

# Career Assessments

## ▶ 101

Kylie Wolf

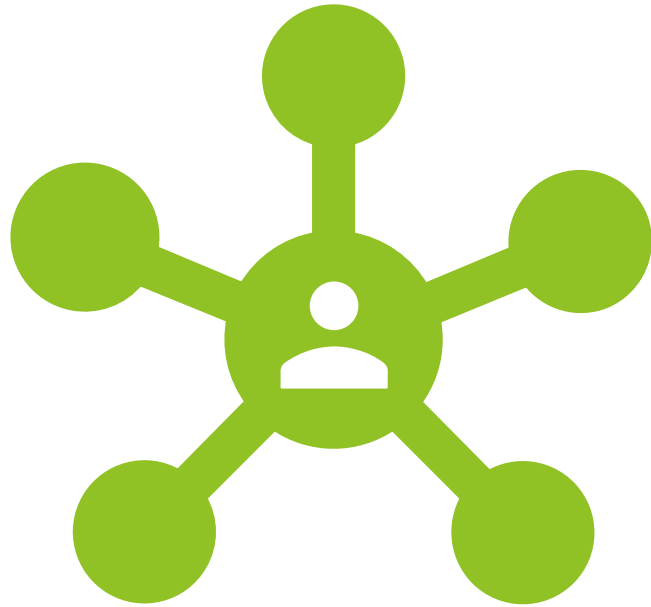
# Housekeeping Items

The session is being recorded, the PowerPoint and other materials will be sent out after the session.

Please mute yourselves to make sure that speakers can be heard and we do not experience feedback. No need to keep video on unless you want!

