



ONE STOP ASSESSMENTS PROCEDURE

EFFECTIVE DATE: January 1, 2012

REFERENCE: State Policy #1016 and Local One Stop Guidance 10-06

PURPOSE: To ensure guidelines and standards are followed for delivering a minimum and consistent level of assessments and opportunities for developing jobseeker skills at SkillSource.

A variety of assessment tools are administered in order to:

- Assist customers to explore career and employment options suited to their readiness, aptitudes and employment goals;
- Provide customers with information about their workplace skills, strengths and weaknesses;
- Review customers' progress toward acquiring skills that are in demand, promoting attainment of industry-recognized credentials and screening for employers;
- Refer appropriately screened, qualified job seekers to available job openings; and
- Identify skill gaps and educational needs to help customers become competitive in the labor market.

PROCEDURE:

- Customers attending SkillSource Assessment Workshops (ACE & ACT) are provided a SkillSource assessment flyer which provides skills development information, tools and/or services available to the job seeker. The flyer describes each assessment tool and what skills are assessed. This is used to inform the customer of the assessments' purpose and benefit.
- Assessment results are documented, appropriately available and shared among the partners for the benefit of common customers, when partners are able to share assessment results. Where appropriate and feasible, assessment results are recorded in SKIES along with related skill development activities such as: Computer Basic Skills, Adult Basic Skills, etc.
- A detailed description of Preliminary, Secondary and Employer-focused assessments is found on the Assessment Inventory Chart (attached) along with estimated annual targets for each.
- 100% of the SkillSource staff who conduct customer assessments receive training in interpreting and administering the assessments they use during their initial staff training when hired and subsequently in follow up training as needed.

TRAINING:

SkillSource staff will be trained on the SkillSource One Stop Assessment procedure by the Center Manager and/or by respective supervisors using the following:

- Copy of One Stop Assessment LOG 10-06 and State Policy #1016
- Copy of SkillSource Assessment Inventory and Customer Assessment Flyer
- Assessment training materials as needed

SkillSource Center Manager and/or supervisor(s) will document staff trainings with meeting agenda and minutes indicating staff members present at training.

SKILLSOURCE ASSESSMENT INVENTORY

ASSESSMENT	WHAT IS ASSESSED?	DESCRIPTION	WHO IS ASSESSED?	FREQUENCY OFFERED	Implementation & Approx. Number Assessed			DOCUMENTATION
					PRELIM	SEC.	EMP-FOC	
CASAS	Math & Reading	Provide information on learner's basic functional literacy in reading and math in an employability context.	Assessment Workshop participants (ACE/T) & Basic skill students	WEEKLY: ACE and ACT workshops	800			SKIES (youth)
Career Pathway	Career Interest Inventory	Interest inventory correlating to six pathways: arts, busineses, technical, science and social service.	Youth basic skills students (SLC)	ACT workshop	200			ISS
Careerscope	Appitude/Interest Inventory	Career assessment and reporting system to measure both aptitude and interest.	ACE/T participants, & OJT candidates	ACE and ACT workshops	800			ISS and IEP
Career Explore Inventory	Career Interest Inventory	Identifies appropriate occupations based on personality, skills, and interests.	ACE participants	ACE workshop	600			IEP
Myers Briggs	Personality type	Temperment indicator, work-related strengths, potentially satisfying careers, job search strategies, ideal work environment.	ACE participants	ACE workshop	600			IEP
True Colors	Personality type	A self-assessment to identify personality type and related career choices.	ACE/T participants	ACE and ACT workshops	800			ISS and IEP
WOIS	Career aptitude & interest	Career aptitude and interest assessment, matching to career choice by industry.	ACT participants	ACT workshop	200			ISS
Priority Matrix	Resource Inventory	An assessment of personal priorities: time, money, resources and other	ACE participants	ACE workshop	600			IEP
Compass	Math, reading, and writing	Diagnostic testing in math, reading, and writing for placement in appropriate post-secondary courses.	Pre-ITA students	once per person: as scheduled		50		ISS and IEP
Keyboarding	Keyboarding speed/accuracy	Test typing speed and accuracy	SLC Students	as needed		200		ILP
Pre-GED	GED readiness	Determines pre-GED readiness for math, writing, language arts, social studies and science	SLC and WVC students	as needed		500		ILP
Certiport Pretests	IC3 or MOS test readiness	Determines readiness to take IC3 and MOS	SLC Students	as needed		50		ILP
Workkeys	Math, Locating Information & Reading and others	A comprehensive employability skills assessment designed to document workplace skills such as reading, math, listening, locating information, and teamwork.	SLC students & OJT candidates	as scheduled		50	50	ISS, IEP, ILP
Kenexa Prove It	Variety of workplace and vocational skills	over 1200 assessments to test technical knowledge and/or behavioral characteristics	OJT candidates, SLC students	as scheduled		100	25	ISS, IEP, ILP
Interview with Trainer	Work and education history	Interview with training consultant to assess prior education and work history	SLC Students and Adult Participants	as scheduled		250	50	ISS and IEP

ASSESSMENT TOOLS

ASSESSMENT	WHAT IS ASSESSED?	DESCRIPTION
CASAS	Math & Reading	Provide information on learner's basic functional literacy in reading and math in an employability context.
Career Pathway	Career Interest Inventory	Interest inventory correlating to six pathways: arts, business, technical, science and social service.
Careerscope	Aptitude/Interest Inventory	Career assessment and reporting system to measure both aptitude and interest.
Career Explore Inventory	Career Interest Inventory	Identifies appropriate occupations based on personality, skills, and interests.
Myers Briggs	Personality type	Temperament indicator, work-related strengths, potentially satisfying careers, job search strategies, ideal work environment.
True Colors	Personality type	A self-assessment to identify personality type and related career choices.
WOIS	Career aptitude & interest	Career aptitude and interest assessment, matching to career choice by industry.
Priority Matrix	Priorities Inventory	An assessment of personal priorities: time, money, resources and other
Compass	Math, reading, and writing	Diagnostic testing in math, reading, and writing for placement in appropriate post-secondary courses.
Keyboarding	Keyboarding speed/accuracy	Test typing speed and accuracy
Pre-GED	GED readiness	Determines pre-GED readiness for math, writing, language arts, social studies and science
Certiport Pretests	IC3 or MOS test readiness	Determines readiness to take IC3 and MOS
Workkeys	Math, Locating Information & Reading and others	A comprehensive employability skills assessment designed to document workplace skills such as reading, math, listening, locating information, and teamwork.
Kenexa Prove It	Variety of workplace and vocational skills	over 1200 assessments to test technical knowledge and/or behavioral characteristics
Interview with Trainer	Work and education history	Interview with training consultant to assess prior education and work history