

PROJECT **REACH** CAREER ASSESSMENTS DEMONSTRATION

PRESENTED BY:
THE ASSESSMENT TEAM

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OBJECTIVE

- ✦ DISCUSS CAREER ASSESSMENTS
 - ✦ DEFINITION
 - ✦ TOOLS
 - ✦ RESULTS
 - ✦ WAYS TO USE THE RESULTS
- ✦ HOW EMPLOYERS CAN BENEFIT
 - ✦ BOOST EFFICIENCY
 - ✦ ENHANCE EMPLOYEE PRODUCTIVITY
 - ✦ IDENTIFY CANDIDATES SKILLS
- ✦ GUIDELINES [See attached document]
- ✦ ADMINISTRATION



What do employers want?

1. Ability to communicate
2. Computer literate (software)
3. Self-confidence
4. Accepts responsibility
5. Initiative
6. Leadership
7. Academic learning ability
8. Specific career interest in the position
9. Flexibility
10. Interpersonal skills
11. Self-knowledge
12. Ability to handle conflict
13. Goal achievement
14. Competitiveness
15. Vocational skills
16. Basic math & reading aptitude



WHAT IS A CAREER ASSESSMENT?

A PROCESS OF GATHERING INFORMATION
ON AN INDIVIDUAL'S:

★ **ACHIEVEMENT**

★ **APTITUDES**

★ **INTEREST**

★ **POTENTIAL FOR SUCCESS**

★ **SUITABILITY FOR HIRE**



A CAREER ASSESSMENT IDENTIFIES:

- ★ **STRENGTHS = MARKETABLE/TRANSFERABLE SKILLS**
- ★ **OCCUPATIONAL MATCH = IDEAL CANDIDATE**
- ★ **WEAKNESSES = AREAS FOR DEVELOPMENT**



CAREER ASSESSMENT

**RESULTS OF A COMPREHENSIVE ASSESSMENT
CAN BE USED BY EMPLOYERS TO:**

PLACE THE RIGHT PERSON IN THE RIGHT JOB

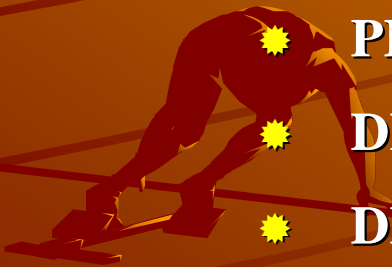
DEVELOP CAREER PATHS FOR EMPLOYEES

DEVELOP EMPLOYEE MORALE

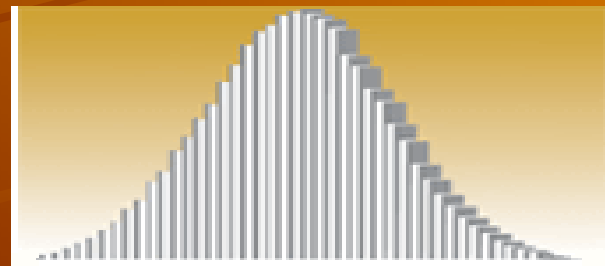
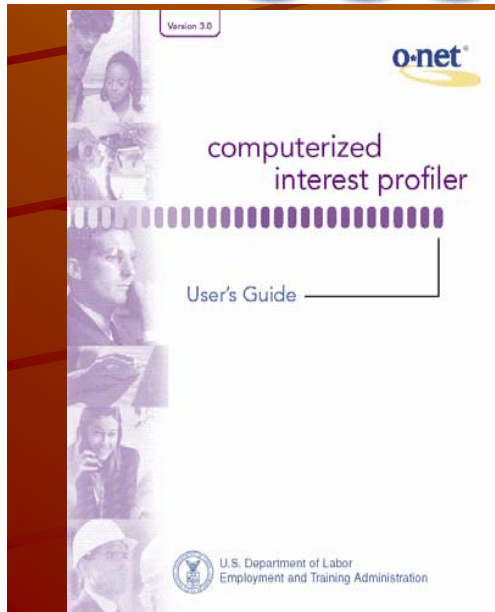
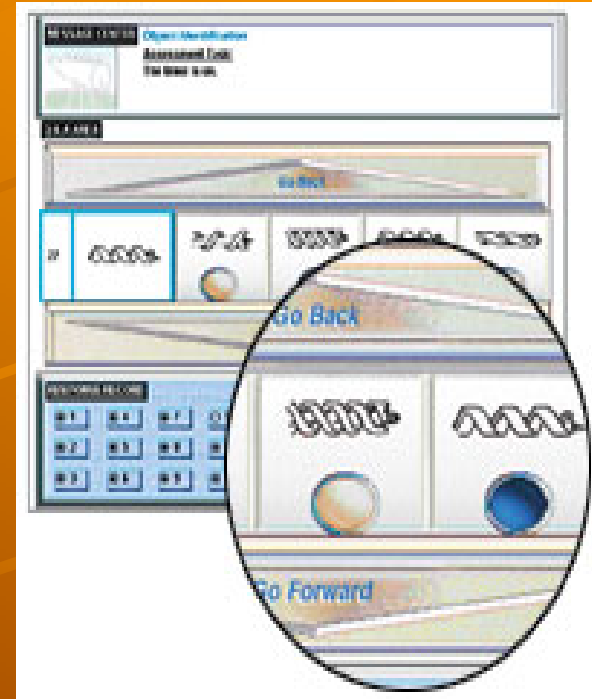
BOOST EMPLOYEE PERFORMANCE

