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## Purpose

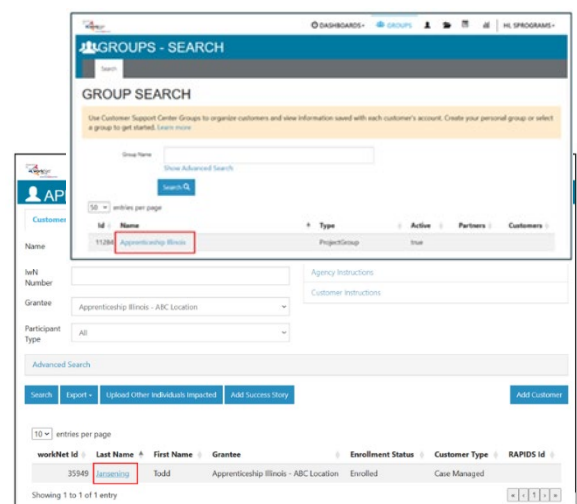
The purpose of the **Assessments tab** is to track the variety of assessments offered in Illinois workNet and other assessments an apprentice might complete to help with program determination and direction. Visit the Illinois workNet Partner Resources guide, [Assessments](#) to find Apprentice guides and partner guides for a variety of assessment tools offered through Illinois workNet.

## Access the Assessment tab

1. Log in to <https://www.illinoisworknet.com>
2. Select **My Dashboard**
3. Select **Apprentice Support Center** from the Partner Tools.
4. On the Group Search page, select **Apprenticeship Illinois**



5. Select the **apprentice's last name** to access the profile.





- On the apprentice's profile, click **Assessments** from the Participant Summary Tools.

## Assessments

Assessment results for the apprentice, including completed assessments and results from other applicable assessments like TABE or Casey Life Skills, can be viewed on the **Assessments** modal.

Back to Customer List

Overview Intake Review Career Plan Outcomes

### INTAKE REVIEW

Profile: Sophia Adams

Email sadams@123noemail.com

Enrollment Status Approved

See All

Reset Password Send Message

Related Instructions

Apprenticeship Illinois Eligibility

Participant Summary Tools

Assessments

Case Notes

...

Action Item
1. Customer submits init
2. Enroll customer.
3. The customer was pro access their career plan.

1. Customer submits i

2. Verify eligibility and

3. Provide customer w

APPRENTICESHIP ILLINOIS - ASSESSMENTS

Overview Intake Review Career Plan Outcomes Case Notes Uploads

### ASSESSMENTS

Profile: Sophia Adams

Email sadams@123noemail.com

Enrollment Status Approved

See All

Reset Password Send Message

Related Instructions

Assessments

Participant Summary Tools

SKILLS AND INTERESTS

DISABILITY BENEFITS ESTIMATOR

EMPLOYMENT 101

SELF-EVALUATION

OBSERVATIONAL EVALUATION

WORKSITE EVALUATION

View Evaluation Summary

Assessments Not Available Through Illinois workNet

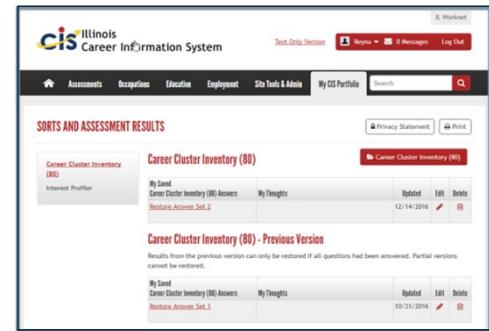
ENTER MORE ASSESSMENTS



## CIS Skills and Interest Survey

The **Career Information System** (CIS) is an external tool that Illinois workNet uses to assess the skills and interests of apprentices. To view the Apprentice's results of the CIS surveys, click the link – an external link opens in a new window. The new window opens to the Apprentice information on the partner platform.