You will be able to ask questions using the chat function

If you'd like to ask your question live, please wait until Q&A



# Welcome to Ecosystem Enrichment!

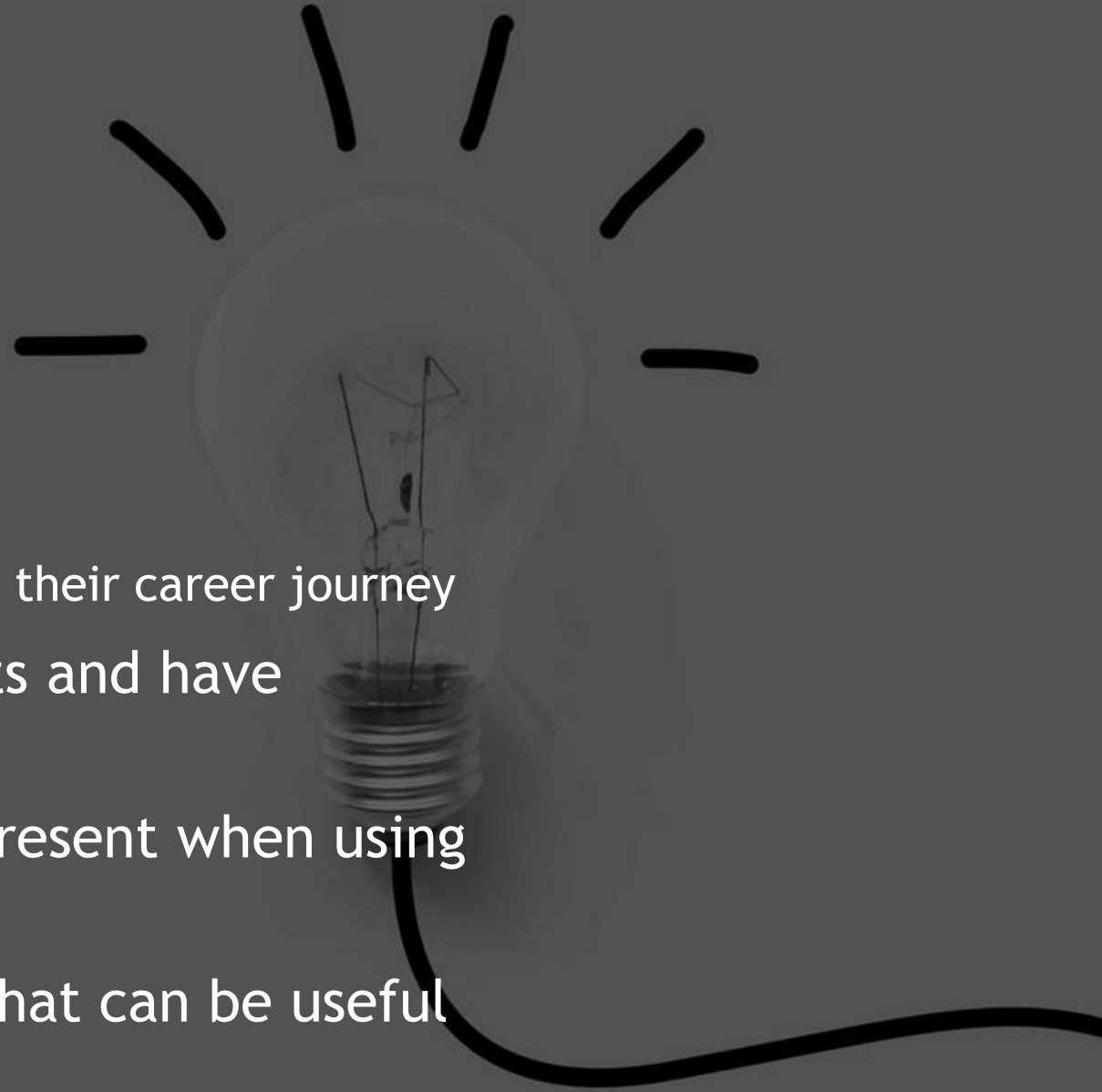
- ▶ Monthly professional development opportunity for workforce professionals - career coaches, business services representatives, training instructors, and more!
- ▶ Information that helps connect a complex system of services so that jobseekers can get the support they need to find, obtain, and maintain quality employment -no matter where they start!
  - ▶ Broadly applicable workforce development skills/knowledge with local context
- ▶ Join us each month for more, invite others you think are a good fit, and reach out if you have questions about previous or upcoming sessions

# Getting Started

- ▶ What do you hope to take away from this session?
- ▶ Does your organization assess jobseeker skills or interests? If so, when?
- ▶ What assessments instruments or tools have you used in the past? What are their pros and cons?
- ▶ Would you like time here to be spent going over information about various assessments or practicing with a few?

# Key Learning Objectives

1. What are career assessments?
  - ▶ What are the various types
  - ▶ What do they measure
  - ▶ How can they be used to support clients on their career journey
2. How to prepare clients for assessments and have discussions about results
3. What challenges and limitations are present when using assessment tools
4. Examples of assessment instruments that can be useful with jobseekers and/or students



# Definitions



**Assessment:** general term for the use of interviews, informal and formal instruments, and other methods to glean information about an individual or group



**Instrument:** tests and inventories used for assessment



**Test:** typically scientifically developed instruments measuring ability or achievement



**Inventory:** questionnaire designed to help individuals learn more about themselves or gather info about the characteristics of a group of people

# Why Use Career Assessments

Assessment is the process of collecting information and assigning some value to it.

1. Prediction
2. Evaluation
3. Classification
4. Assisting in Making Career Choices

# Assessment in Workforce Development



Career Coaching, Navigating,  
Counseling



Education & Training



# What Might be Included/Assessed?

- ▶ Academic levels
- ▶ Skill levels
- ▶ Need for services, barriers
- ▶ Prior Work Experience
- ▶ Interest
- ▶ Aptitudes
- ▶ Work/Personal Values

# Types of Assessments

- ▶ Preliminary Assessment/Intake
- ▶ Personality Tests
- ▶ Interest Inventories
- ▶ Skills Assessments
  - ▶ & Mental/Physical Abilities Tests
- ▶ Work & Personal Values Measures
- ▶ Interviews

**Tests and inventories** are assessment tools that may be used to measure an individual's abilities, values, and personality traits. They are **components** of the assessment process.

