

Your customers have options...



...and so do you!



Agenda



October 2011

Overview of **Free** Tools & Resources for Customers

- Self-Survey Tools
- Career and Training Exploration Tools
- Workplace Skill Resources
- Workplace Skill Assessments

Overview of **Free** Instructor/Counselor Tools & Resources

- View Activity Responses Online
- View Assessment Results
- Complete Workplace Skill Assessments

Demonstration



Assessments & Tools

Customer Assessments Offered Through Illinois workNet®

- ✓ Computer Skills Survey
- ✓ Pre-assessment/Study Guide
- ✓ Career and Interest Profiles
- ✓ Activities/Skills Wheel
- ✓ Career Development Assessment
- ✓ Observational Assessment
- ✓ NOCTI 21st Century Skills Assessment
- ✓ Worksite Evaluation

Illinois workNet Tools For Instructors/Counselors (Illinois workNet® Partners)

Customer Groups

- ✓ Group Messages
- ✓ Create Sub-Groups
- ✓ Automatic Group Creation
- ✓ Invitation Groups
- ✓ View Assessment Results

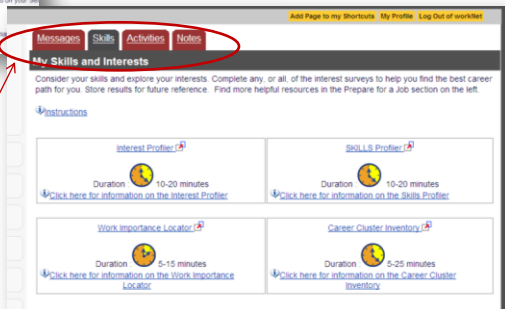


Self-Survey Assessments




Computer Skills:
Illinois workNet®
account not required.

More Tools!



Skills & Interests Profilers:
Illinois workNet® account
required to save results.

Career Exploration Self-Survey Options



Interest Profiler
 Study space travel
 Like Unsure Dislike
 Previous 178 remaining Get Results

Skills to Select

| | | |
|-----------------------|---------------------------|------------------------|
| 01 Dependability | 26 Analytic Judgment | 43 Science Reasoning |
| 02 Flexibility | 27 Creativity | 44 Reading |
| 03 Persistence | 28 Interests: Tolerance | 45 Writing |
| 04 Strategic | 29 Interests: Tolerance | 46 Learning |
| 05 Communication | 30 Interests: Tolerance | 47 Learning |
| 06 Competitiveness | 31 Disposition: Tolerance | 48 Concentration |
| 07 Social Interaction | 32 Following Procedures | 49 Attention to Detail |
| 08 Independence/Work | 33 Compting | 50 Organization |
| 09 Team Work | 34 Verbal Information | 51 Evaluating |
| 10 Learning/Teaching | 35 Verbal Information | 52 Synthesizing |
| 11 Reasoning | 36 Analyzing | 53 Analyzing |
| 12 Structuring | 37 Inspiring | 54 Planning |
| 13 Organizational | 38 Planning | 55 Active Learning |
| 14 Organizational | 39 Planning | 56 Organizational |
| 15 Mutual Dexterity | 40 Troubleshooting | 57 Quality of Effort |
| 16 Interpersonal | 41 Consulting/Helping | 58 Planning |
| 17 Stamina | 42 Operating Vehicles | 59 Organizing |
| 18 Strength | 43 Using Computers | 60 Controlling |
| 19 Reasoning | 44 Reasoning | 61 Reasoning |

5: Very Satisfying Skills
 20 Working with the Public
 21 Learning

10: Moderate Satisfying Skills
 22 Working with the Public
 23 Learning

15: Somewhat Satisfying Skills
 24 Working with the Public
 25 Learning

Organizes your interests in six broad categories of work.

Interest Profiler
 Duration 10-20 minutes
[Click here for information on the Interest Profiler](#)

SKILLS Profiler
 Duration 10-20 minutes
[Click here for information on the Skills Profiler](#)

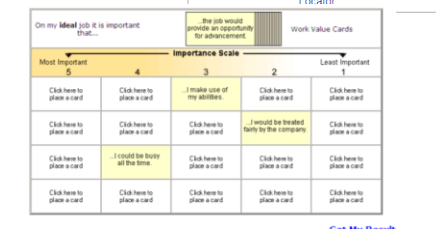
Rates the skills you select and matches skills to clusters of occupations.

