

ONE STOP ASSESSMENT PROCEDURE

EFFECTIVE DATE: April 2, 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 job seeker skills at WorkSource Central Basin.

A variety of assessment tools are administered in order to:

- Assist customers in exploring 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;
- Promote attainment of industry-recognized credentials;
- Properly screen applicants to employer standards;
- Identify skills gaps and educational needs to help customers become competitive in the labor market.

PROCEDURE:

The type and level of assessments provided to customers are determined in concert with a WorkSource staff person by considering the customer's individual employment goals, education goals, and skill development needs. Customers are informed of each assessment's purpose, its benefit, and the confidentiality of the results.

- Information about the variety of assessments offered in the Center is provided at several access points. These include: WorkSource Orientation, ACE Assessment Workshop, Youth Orientation and other partner Orientations such as Veterans, DVR and WorkFirst.
- When feasible and appropriate, assessment results are documented, and shared among partners for the benefit of common customers. A description of Preliminary, Secondary and Employer focused assessments is found on the attached Assessment Inventory Chart.
- All WorkSource staff and partners who conduct customer assessments receive training in administering and interpreting the assessments. This is done during initial staff training when hired and subsequently in follow up training, as needed.

TRAINING:

WorkSource staff and Partners will be trained on the WorkSource One Stop Assessment Procedure by the Center manager and/or by respective supervisors using the following:

- Copy of One Stop Assessment Local One Stop Guidance 10-06 and State Policy #1016
- Copy of WorkSource Assessment Inventory
- Copy of Assessment Tool Description (for customers)
- Assessment training materials as needed

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



ASSESSMENT INVENTORY

ASSESSMENT	WHAT IS ASSESSED?	DESCRIPTION	WHO IS ASSESSED?	FREQUENCY OFFERED	DOCUMENTATION
		PRELIMINARY ASSESSMENTS			
CASAS	Math & Reading	Provide information on learner's basic functional Literacy in reading and math in an employability context.	ACE Attendees, Trade Act, DVR & Learning Center students	Every two weeks – ACE and as needed	ISS, IEP
Career Scope	Aptitude/Interest Inventory	Career assessment and reporting system to measure both aptitude and interest.	ACE attendees	ACE workshop	IEP
WOIS	Career aptitude and interest	Career aptitude and interest assessment, matching to career choice by industry.	Youth, DVR	As needed	IEP
WOWI	Career aptitude and interest	Profile listing suitable occupations based on aptitude, skills, and values.	DVR participants	As needed	IEP
Read Free	Career Interests	Profile for non-readers showing career interests.	DVR participants	As needed	IEP
Key Train	Math, reading ability	Provide information on learner's basic functional literacy in reading and math in an employability context.	Any WorkSource Customer	Weekly	IEP
		SECONDARY ASSESSMENTS			
Keyboarding	Keyboarding speed, accuracy	Test typing speed and accuracy.	Any WorkSource Customer	As needed	
Pre-GED	GED readiness	Determines pre-GED readiness for math, writing, language arts, social studies and science.	Learning Center Students	Monthly or as needed	ISS, IEP
Certiport Pretests	IC3 test readiness	Determines readiness to take IC3 certification.	Learning Center Students	As needed	ISS,IEP
	SEC	ONDARY/ EMPLOYER FOCUSED ASSESSME	NTS		
WorkKeys	Applied Math, Locating Information, Reading For Information & others	A comprehensive employability skills assessment designed to document workplace skills such as reading, math, listening, locating information, and teamwork.	Learning Center students & OJT candidates	As needed	ISS, IEP
Kenexa Prove It	Variety of workplace and vocational skills	Over 1200 assessments to test technical knowledge and/.or behavioral characteristics.	Any WorkSource Customer	As scheduled	ISS
Interview with Center Staff	Work and Education history	Interview with training consultant to assess prior education and work history.	Job Seekers	As scheduled	ISS, IEP



ASSESSMENT TOOLS

ASSESSMENT	WHAT IS ASSESSED?	DESCRIPTION	
CASAS	Math and Reading	Provide information on learner's basic functional literacy I reading and math in an employability context	
CAREERSCOPE	Aptitude/Interest inventory	Career assessment and reporting system to measure both aptitude and interest	
wois	Career aptitude and interest	Career aptitude and interest assessment, matching to career choice by industry	
wowi	Career aptitude and interest	Personalized profile listing suitable occupations based on aptitude, interests, values	
Read Free	Career Interests	Assessment determining career interests	
Compass	Math, reading and writing	Diagnostic testing in math, reading, and writing for placement in appropriate post- secondary courses, candidates are referred to Big Bend Community College	
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 test readiness	Determines readiness to take IC3 Certification test	
Work Keys	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	