- ! achievement tests
- ! aptitude tests
- ! assessment centers
- ! general ability tests
- ! interest inventories
- ! interviews

- ! personality inventories
- ! physical ability tests
- ! specific ability tests
- ! work samples/performance tests
- ! work values inventories



### **Assessment process**

Systematic approach to combining and evaluating all the information gained from assessment and using it to provide career guidance, and aid in training and development.



# Choosing the Right Assessment

- ▶ Assessment tools differ, consider these when choosing what tool to use:
  - ▶ Purpose
  - ▶ What they are designed to measure
  - ▶ Format
  - ▶ Levels of standardization, objectivity, and quantifiability



<b>For Dislocated Workers Who:</b>	<b>Career Exploration and Planning Services Should Assist Customers:</b>	<b>Service Outcomes Should Result in Customers:</b>
<ul style="list-style-type: none"> <li>• Have recent labor market attachment</li> <li>• Have marketable skills</li> <li>• Are interested in staying in the same career field</li> </ul>	<p>Identify their current skills and learn about jobs where those skills are needed, so they can get back to work as soon as possible</p>	<ul style="list-style-type: none"> <li>✓ Knowing their skills</li> <li>✓ Honing in on job options</li> <li>✓ Packaging their skills for desired job</li> <li>✓ Targeting job search activities</li> </ul>
<ul style="list-style-type: none"> <li>• Have a substantial work history</li> <li>• Have good skill sets</li> <li>• Would like to stay in current career field</li> <li>• Are experiencing difficulty in moving up the career ladder</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Have substantial work history</li> <li>• Have good skill sets in the work they used to do</li> <li>• Are interested in changing career fields</li> <li>• Are not sure how their current skills align with different career opportunities</li> </ul>	<p>Investigate career options, identify their current skills, and determine what skills are needed for the job they want, so they can enter a new occupation or advance within their current occupation</p>	<ul style="list-style-type: none"> <li>✓ Knowing their current skills</li> <li>✓ Redirecting their career path</li> <li>✓ Understanding how to use current skills in new ways</li> <li>✓ Re-packaging current skills for a new or different job</li> <li>✓ Knowing skills they need to get the job they want</li> <li>✓ Identifying training options to gain new skills</li> <li>✓ Targeting job search activities</li> </ul>
<ul style="list-style-type: none"> <li>• Have limited or sporadic work history</li> <li>• Are not sure of their skills</li> <li>• Are not sure what they want to do</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Have a long work history in same job or occupation</li> <li>• Have outdated skills that do not align with current demand jobs</li> <li>• Have been displaced from a declining demand job or a disappearing industry</li> </ul>	<p>Determine appropriate career options, identify current skills they have for their desired their job, and build the new skills for that job so they can enter or re-enter the labor force</p>	<ul style="list-style-type: none"> <li>✓ Knowing their skills</li> <li>✓ Identifying their career options</li> <li>✓ Understanding how their skills can be used on various jobs</li> <li>✓ Packaging current skills for new or different job</li> <li>✓ Knowing new skills they will need to get the job they want</li> <li>✓ Identifying training options to gain new skills</li> <li>✓ Targeting job search activities</li> </ul>