CREATE WINNING TEAMS

PROJECT INCREASES IN RETENTION RATES



ASSESSMENT TOOLS



Wonderlic Personnel Test (WPT)

ADMINISTRATION---GROUP OR INDIVIDUAL

BEFORE BEGINNING:

-INSURE THAT APPROPRIATE AND NECESSARY TESTING CONDITIONS ARE IN PLACE!

- booklet, pencil
- inform customers why and how results will be used
- names, info
- review directions



CAREER ASSESSMENT GUIDELINES AND PROCEDURES

- ☀ Conditions for administering and interpreting assessments should be suitable [AND THE SAME] for all customers.

Assessment takers have the RIGHT:

➤ to retake tests

➤ to have tests re-scored or cancelled

➤ to register complaints and have problems resolved.

- ☀ Reasonable accommodations in the assessment process should be provided for persons with disabilities.
- ☀ Security measures should ensure assessment integrity.

Benefits

The assessment tools can benefit the employer in the following areas...

- ★ They can identify job seekers who can successfully handle the fundamental written and computational requirements of any career training program or occupation.



Benefits

- ✦ Administration time is short for the non-technical tests (12-60 minutes).
- ✦ Have alternate forms for pre-test/post-test evaluation.
- ✦ There are numerous JOB SPECIFIC

ASSESSMENTS



Benefits

- ✦ Measures transferable skills, ability and capability, interest and identifies areas needed for specific job training.
- ✦ All employers win because the comprehensive assessments are *INDIVIDUALIZED*. One size does not fit all.



National O*NET Consortium

Site Map

Consortium

Contact



Version 3.0



computerized
interest profiler



User's Guide



U.S. Department of Labor
Employment and Training Administration

The logo for o*net, featuring the text "o*net" in a blue, lowercase, sans-serif font. A yellow swoosh underline is positioned beneath the "o" and "n". A small "TM" trademark symbol is located to the upper right of the "t".

National O*NET Consortium

Site Map


Consortium

Contact

- ❖ <http://online.onetcenter.org/>
- ❖ Find occupations using keywords
- ❖ O*NET-SOC codes
- ❖ Browsing by Job Families
- ❖ Browsing by O*NET Descriptor
- ❖ Labor market information
- ❖ Salary calculator





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- ✦ QWIZ assessments model real world skills requiring candidates to type from hard copies of text originals.
 - ✦ The assessments are timed and proofread for you.
 - ✦ Detailed itemized report identifying strengths and weaknesses.




✦ Results print immediately, highlighting any errors made and accurately indicating overall performance.

✦ The Scorekeeper Database lets you search for the right candidate with the criteria you choose - minimum score, applicant's name, ID number, or date taken.

With so many candidates to choose from, it's harder than ever to know which ones have the skills you need.

- MS Office Software [Word, Excel, Access, etc.]*
- Beginning, Intermediate, Advanced levels*
- Administrative/Clerical*
- Suitability for hire*
- Computer Literacy*
- Healthcare competencies*

Wonderlic Personnel Test

- Measures "G" score
 - Potential for success in training
 - Potential for success in academics
 - Potential for success in an occupation
 - Used by many corporations
- 

CAREERSCOPE



A screenshot of the CAREERSCOPE assessment interface. The interface is divided into several sections: a header with the title 'CAREERSCOPE' and a sub-header 'Open Identification Assessment Link for user user'; a 'SUBJECT' section with a 'Go Back' button; a 'QUESTION' section with a grid of question cards; and a 'GO FORWARD' button. A large oval highlights a specific question card with a blue question mark and a blue circle below it. The interface is designed with a clean, professional look using blue and white colors.

CareerScope Filters

- ◆ Benefits
- ◆ Conditions
- ◆ Interest Parameters
- ◆ Aptitude Parameters
- ◆ Work Group Parameters



CareerScope Filters

- 1.Nursing
- 2.Medical Billing and Coding
- 3.Central Sterile
- 4.Patient Service Coordinator
- 5.Anesthesiology Tech
- 6.Lab Tech
- 7.Etc.

