

Career Assessment Radiologic Technology Applicants

Congratulations on taking the next step toward your goal of becoming a Radiologic Technologist. Career Services has worked with the Radiologic Technology program to build a Career Assessment tool that will help you explore your interests, abilities and skills. The steps that you will need to follow are outlined below. Please contact Career Services if there are any problems or concerns.

Lisa Wallace – Employment Services Coordinator
Career Services - MSU Billings
lwallace@msubillings.edu

COT
Jacket Student Central in Tech Bldg.
Phone 406-247-3006
Tuesdays and Wednesdays

Senior Campus
Library 100
Phone 406-657-1618
Mondays, Thursdays and Friday

General steps:

- 1) Complete assessments in Montana Career Information System (MCIS)
- 2) Write an essay (approximately 500-word) that summarizes the results of the assessments, your thoughts/feelings on the results and highlight one occupation that would be an appropriate alternative to Radiologic Technology
- 3) Make an appointment with Lisa Wallace to submit essay and discuss results

These steps must be completed by **Wednesday May 11, 2011**.

To complete assessments in MCIS:

- 1) Go to www.smartaboutcollege.org
- 2) Click on Montana Career Information System (MCIS) link on left side of page
- 3) Click on the "Adult Education" option
- 4) Use the user name msubillings and the password plan7ing
- 5) Enter the MCIS system
- 6) Make sure you have "My Portfolio" set up – this allows you to save the assessment results
 - a. Already have one set up? – log in and skip to #10
 - b. Don't have one set up?
 - i. Click on My Portfolio
 - ii. In the New User area, click on Create "My Portfolio"
 - iii. Follow instructions to set up a user profile, you only need to complete fields marked with *
- 7) Complete the following assessments, be sure to **SAVE** the results
 - a. O*NET Interest Profile
 - i. After completing the assessment, and receiving your scores in 6 areas – be sure to click on the highest 2 or 3 scores to review the occupations in those areas
 - b. Occupation Sort
 - c. Work Importance Locator
 - i. After completing the assessment – be sure to review the occupations that combine your top 2 work-related values
- HINTS: Please do not complete all 3 in one session, you will approach each one better with a fresh mind

To complete the essay:

- Summarize the results from all 3 assessments.
- Highlight any similarities and differences between the assessments.
- Identify one occupation that resulted from the assessments (other than Radiologic Technologist) that would be of interest to you, and discuss why.
- Discuss any thoughts or feelings that resulted from the assessments and the results.
- Please use a standard format – 10 or 12 point font, 1" to 1.25" margins, applicant name on each page, correct spelling and punctuation.

Appointment with Career Services:

- Call Career Services at 406-247-3006 to make an appointment
- Appointments will take approximately 30 minutes
- Appointments can be from 8:30am to 4:30pm (starting in May, last appointment at 3:30pm):
 - College of Technology Tuesday-Wednesday
 - Senior Campus Monday-Thursday-Friday
 - Telephone appointments can be held Monday through Friday for applicants who are from outside the Billings area
- Please submit a copy of the essay at least 24 hours before the appointment, either on paper or by e-mail to lwallace@msubillings.edu