

Assessment Tabs

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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 a customer might complete to help with program determination and direction.

Who Enters / Maintains Data

Partner Staff – Provide access and direction for the customer to complete the assessments depending upon the requirements of a particular grant or program.

Customers – Complete the assessments. Customers can see the results of their activity on the assessment section of the “My Dashboard”.

Directions

Use of the assessment tools offered through Illinois workNet and other resources can be tracked on the customer profile. Following are directions on how to track customer’s progress with the various tools.

Visit the Illinois workNet Partner Resources guide “Assessments” to find customer guides and partner guides for a variety of assessment tools offered through Illinois workNet.

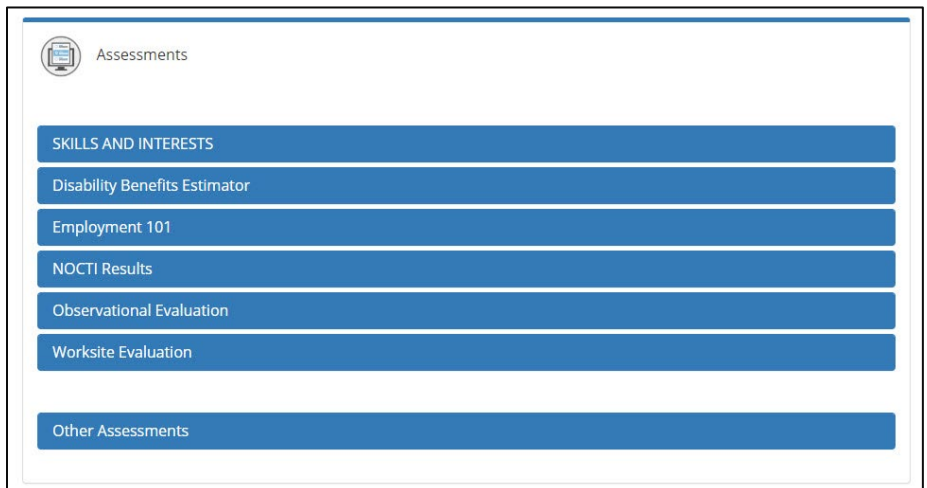
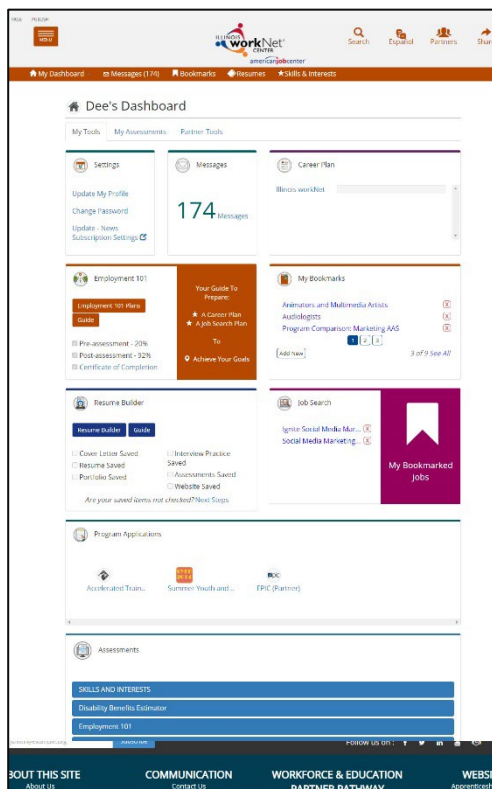
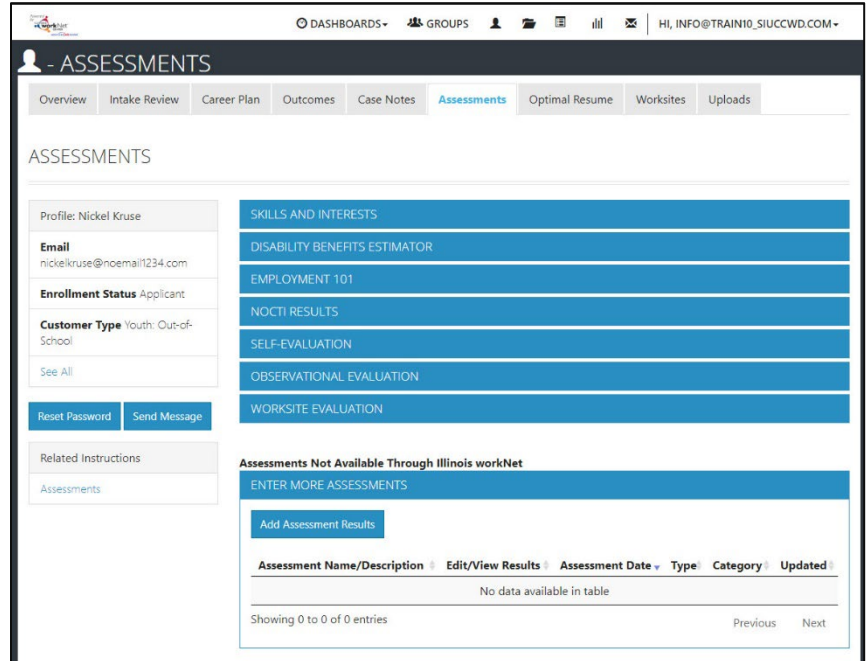
<https://www.illinoisworknet.com/partners/Pages/Assessments.aspx>

From the Customer Profile

Intermediaries and Navigators can view assessment results the customer has completed or enter results from other applicable assessments like TABE or Casey Life Skills.

Click the header name to open the section.

The customer has a similar view on the customer's "My Dashboard".



