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 Wenatchee Affiliate.

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 member 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: WorkFirst Orientations, Resource Room, Veterans, Deskside and through Workshop Modules. The attached inventory chart describes the primary, secondary and employer focused assessment tools available to customers.
- All WorkSource staff 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 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 and Description
- 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.

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ASSESSMENT INVENTORY

ASSESSMENT	WHAT IS ASSESSED?	DESCRIPTION
KeyTrain	Math and Reading	Provide information on learner's basic functional literacy in reading and math in an employability context.
Mavis Beacon	Keyboarding	Keyboarding tutorial to increase and teach proficiency.
OPAC	Testing Software	Used by Employer's and Jobseekers to prove proficiency.
WOIS	Career aptitude and interest	Career aptitude and interest assessment, matching to career choice by industry.
My Next Move	Search Careers	Provides assessment of interests.

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ASSESSMENT INVENTORY TOOL DESCRIPTIONS

ASSESSMENT	WHAT IS ASSESSED	DESCRIPTION	WHO IS ASSESSED?	FREQUENCY OFFERED	DOCUMEN-TATION
PRELIMINARY ASSESSEMENTS					
My Next Move	Career Interest	Provides assessment of interest	Any Customer WorkFirst	As Needed	SKIES
WOIS	Career aptitude and interest	Career aptitude and interest assessment, matching to career choice by industry	Any Customer	As needed	N/A
KeyTrain	Math, reading ability	Determines placement in KeyTrain curriculum to increase basic skills.	Any customer WorkFirst	Weekly	SKIES
SECONDARY ASSESSMENTS					
Keyboarding	Keyboarding speed, accuracy	Test typing speed and accuracy	Any customer	As needed	NA
Mavis Beacon	Keyboarding and ten key	Keyboarding and data entry tutorial to increase and teach proficiency	Any customer	As needed	N/A
SECONDARY AND/OR EMPLOYER FOCUSED ASSESSMENTS					
OPAC	Computer/Office Application Skills	Used by Employer's and Jobseekers to prove proficiency	Customers sent by the employer or required by the employer	As needed	N/A