Provides a list of occupations that are linked with your work values.

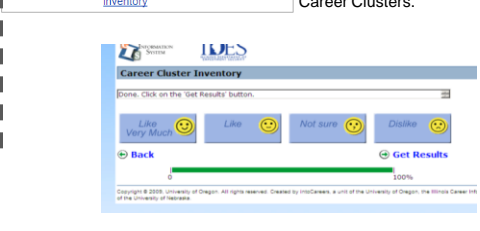
Work Importance Locator
 Duration 5-15 minutes
[Click here for information on the Work Importance Locator](#)

Career Cluster Inventory
 Duration 5-25 minutes
[Click here for information on the Career Cluster Inventory](#)

Rates your interests and matches skills to Career Clusters.



On my ideal job it is important that...
 Importance Scale: Most Important (5) to Least Important (1)
 Work Value Cards: 1-10
 1: I make use of my abilities.
 2: I would be treated fairly by the company.
 3: I could be busy all the time.
 4: I would be able to work for a company that provides an opportunity for advancement.
 5: I would be able to work for a company that provides an opportunity for advancement.

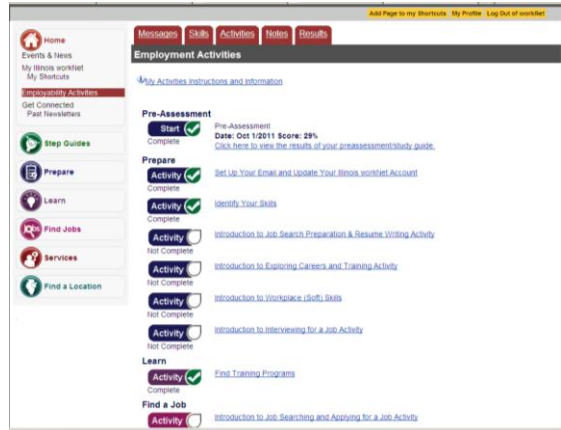


Career Cluster Inventory
 Done. Click on the 'Get Results' button.
 Like Very Much Like Not sure Dislike
 Back Get Results
 0 100%

Activities

Activities Tab (Customer View):

- An optional pre-assessment/study guide.
- Eleven activities that allow individuals to save their responses within their account.
- Career development assessment with unlimited attempts.
- Certificate of completion saved with the customer's account once the individual scores 70% or higher on the career development assessment.
- Instructors/Counselors (Illinois workNet® partners) can view the results through the customer groups (Customer Summary link).



Home Messages Skills Activities Notes Results
 Credits & News My Illinois workNet My Shortcuts
 Get Connected Post Testimonials
 Step Guides
 Prepare
 Learn
 Find Jobs
 Services
 Find a Location

Employment Activities
 My Activities instructions and information

Pre-Assessment
 Start Pre-Assessment Date: Oct 18/2011 Score: 29%
 Complete Click here to view the results of your preassessment/study guide.

Prepare
 Activity Get Up Your Email and Update Your Illinois workNet Account
 Complete

Learn
 Activity Identify Your Skills
 Complete

Find a Job
 Activity Introduction to Job Search Preparation & Resume Writing Activity
 Not Complete

Services
 Activity Introduction to Exploring Careers and Training Activity
 Not Complete

Learn
 Activity Introduction to Workplace (Job) Skills
 Not Complete

Find a Job
 Activity Introduction to Interviewing for a Job Activity
 Not Complete

Learn
 Activity Find Training Programs
 Complete

Find a Job
 Activity Introduction to Job Searching and Applying for a Job Activity
 Not Complete

Employability Skills Wheel

Identify workplace skills that employers expect and provide a format that:

- Is easy to follow and to understand what employers expect.
- Offers resources to improve workplace skills.
- Is cross walked to national and state standards.
- Is linked to assessment results to provide access to resources to enhance workplace skills.



