**Sigi Career Assessment Assignment- Faculty Instructions**

**Module 2: How to Make a Career Decision**

You heard the career assessment, Sigi, referenced in this module. Sigi is one of the three assessments we have available at the Career Center, and it is our most used assessment. It is a great starting point for many students because it assesses all three major factors – interests, abilities, and values, and uses that data to provide career options to students. It is also a career information database which allows students to begin researching career possibilities generated by their assessment results, so it is a great tool for Step 2 of the Career Planning Process as well.

While we generally use Sigi primarily in one-on-one counseling appointments, we also offer the option of facilitating it for classes, which generally involves students completing the assessment outside of class and then one of our career counselors conducting a “group interpretation” in class after students have completed the assessment.

This assignment is different from the others in that you’ll need to work with the Career Center in order to do it. Here are the steps to take:

1. Contact your Career Center liaison to discuss options and decide how best to facilitate your class taking Sigi. If you don’t know who your liaison is, contact our front staff at 426-1747 or career@boisestate.edu.
2. **Be aware that your students cannot access Sigi until we have created accounts for them.** Sigi is not linked to any other Boise State system, and the Career Center must manually create an account for each student in order to give them access. Send (email or campus mail) a class roster to your liaison with the following information for each student in your class: student ID number, first and last name, and email address. **Please have this information to your liaison *at least* one week prior to when you plan to distribute the assignment.**
3. If advised by your liaison, use the “Sigi Instructions” page provided in this document to give to your students (half-sheet). These are our typical instructions used for classes in which students will complete the assessment outside of class and have an in-class follow-up/discussion of their results. If you arrange with your liaison to do this assignment in a way that requires different instructions, your liaison will send you appropriate instructions to give to your students.

If you have not personally taken Sigi before or played around with the information available in it, and would like to, just let your liaison know and we will create an account for you as well.

If you would like to give your students a follow-up assignment to help them process or apply the information gained from Sigi, speak with your liaison about options. Note that we do not recommend requiring all students to schedule a follow-up counseling appointment at the Career Center, for several reasons. While any student can absolutely benefit from meeting with a career counselor, mandatory appointments in which the student is not self-motivated to participate in the counseling process is not always the best use of the student or counselor’s time, and makes the wait time for other students who do want to get in for appointments longer. You should absolutely encourage students to meet with a career counselor, though, and if you really want to build that into your assignment, consider offering other options in addition to meeting with a counselor so that students may choose what they feel to be the most beneficial step for their personal situations.

 **Instructions**

**Logging on to SIGI:**

1. Go to [boisestate.edu/career/sigi3/](https://www.boisestate.edu/career/sigi3/)
2. An account has been created for you - you will use your student ID number as your User ID.
3. Enter “career” as your password. If you want to change this password once you’ve logged in, you can use the link found in the bottom right corner of the Main Menu screen to do so.

**Taking the Assessments:**

1. Once you are on the Main Menu page, start by typing a short statement about what you hope to accomplish by using this assessment tool in the textbox at the top of the page.
2. Under the Self Assessment category, click on “FastStart.” Completing this will create a summary profile for you.
3. *There are 5 total assessments you will need to complete!* Below the FastStart link you will find links for the 4 full assessments – Values, Interests, Personality Type, and Skills. Click on the title of each of those and carefully follow the instructions to complete each. You are not done until you have 5 green checkmarks, one next to each assessment.

**Printing Your Results for Class:**

1. *You will need to bring a printout of your results to class!* Once you’ve completed all 5 assessments, view all of your scores and responses in one place by clicking on the “Your Portfolio” link under the Results section on the Main Menu page.
2. Print this entire page by using your browser’s print function. Make sure it shows the results of all 5 assessments you took.

**Next Steps - Using Your Results:**

1. On the Main Menu page, under Explore Occupations, use the links provided to generate lists of possible career options based on your assessment results or other data you input.
2. From any page that brings up job titles for you, click on a job title to access information about that career.
3. If you are still deciding on a career path, *use the “Bookmark this” link* at the top of the page when looking at info on a career to bookmark it. On the next page, type a short statement about why this career appeals to you. This will create a list of your top career options, which will be of use to you in some of the other Sigi features, such as the “Deciding” and “Preparing” sections, and will also be used by your career counselor if you come in for a one-on-one appointment.

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