

# **Table of Contents**

Purpose		
CIS Skills and Interest Survey		
Disability Benefits Estimator		
Employment 101		
Self-Evaluation		
Observational Evaluation		
Worksite Evaluation	5	
Enter More Assessments	5	

### 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, <u>Assessments</u> 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 <u>Https://www.illinoisworknet.com</u>
- 2. Select My Dashboard
- 3. Select Apprentice Support Center from the Partner Tools.
- 4. On the Group Search page, select Apprenticeship Illinois

My Dashboard	El Messages (45) Personal Tools	R Bookmarks	Resumes #Skills & Interests Partner Tools
(m) Dathord	en la	Passed .	Conterver Support Center
(C) Messages	Bostmarts	(i) Automation	
Enerets (05380)	Employment 101	(a) Income	
Dublity torser	Corver Part Tools		

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

	One Contonner Support Center Groups to organize co a group to get started. Learn more	atomets and view information saved with each o	satomer's account. Create your personal group or select
des:	Sine New Dow Advanced Search Search Q		
Customer ame	50 • andres per page 14 • Name 112M Approvinceship Binois	+ Type Projectionsp	+ Active + Partners + Customers + Inst
N amber antee	Apprenticeship Illincis - ABC Location	Agency Instructions Customer Instructions	
rticipant pe	Al	~	
Advanced 9	iearch		
	sport - Upload Other Individuals Impacted Add	Success Story	Add Custo

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Action Item

1. Customer submits init

3. The customer was pro access their career plan.

2. Enroll customer.

Back to Customer List

INTAKE REVIEW

Profile: Sophia Adams

Related Instructions

Case Notes

See All

Email sadams@123noemail.com

Send Me

Enrollment Status Approved

Apprenticeship Illinois Eligibility

Overview Intake Review Career Plan Outcomes

6. 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.

APPRENTICES	HIP ILLINOIS - ASSESSMENTS	
Overview Intake Review Car	reer Plan Outcomes Case Notes Uploads	
SSESSMENTS		
Profile: Sophia Adams	SKILLS AND INTERESTS	
Email sadams@123noemail.com	DISABILITY BENEFITS ESTIMATOR	
Enrollment Status Approved	EMPLOYMENT 101	
See All	SELF-EVALUATION	
Reset Password Send Message	OBSERVATIONAL EVALUATION	
	WORKSITE EVALUATION	
Related Instructions	View Evaluation Summary	
Assessments	Assessments Not Available Through Illinois workNet	
	ENTER MORE ASSESSMENTS	

### Assessment Tab June 2025 v3



# **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.

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e	Career Cluster Inventory (80	) - Previous Version			
	Results from the previous version ca cannot be restored.	n only be restored if all questions had been	answered. Partial	versions	
	Ny Saved Career Cluster Inventory (80) Answers	My Thoughts	Updated	Edit Del	fe
	Restore Answer Set 1		10/31/2016	1 8	1
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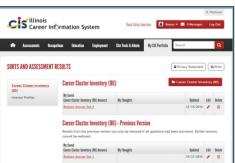
U.S. C

Select your citizenship status

Blind, according to Social Se

ding to state M

Legal Permanent Resident (in the U.S. for at least 5 ye







### **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.

PAR	TICIPANT			
	pant White Hou v Date 7/9/2020	se		
Current user is the participant				
Current user is entering evaluation from participant				
Foundation Skill / Performace Expectations	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
Computer Literacy - Ability to operate a computer and use computer software of varying levels of difficulty.	• 0	0 0	00	00
Attendance & Dependability - Understands scheduled work day expectations for attendance and follows them. Notifies supervisor in advance in case of absence.	0 6	. 0	00	00
Self-Presentation - Shows effort to dress appropriately and practice hygiene for position and duties.	00	0 0	. 0	00
Communication Skills - Shows effort to communicate in a manner and language appropriate for the workplace. Listens attentively.	00	00	00	. 0
Independence & Initiative - Shows a willingness to complete assigned tasks from start to finish and ask the supervisor for next task upon completion of a previous one.	00	00	. 0	00
Teamwork - Shows effort to work well with co-workers, be respectful, and contribute to group efforts. Respects diversity within the workplace.	00	. 0	00	00
Positive Attitude - Demonstrates a willingness to understand workplace policy and culture. Complies with health and safety rules. Exhibits integrity and honesty.	• 0	00	00	00
Problem-Solving & Critical Thinking - Shows willingness to learn and to use sound reasoning. Uses knowledge and information from the job to understand or solve workplace problems.	00	. 0	0 0	00
Work Ethic - Shows effort to accept direction and constructive criticism with a positive attitude. Uses feedback to improve work performance.	00	00	. 0	00
Quality of Work - Shows effort to learn to evaluate own work, and use feedback to improve work performance and meet quality standards.	0 0	00	00	. 0
Camments - Plesse provide any additional comments related to your performance.				