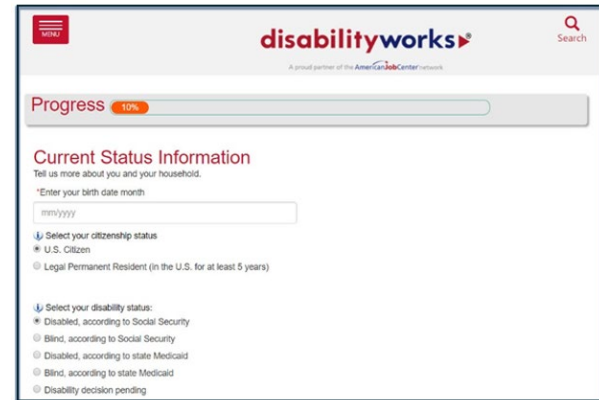
During the initial Apprentice assessment, use the answers from the interest survey to help determine placement. Employment 101 engages the Apprentice with the other three CIS surveys.



## Disability Benefits Estimator

Part of disabilityworks.com, the disability benefits estimator can be used for any apprentice expressing an actual or potential disability. The apprentice accesses the disability benefit estimator from their personal Illinois workNet "My Dashboard." The apprentice answers questions about their age, marital status, household members, income and expenses, and any healthcare programs they may already be receiving. If the apprentice completes the benefits estimator, the results report into the assessment tab of the apprentice's profile. Click on the report to view.

[The Disability Benefits Estimator- Individuals article](#)



## Employment 101

Apprentices who participate in **Employment 101** activities take a Pre-Assessment test, complete the guide planning tools, and then take a Post-Assessment. Apprentices who score at least 70% on the post-assessment test earn a Certificate of Completion and digital badge. From the apprentice assessment modal, you can view scores of tests, date taken, click on and view plans, and download a copy of the certificate of completion.



## Self-Evaluation

The **Self-Evaluation** is of the participant's Essential Employability Skills. It tracks the top 10 skills of the 14 addressed in Illinois workNet's Job Skills Guide. It is based upon a rubric and gives the Intermediary or Specialist an idea of where the participant feels they are starting with each of the skills. Participants can complete the survey from a link in their "My Dashboard" or the intermediary or Specialist can complete the survey for them.

Results are viewed showing each section, the result, and a description of the result. It can be directly compared to the Worksite Evaluation that an employer completes.

Multiple evaluations can be done by the individual. Each one is tracked and dated.

**SELF-EVALUATION**

**PARTICIPANT**  
Participant: White House  
Review Date: 7/9/2020

☒ Current user is the participant  
☐ Current user is entering evaluation from participant

Foundation Skill / Performance Expectations	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
<b>Computer Literacy</b> - Ability to operate a computer and use computer software of varying levels of difficulty.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Attendance &amp; Dependability</b> - Understands scheduled work day expectations for attendance and follows them. Notifies supervisor in advance in case of absence.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Self-Presentation</b> - Shows effort to dress appropriately and practice hygiene for position and duties.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Communication Skills</b> - Shows effort to communicate in a manner and language appropriate for the workplace. Listens attentively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Independence &amp; Initiative</b> - Shows a willingness to complete assigned tasks from start to finish and ask the supervisor for next task upon completion of a previous one.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Teamwork</b> - Shows effort to work well with co-workers, be respectful, and contribute to group efforts. Respects diversity within the workplace.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Positive Attitude</b> - Demonstrates a willingness to understand workplace policy and culture. Complies with health and safety rules. Exhibits integrity and honesty.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Problem-Solving &amp; Critical Thinking</b> - Shows willingness to learn and to use sound reasoning. Uses knowledge and information from the job to understand or solve workplace problems.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Work Ethic</b> - Shows effort to accept direction and constructive criticism with a positive attitude. Uses feedback to improve work performance.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Quality of Work</b> - Shows effort to learn to evaluate own work, and use feedback to improve work performance and meet quality standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Comments - Please provide any additional comments related to your performance.

[Preview](#)

## Observational Evaluation

The **Observational Evaluation** assesses the apprentice's workplace skills demonstrated over time in classes or agency interactions. The assessment is based upon a rubric. Answers provided to the Apprentice include what the rubric defines for the Apprentice's score. Select "View" to see the results of that evaluation. The assessment fills in below the results section. Multiple evaluations can be done. Each one is tracked and dated.

