“Quality” Career Information Defined

ACCURATE: Information that is true, verifiable and not deceptive. Accurate career information is based on empirical data and can be validated by comparing sources or checking for internal consistency.

CURRENT: Information that is applicable to the present time. Keeping information current requires a process of eliminating the old and adding the new. While some types of information are more perishable than others, it is generally accepted that occupation and education information should be reviewed and updated annually to be current.

RELEVANT: Information that applies to the interests of the individuals who use it for the decisions they are facing. It should reduce a person’s uncertainties about work and education while facilitating choice and planning. Since we live and work in local labor markets rather than in national ones, the better description of local conditions, the more relevant it is to us. Therefore, state and local information is usually more valuable than national.

SPECIFIC: Information that contains concrete facts. General observations are often interesting and can provide a background for further analysis, but specific facts are essential to realistic planning and decision making.

UNDERSTANDABLE: Information that can be comprehended by the people that need to use it. Data must be analyzed and converted into words. The content of the message should avoid ambiguities and be informative to the intended audience.

COMPREHENSIVE: Information that includes all the important categories within its scope of coverage. For CIS, that includes the full range of occupational opportunities, their related educational programs of study and training, and the schools that offer them as the core. Related to that is information about money for school, looking for work, employers and industries, working for yourself, and so on.

UNBIASED: Information that is delivered by an individual or organization that has no vested interest in the decisions or plans of the people who are receiving it. This characteristic is about the motivation or purpose for which the information is being produced and delivered.

COMPARABLE: Information that is presented consistently throughout. Comparable information must have uniform collection, analysis, content, and format so that a user of the information can compare and contrast the various occupation, program of study, and school files.

Source: ACSCI Standards for Career Information Delivery Systems
http://www.acsci.org