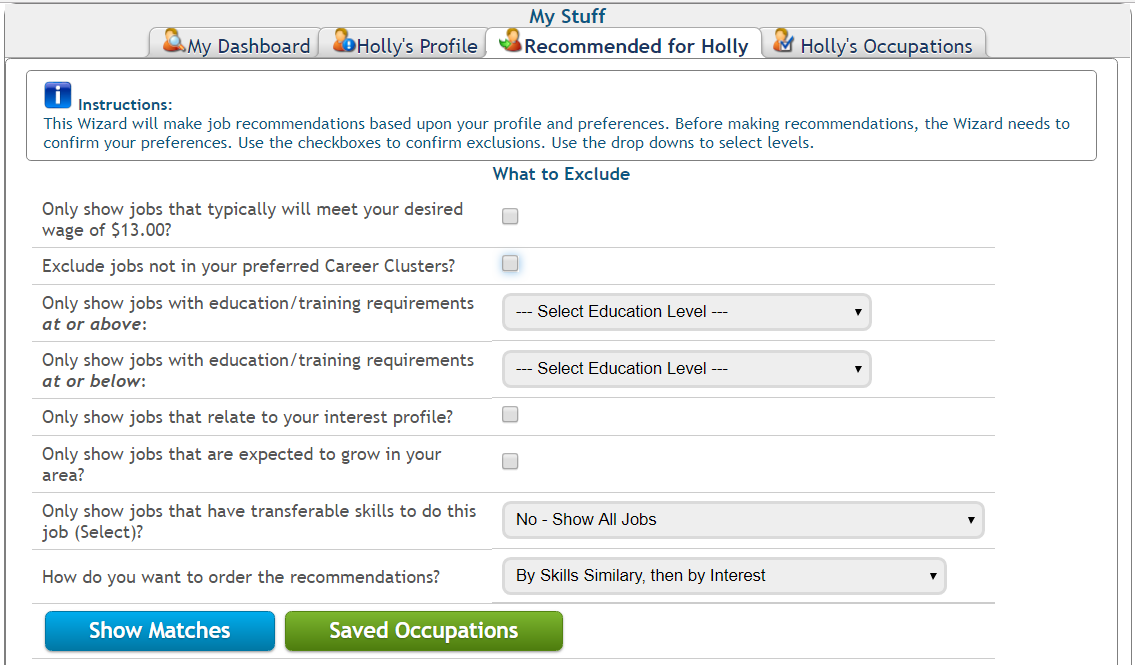
## Print Profile

The **Print Profile** sub-tab contains the client’s **My Stuff** profile (i.e., the selections made under the **Basics, Interest Profile, Work History, Career Clusters,** and **Work Context** sub-tabs). Clicking the **Print** button opens the browser’s print dialogue box, which includes options to save the information as a PDF, and/or print the information.

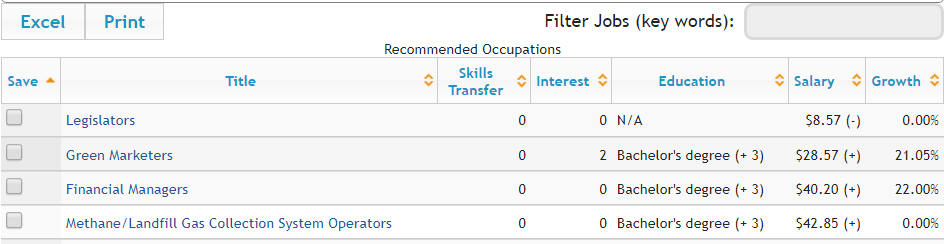
This concludes a description of the data within the profile section. The next areas contain information about the recommendation of jobs and saving occupations for comparison.

# Recommended Occupations

The **Recommended** tab provides job recommendations based on the user’s profile and preferences. After answering the questions on the **Recommended** tab, clicking **Show Matches** provides a list of recommended occupations based on the user’s profile. To view a list of saved occupations, click the **Saved Occupations** button.



After clicking **Show Matches**, a **Recommended Occupations** table will load at the bottom of the screen. If no entries appear, try adjusting the number and/or type of exclusions in the data fields above.



To save an occupation for further review, click the small checkbox to the left of every job. This will save the job into the **Saved Occupations** area.

# Saved Occupations

The **Saved** **Occupations** tab provides a list of previously saved occupations. Clicking on an occupation provides detailed information about the occupation. Or, clicking ‘Compare Occupations’ will provide a comparison of important data points for each occupation listed.

Comparison information will load underneath the **Compare Occupations** button. A default report will provide a compassion of the **Definition**, **Wage Comparison**, **Job Openings**, **Growth**, **Education & Experience**, and **Key Employment Factors** for the jobs listed. It is also possible to customize this report with any of the other data points available in the system.

A drop-down menu at the top left has "Default Report" selected. Next to that (right) is the "Customize this report" button. Below "Default Report" it says: "Check report sections to include: Definition, Wage Comparison, Job Openings, Growth, Education & Experience, and Key Employment Factors" A checked checkbox is left of each section. Under that section, it says: "Press Ctrl-Left Click to select/unselect multiple attributes." The first row of fixed list boxes (left) is titled Abilities, and includes the options: Select Abilities to Include; Exclude Abilities; Oral Comprehension; Written Comprehension; Oral Expression; Written Expression. Oral Expression and Written Expression are selected. The scroll bar shows there are additional options in the list. The next fixed list box (center) is titled, SKills, and includes the options: Select Skills to Include; Exclude Skills; Reading Comprehension; Active Listing; Writing; Speaking. No options are selected. The scroll bar shows additional options are available. The next fixed list box (right) is titled, Knowledge. It includes the options: Select Knowledge to Include; Exclude Knowledge; Administration and Management; Clerical; Economics and Accounting; Sales and Marketing. No options are selected. The scroll bar shows there are additional options available. The first fixed list box in the second row (left) is titled, Work Context, and includes the options: Select Work Contexts to Include; Exclude Work Contexts; Public Speaking; Telephone; Electronic Mail; Letters and Memos. No options are selected. The scroll bar shows that additional options are available. The second fixed list box in the second row (right) is titled Work Values, and includes the options: Select Work Styles to Include; Exclude Work Styles; Achievement/Effort; Persistence; Initiative; Leadership. Persistence and Initiative are selected. The scroll bar shows additional options are available. The next row says: You can name this selectiopn an dthen reuse it later. The name field next to that says "Default Report" A Save button is bottom center.

After reviewing the occupations and comparing their employment factors, the user may **Print** this information to a PDF and save it into the casefile.

# Viewing & Updating a My Stuff Profile

Maintaining a complete, accurate, and up-to-date **My Stuff** profile will produce the most relevant recommendations and Fit information. The **My Stuff** button at the top right corner of every screen within The Career Index Plus can be used to access the profile. When a profile is changed, the information under the **Recommended** and **Fit** tabs automatically update according to the new profile.

If you have recommendations for how to make the profile more useful, please let us know by posting a comment using the comment link at the bottom of every screen.

# Screenshot of the bottom of every page of TCI+, showing Comments, Questions, About Us, Terms of Service, and Privacy.