



ONE STOP ASSESSMENTS 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 Okanogan County.

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 ASSESSEMENTS					
CASAS	Math & Reading	Provide information on learner's basic functional Literacy in reading and math in an employability context.	Assessment Workshop (ACE), Trade Act & OLC students	Every two weeks – ACE workshop and OLC Orientation	ISS, IEP
Career Scope	Aptitude/Interest Inventory	Career assessment and reporting system to measure both aptitude and interest.	ACE participants	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
SECONDARY ASSESSMENTS					
KeyTrain	Math, reading ability	Determines placement in KeyTrain curriculum to increase basic skills.	Any customer	Weekly	IEP
Keyboarding	Keyboarding speed, accuracy	Test typing speed and accuracy	Any customer	As needed	NA
Pre-GED	GED readiness	Determines pre-GED readiness for math, writing, language arts, social studies and science	OLC students	Once every two weeks	ISS, IEP
Certiport Pretests	IC3 test readiness	Determines readiness to take IC3	OLC and IC3 students	As needed	ISS, IEP
SECONDARY AND/OR EMPLOYER FOCUSED ASSESSMENTS					
Workkeys	Math, Locating Information, Reading & others	A comprehensive employability skills assessment designed to document workplace skills such as reading, math, listening, locating information, and teamwork	OLC students and OJT candidates	Weekly	ISS, IEP
Kenexa Prove It	Variety of workplace and vocational skills	Over 1200 assessments to test technical knowledge and/or behavioral characteristics.	OLC students	As scheduled	ISS
Interview with Trainer	Work and Education history	Interview with training consultant to assess prior education and work history.	OLC and Adult/DW WIA participants	As scheduled	ISS, IEP



ASSESSMENT TOOL DESCRIPTIONS

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		
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 test readiness	Determines readiness to take IC3 .
Work Keys		
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.