# Preparing your Client for Assessment



Why



What



When/Where



Description



How long



What's next

# Post-Assessment Discussions with Clients

- ▶ Establish rapport with participant by summarizing results
- ▶ Ask for their impressions of the test result and then explain the scoring system
- ▶ Use language that is easily understood and inoffensive to clients
- ▶ Don't avoid low scores but don't make low scores the center of the interpretation
- ▶ Emphasize results are to focus on career exploration process
- ▶ Keep documentation of test results and briefs of what participant was told; maintain in case file
- ▶ Use Results to Develop Goals, Objectives, and Services
- ▶ Based on the assessment results:
  - ▶ Develop multiple occupational training options as appropriate
  - ▶ Career ladder/pathway of connected long-term and short-term employment and educational goals - (how to get the youth from where he or she is - a dropout or high school graduate - to where he or she wants to be - a registered nurse) - (e.g., from dropout - CNA - Medical Assistant - LPN - RN)
  - ▶ May start with entry level training

# Challenges & Limitations

- ▶ Using tools in a purposeful manner
  - ▶ Ex: not using an interest inventory to determine someone's skill level and make predictions about future occupational success
- ▶ Overdependence
  - ▶ Tests are not perfect, and should not be used as an “end-all-be-all”
- ▶ Issues in Interpretation
- ▶ External Factors



# Let's Look at a Few Tools!

Add some of the ones you like in the chat as we go! Be sure to include what type of assessment it is/what it measures!



# Tool Highlight: Skills Matcher from Career OneStop

- ▶ Purpose: Identify careers that match your skills
- ▶ Key Points:
  - ▶ Incorporates soft and technical skills
  - ▶ Online
- ▶ <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

# Tool Highlight: Test of Adult Basic Education (TABE) A Skills/Aptitude Assessment

- ▶ Purpose: Provide a measurement of basic skills and abilities for adult students to show education/job readiness, predict potential performance on an HSE exam, place students in ABE programs, and diagnostic information demonstrating strengths and weaknesses
- ▶ Key Points
  - ▶ Timing depends, but TABE 9/10 is about 2 hours
  - ▶ Adult Education providers are typically the best place to go for having your jobseekers/students complete this assessment, as they have the appropriate training to administer & score this assessment, as well as provide opportunities for improvement in any areas of weakness prior to training or employment placement
- ▶ <https://www.onetcenter.org/IP.html>

# Tool Highlight: O\*Net Interest Profiler

## An Interest Inventory

- ▶ Purpose: Help individuals identify their work-related interests and use them to explore the world of work.
- ▶ Key Points
  - ▶ Web-based version is available in English & Spanish
  - ▶ English version can be printed
  - ▶ Comes with a manual for navigators
  - ▶ 15-30 minutes to take
  - ▶ Designed for 6<sup>th</sup> grade reading level or above
- ▶ <https://www.onetcenter.org/IP.html>

# Tool Highlight: TORQ

- ▶ Purpose: Identify and match transferable skills with related occupations and industries
- ▶ Key Points
  - ▶ Helps build career plans
  - ▶ Is done online (requires some digital literacy)
- ▶ <https://workoneindy.com/workshop-calendar/>
  - ▶ Offered live at WorkOne Indy, Wednesdays at 10:30
- ▶ A similar tool that is free is mySkills myFuture
  - ▶ <https://www.myskillsmyfuture.org/>

# Tool Highlight: O\*Net Work Importance Locator, a Work Values Assessment

- ▶ Purpose: Self-assessment career exploration tool that allows clients to pinpoint what is important to them in a job
- ▶ Key Points
  - ▶ Includes a User Guide provided for workforce development professionals
  - ▶ Results link directly to over 950 occupations in O\*NET OnLine, My Next Move, My Next Move for Veterans, and Mi Próximo Paso
  - ▶ About 30 minutes to complete
  - ▶ Is done online (requires some digital literacy)
- ▶ <https://www.onetcenter.org/WIL.html#overview>

# Wrap-Up

Next Session: October 28<sup>th</sup> [Register Here](#)

Are you a new career coach, navigator, or case manager looking for resources?

Are you a seasoned professional with resources to share?

[Check out the Resource Library](#) where you can access & request materials to help as you serve jobseekers

[Request a Topic for Ecosystem Enrichment!](#)