#### **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** 

Evaluator		Customer	
WPP Train 17		Jack Back	
		1642 W 63rd street	
IL 62702		Chicago, IL 60636	
Phone: (555) 555-	6565	Phone:	
Email: info@train1			
Review Date: 8/11/20			
EVALUATION S	UMMA	RY	
FUNDAMENTAL	Rating	Description	
Approximately pinter	Yes	Decores according to the defined mores of the surrigines or school activity	
Afrennentigere	Prin.	Theorem according of the method method of the superporter in section activity functions (case) and field, and featiment formal (smit). Understands that appear for at the weekplane.	categorian contrast categorian contras, printe approximento impacto cattaro
Timeliness	Yes	Ankers on time and is narely absort without cause. Understands the edictiv people perceive them	minip between punctuality and he
Orazony/Spooling	Yes	Uses appropriate language, volume, charity and tone based on the names of tene and smiles when conversing with others.	file onvironment. Uses friendly
Work Ethio/Character	Rating	Description	
Attude	3	is optimistic and quickly recriters negative outlook into a positive but ook. N performance and provide dynamics and tries to positively influence condition	
Accountability/Integrity	3	Assumes responsibility for actions and decisions. Completes assignments to own work and that of peers. Warks towards a high standard of performance	
Self-Control	3	Can suppress win reaction and remedy officult individuals or situations wit manner. Reeps personal matters from interfering and maintains top perform	
/mbiton/initiative	3	Can set and achieve short and long term goals. Takes instative and coes in set inclivated and can strive independently. Sets high expectations and stri	
Problem Solving	Rating	Description	
Sapenasion	z	Needs moderate supervision to complete tasks.	
Procedure/Rule Following	2	oftware and procedures. Needs all directions before starting. Direction Understands relevance of procedures in performance	lar clarification when unclear.
Panlien Sobarg. Approxim	2	Deex a form protocol in particularity (1) Contendent the problem (2) ( participant(2) $\Gamma$ sectors the plan	Southat a plents who the
information Management	3	Cervitedity amplement and you information accuse deciptures to write a understand information from charles and graphic flamographics information me organize information effortively. Facility operation to later new informati	of relevant have elevation. Can
Interpersonal	Rating	Description	
Vabal Centralization	2	Effectively expresses his/her ideas in a clear and regical manner. Can have on information obtained during the conversation. Uses communication care press) or cause horm.	
Active Listening	2	Can enforced whethe or she heard. Can accurately recall information. A evel contact. Uses fatoring cases such as needing	aks d <mark>arf</mark> king statements. Maintai
Footback	2	Responds civily to constructive criticism. Absorbs feedback as a learning to appropriate behavior. Reflects on feedback and clefers immediate judgment	
Taamvork 12 people	3	Works with other team members to accomplish shared geals and other take Shares regenerability for team do horstblies and accomplishes an equal part moments with control webs guidence, encouraging where to only the quility team members' Hour. Supports negotiated compromise to achieve team to	on of the workload. Provides toa work. Respects and values other
Computer	Rating	Description	
Computer Uneracy	3	Can operate a computer. Can connect to internet. Can use search engines, word processing, presentation and spreadshired software.	Can sendireceive email. Can us
Has Met Reguliement	Rating	Description	
	Ves	Studentifies all Ves answers for the hist section and a "meets expectations" sections.	arower or higher for the other



### **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

White House		
581 681		
589 Chicago, IL 60636		
Phone: (681) 681-6899		
imail: whitehouse@test.com		
STEP 1 SELECT AN EMPLOYER		
Transferration and Party of the		
Search Employer New Employ		
Ogld		
STEP 2 COMPLETE CUTOMER )	08 TITLE AND EMPLOYMENT DATES	
STEP 3 SELECT EMPLOYER COM	таст	
STEP 4 INITIAL OR FINAL		
STEP 5 FINISH		

WORKSITE EVALU WPPErain10 This evaluation was	s completed by the sele	Centempre Sectors S
Section	Result	Description
Computer Uteracy	Performance Improvement Plan Needed	have a basic knowledge of computers, internet and emails, but I am not good at it.
Attendance & Dependiability	Needs Development	I miss 1 it days per month of school/work, but I always find out have I can make up assignments or work. I sometimes get to school/work late, but I meet most assignment deadlines.
Self-Presentation	Proficient	I feel confident that I understand the right way to dress for work.
Communication Skills	Permplary	1 listen well and speak clearly. I follow directions and can assist others. I can give a presentation if asked,
Independence & Initiative	Proficient	I get my school/work tasks done. I have some regular tasks that I do without being asked. I will ask it there is something that needs to be done.
Teamwork	Needs Development	Sometimes I help get things done by working with a group of people.
Positive Attitude	Performance Improvement Plan Needed	I have had a hard time keeping a positive actuate when I work with other people. I have a hard time keeping memotions under control at school/work.
Problem-Solving & Unitical Thinking	Needs Development	I can make good decisions, but I have a hard time solving school/work related problems.
Work Ethic	Proficient	I get along with students/co-workers and teachers/supervisors. I regularly accept responsibility for my decision and actions.
Quality of Work	Exemplary	I ask for direction and clarify before beginning a task. I always try to give my best effort to a project, I assally exerved traceter/supervisor importations and understand the big picture goals of schoolysore.
Commonts		
Met Requirements	YEN	
Sine Worksite Evalu	tion Edit Evolution	1

### **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.

nent Results	ENTER ASSESSM	ENT		×	
t Name/Description 🗧 E	d Assessment Type *	Select		v	pdate
	Assessment Category			~	
0 of 0 entries	Functional Area *			~	Nex
	Assessment Name *			~	$\vdash$
e.	Assessment Description *				
	Assessment Date *	88			
	Grade Level Equivalent *			~	1
	Educational Functional Level				
	Scale Score *				
	Results *				
	How was this asses				
	Computer-Bo	esed	Self-Guided Proctored		1
	Scenario		U Written		1

Showin



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