[Completing the Observational Evaluation](#)

**OBSERVATIONAL EVALUATION**

Evaluator: WPP Train17  
Customer: Jack Back  
Address: 1642 W 63rd Street, Chicago, IL 60636  
Phone: (555) 555-5555  
Email: info@train17\_sluocwd.com  
Review Date: 8/11/2017 2:25:12 PM

**EVALUATION SUMMARY**

FUNDAMENTAL	Rating	Description
Appearance/Hygiene	Yes	Decides according to the defined norms of the workplace or select activity. Categorizes as business casual, business (dress and tie), and business formal (suit). Understands that appropriate appearance impacts cultural fit at the workplace.
Timeliness	Yes	Arrives on time and is rarely absent without notice. Understands the relationship between punctuality and how people perceive them.
Discretion/Spelling	Yes	Uses appropriate language, volume, clarity and tone based on the norms of the environment. Uses friendly tone and avoids which conversing with others.
Work Ethic/Character		
Attitude	3	Is optimistic and quickly renews negative outlook into a positive outlook. Values how attitude affects performance and group dynamics and tries to positively influence conditions.
Accountability/Integrity	3	Assumes responsibility for actions and decisions. Completes assignments and is concerned with quality of own work and that of peers. Works towards a high standard of performance.
Self Control	3	Can suppress own reaction and remedy difficult individuals or situations with a calm and non-defensive manner. Keeps personal matters from interfering and maintains top performance.
Anti-discriminative	3	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 drive independently. Sets high expectations and strives to surpass them.
Problem Solving		
Supervision	2	Needs moderate supervision to complete tasks.
Procedural/Rule Following	2	Follows rules and procedures. Reads instructions before starting. Checks for clarification when unclear. Understands relevance of procedures to performance.
Problem Solving Approach	2	Uses a series of steps for problem solving. (1) Understands the problem (2) Considers options to solve the problem (3) Selects the best.
Information Management	5	Can identify, acquire, and analyze information within disciplines to solve problems. Can extract and understand information from texts and graphs. Recognizes information and relevant to a situation. Can organize information effectively. Finds opportunities to learn more information.
Interpersonal		
Verbal Communication	2	Effectively expresses his/her ideas in a clear and logical manner. Can have a two-way conversation (taking information obtained during the conversation). Uses communication to effectively express goals not to provide or receive from.
Active Listening	2	Can understand what he or she heard. Can accurately recall information. Asks clarifying questions. Maintains eye contact. Uses listening cues such as nodding.
Feedback	2	Responds civilly to constructive criticism. Absorbs feedback as a learning tool. Can be redirected to appropriate behavior. Reflects on feedback and offers immediate judgment.
Teamwork (2 people)	3	Works with other team members to accomplish shared goals and often takes on team leadership position. Shares responsibility for team decisions and accomplishes an equal portion of the workload. Provides team members with constructive guidance, encouraging others to do high quality work. Respects and values other team members' input. Seeks input and compromise to achieve team success.
Computer		
Computer Literacy	3	Can operate a computer. Can connect to internet. Can use search engines. Can send/receive email. Can use word processing, presentation and spreadsheet software.
Work Net Requirements		
Yes		Student met all Yes answers for the first section and a needs improvement answer or higher for the other sections.



## Worksite Evaluation

The **Worksite Evaluation** measures essential employability skills and has a crosswalk that is directly related to the Self-Evaluation completed by the individual. This evaluation measures skills demonstrated at a worksite during a work-based learning experience. Most standards recommend one evaluation at 30 days and a final at 90 days. The assessment is based upon a rubric. Answers provided to the Apprentice include what the rubric defines for the Apprentice's score.

1. Search or add an employer with which the participant is associated.
2. Enter participant job title, start and end date of worksite experience.
3. Search or add an employer contact. Skip this step if Intermediary or Specialist is completing the evaluation on behalf of the employer.
4. Select Initial or Final for the evaluation that is being completed.
5. If the employer is completing the evaluation, click the button that says "Send Email". If the Intermediary or Specialist is completing the evaluation on behalf of the employer, click complete evaluation. Complete the evaluation > preview > make changes if necessary > submit. There will be an option to Print and Return to Apprentice Profile. Assessments Not Available Through Illinois workNet

## Enter More Assessments

There are many assessments that Illinois workNet Partners use to assess Apprentices.

This section provides an opportunity to add information related to those assessments.

Assessments include options for TABE, CASAS, Casey Life Skills, Prove-It, Workeys, DHS Family Assessment, and optional entries.

Upon completing the entry, the assessment is tracked in this section of the table.



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