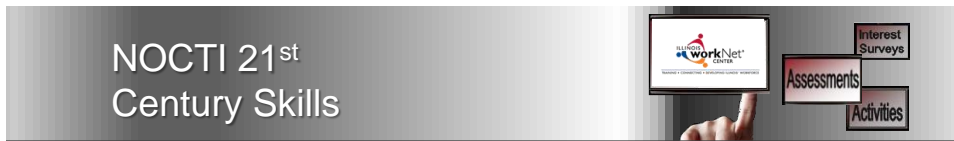
[Back to Skills Wheel](#)

Observational Assessment

Developed by Chicago Workforce Investment Council

- Provides a **free** and easy assessment of a youth's employability skills.
- Developmentally increase a student's employability skills over time.
- Help students seamlessly move between programs and work opportunities.
- Provide a celebratory professional development milestone.
- Bridge academic curriculum to work-based learning; bridge high school skills to college skills.
- Assessment is completed by the instructor.
- Save up to 12 observational assessments per student.

| FUNDAMENTAL | Yes | No | |
|---|---|---|--|
| <input type="checkbox"/> Appearance/Hygiene | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Timeliness | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Oratory/Speaking | <input type="checkbox"/> | <input type="checkbox"/> | |
| Work Ethic/Character | 1 - Below Standard/Expectation | 2 - Meets Standard/Expectation | 3 - Exceeds Standard/Expectation |
| <input type="checkbox"/> Attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Accountability/Integrity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Self Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Ambition/Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Has difficulty setting and achieving short term goals. Rarely takes initiative and waits for others to give work. Is only motivated under excessive influence or threats. Has a low expectation for self. | Can set and achieve short and moderate term goals. Takes initiative and does not wait for others to give work. Is self motivated but needs encouragement at times. Sets moderate expectations for self. | Can set and achieve short and long term goals. Takes initiative and does not wait for others to give work. Is self motivated and can strive independently. Sets high expectations and strives to surpass them. |
| Problem Solving | 1 - Below Standard/Expectation | 2 - Meets Standard/Expectation | 3 - Exceeds Standard/Expectation |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Procedure/Rule Following | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Problem Solving Approach | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Information Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interpersonal | 1 - Below Standard/Expectation | 2 - Meets Standard/Expectation | 3 - Exceeds Standard/Expectation |
| <input type="checkbox"/> Verbal Communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Written Communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



NOCTI Background:

- Leading provider of high-quality occupational competency assessment products and services to secondary and post-secondary educational institutions in the United States and around the world.
- Have over 30 years of experience in designing and developing occupational competency assessments.
- Provide over 170 standardized technical assessments in a variety of occupational fields.

21st Century Skills Assessment:

- This is a non-occupation specific, multiple choice, 100-question, online assessment.
- Customers have two hours to complete the assessment or it can be provided in two 60-minute sessions.
- There is also a text-to-speech option.
- Free to Illinois workNet partners.
- Offered through Illinois workNet and assessment scores are saved in the customer's Illinois workNet account.

Instructions for taking this assessment

1. Review the following participant information. If you need to make corrections, you may do so by clicking on the [Make Corrections](#) link.

| Participant Information | |
|-------------------------|-------|
| First Name | John |
| Middle Initial | |
| Last Name | Doe |
| Participant ID | 12345 |

[Make Corrections](#)

2. Each assessment has a time limit. A timer will always display the time remaining for the assessment.
3. If you experience technical difficulties, please notify the test coordinator.
4. There is only one correct answer for each question, and all unanswered questions will be scored as 0.
5. The Summary Button within your assessment will take you to a page showing which questions you have answered, and which questions have been marked for further review.

Please note, more detailed instructions will be displayed at the bottom of each page as you take your assessment online assessments and would like to participate in a brief online practice session, click the **Go Pract**

*** Be sure you have thoroughly read the instructions above before beginning the test. ***

Test to be given
21st Century Skills for Workplace Success
Session 1 of 1

[Previous](#) [Begin Test](#) [Go Practice](#) [Logout](#)

NOCTI 21st Century Skills Assessment Sample Views

ILLINOIS workNet CENTER TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

1. In what year was NOCTI founded?

A. 1964

B. 1966

C. 1979

D. 1983

Mark (This is item 1 of 9) [Next](#) [End Practice](#)

Test Title: Online Practice Test
Session: 1 of 1, 9 items in session 1
Duty: All About NOCTI

Time Remaining: 00:29:56 (Hours:Minutes:Seconds)

***Important Note: The timer continues to run even on the Summary page

[Need help using this page?](#)

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Worksite Evaluation



- Developed as part of the Summer Youth Employment Program in 2010.
- Completed by the worksite supervisor.
- Ten items are scored based on the participant learning how to use workplace skills.
- Review the evaluation with the customer prior to the work experience.
- Preliminary evaluation is completed midway through the work experience and reviewed with the customer.
- Final evaluation is completed at the end of the work experience.
- Each customer can have 2 evaluations per employer and an unlimited number of employers.

| Foundation Skill / Performance Expectations | Performance Improvement Plan Needed (1) | Needs Development (2) | Proficient (3) | Exemplary (4) |
|--|---|-----------------------|----------------|---------------|
| Attendance Understands scheduled work day expectations for attendance and follows them. Notifies supervisor in advance in case of absence. | C | C | C | C |
| Punctuality Understands work expectations for arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late. | C | C | C | C |

Customer Groups: Background



What is the purpose of an Illinois workNet® customer group?

- To provide an interface that allows Illinois workNet partners to provide assistance and guidance to customers through the use of technology. Customer groups allow you to:
 - View customer career interest survey results;
 - View customer work readiness activity responses;
 - View customer assessment results; and
 - Communicate with the customer.



Who is in a customer group?

- Customers who have an Illinois workNet® individuals account can be added to a group.

Who can currently set up a customer group?

- All Illinois workNet partners have access.

Customer Groups: Access/Invites/Messages



Tools to add customers to your group.

My Customer Groups

Select a Group

Current Customer Group Title: **Personal Group for Natasha Telger (PA)**

[Change Groups](#)

[Delete Group](#)

[My Groups](#) | [Customers](#) | [Customer Emails](#) | [Instructions](#)

My Invitation Groups

Select

Personal Subgroups

- Select a Group
- Select a Group
- Personal Group for Natasha Telger (PA) (6)
- Previous Group members (archived) for Natasha Telger

Personal Group for Natasha Telger (PA)

[My Groups](#) | [Customers](#) | [Customer Emails](#) | [Instructions](#)

Group 14 1343

[Customer Tools](#)

[Invite Customer](#) | [Group Invitation](#) | [Customer Search](#)

[Show Available List](#)

Filter By Last Name: [Go](#)

Page Size: 25

| Select | Remove | Name/User Name/Birth Date/Secret Answer | Contact Information /Date Added To Group | Customer Summary /Work Site Evaluation |
|------------------------|------------------------|---|--|---|
| Select | Remove | Account Information | Contact information | Customer Summary Page Employer Evaluations Observational Evaluations No saved assessments |

My IWES Customers

[My Groups](#) | [Customers](#) | [Customer Emails](#) | [Instructions](#)

Send email, and/or User Message

Email Only User Message Only Both

[E-mail Select](#) [E-mail Text](#)

Words: 0 Characters: 0

[Send Messages](#) [Reset](#)

Customer Groups: View Results



Page Size: 25

| Select | Remove | Name/User Name/Birth Date/Secret Answer | Contact Information /Date Added To Group | Customer Assessments |
|------------------------|------------------------|---|--|---|
| Select | Remove | Account Information | Contact information | Customer Summary Employer Evaluations Observational Evaluations |

Activities, Pre-assessment, and Career Development Assessment Employer (Worksite) Evaluation
 Observational Assessment
 NOCTI 21st Century Skills
 Skills & Interests Profiles

Customer Summary

Illinois workNet Group: Personal Group for Natasha Telger (PA)

Customer

Pat workNet
 E-mail: ntelger@illinoisworknet.com
 Address: 2450 Foundation Drive
 Dolton, IL 63099
 Illinois workNet Registration Date: Feb 28, 2007
 Birth Date: May 24, 1974
 WOS Userid: 1542

Programs

SYEP 2010 Youth Program - New student

Pre Assessment Date: May 18, 2010 Score: 45%
Post Assessment Date: May 19, 2010 Best Score: 81%
Met Requirements Has met the program requirements.
[Click here to view complete Customer details for the SYEP activities.](#)

My Activities

Post Assessment Date: Dec 14, 2010 Best Score: 100%
Met Requirements Has met the program requirements.
[Click here to view complete Customer details for My Youth Activities.](#)

Get Started Today!



1. Go to www.illinoisworknet.com.



2. Click on Workforce and Education Partners pathway to set up your Illinois workNet® partner account.



My Illinois workNet Accounts:

- [Log in](#)
- [Setup a Free My Illinois workNet Workforce Professionals account](#)
- [Become an Illinois workNet partner](#)

3. Complete Certified Illinois workNet Advisor Online Course to learn more about the resources in Illinois workNet and earn one CEU through SIUC.