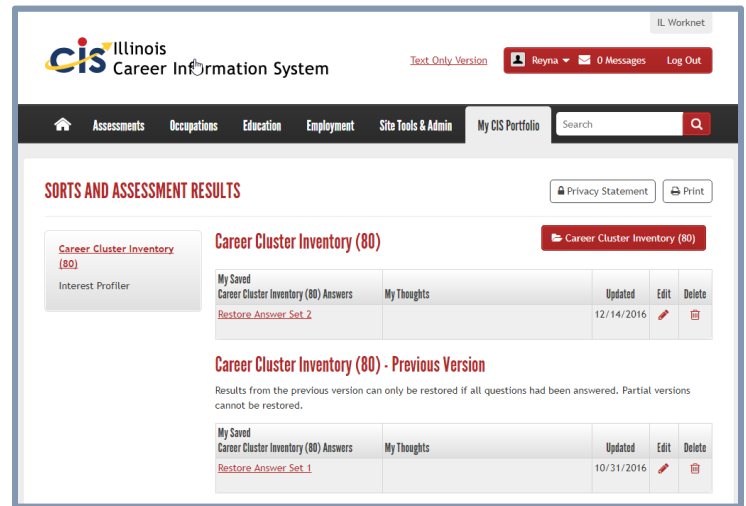
CIS Skills and Interest Survey

The Career Information System is an external tool that Illinois workNet uses to assess the skills and interests of customers. There are four components to the survey.

To view the customer’s results of the CIS surveys, click the link – an external link opens in a new window.

The new window opens to the customer information on the partner platform.

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



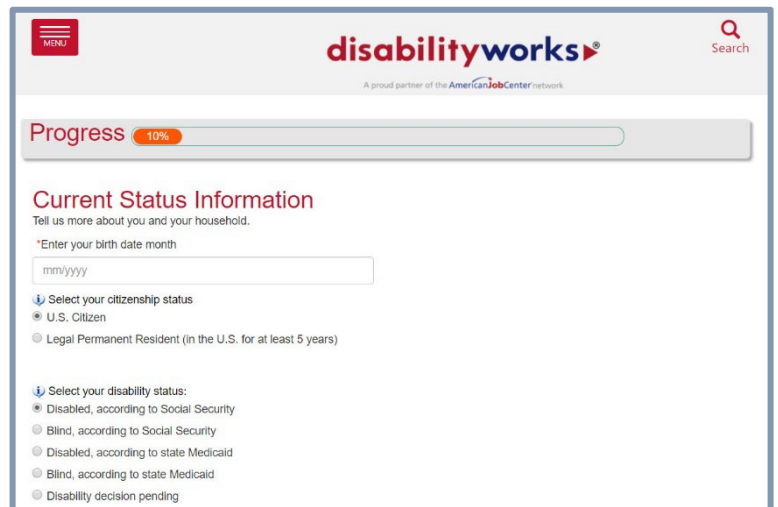
https://www.illinoisworknet.com/DownloadPrint/Using%20Skill%20and%20Interest%20Surveys%20-%20Customer_FINAL.pdf

Disability Benefits Estimator

Part of disabilityworks.com, the disability benefits estimator can be used for any customer expressing an actual or potential disability.

The customer accesses the disability benefit estimator from their personal Illinois workNet “My Dashboard.”

The customer answers questions about age, marital status, members of the household, income and expenses, and healthcare programs they may already be receiving.



If the customer completes the benefits estimator, the results report into the assessment tab of the customer’s profile. Click on the report to view.

How-to article: <https://www.illinoisworknet.com/pages/article.aspx?articleID=180>

Employment 101

Customers who participate in Employment 101 activities take a Pre-Assessment test, complete the guide planning tools, and then take a Post-Assessment. Customers who score at least 70% on the post-assessment test earn a Certificate of Completion and digital badge.

From the customer assessment tab, you can view scores of tests, and 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 Navigator 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 navigator 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)
Computer Literacy - 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"/>
Attendance & Dependability - 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"/>
Self-Presentation - Shows effort to dress appropriately and practice hygiene for position and duties.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills - 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"/>
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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Teamwork - 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"/>
Positive Attitude - 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"/>
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.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Ethic - 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"/>
Quality of Work - 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 evaluation.

WORKSITE EVALUATION (From Worksite Evaluation)

Participant ID: [redacted]
This evaluation was completed by the selected evaluator.

Customer
White House
681545
681
Chicago, IL 60616
Phone: 3691-881-8899
Email: whitehousesites.com

Section	Result	Description
Computer Literacy	Performance Improvement Plan Needed	I have a basic knowledge of computers, internet and email, but I am not good at it.
Attendance & Dependability	Needs Development	I miss 1-4 days per month of school/work, but I always find out how I can make up assignments or work I sometimes get to school/work late, but I never miss assignment/duties.
Self-Presentation	Proficient	I feel confident that I understand the right way to dress for work.
Communication Skills	Exemplary	I know when to speak clearly, I follow directions and can accept criticism. 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 if 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 attitude when I work with other people. I have a hard time keeping my emotions under control at school/work.
Problem-solving & Critical 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/workers and teachers/supervisors. I regularly accept responsibility for my decisions and actions.
Quality of Work	Exemplary	I take for direction and I do my best before beginning a task. I always try to give my best effort to a project. I usually receive teacher/supervisor, expectations and understand the big picture goals of school/work.

[See Worksite Evaluation](#)
[Edit Evaluation](#)

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Observational Evaluation

The Observational Evaluation allows the Intermediary or Navigator to assess workplace skills demonstrated over time in classes or agency interactions. The assessment is based on a rubric. Answers provided to the customer include what the rubric defines for the customer'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.

OBSERVATIONAL EVALUATION		
Evaluater MPP Team17 JL 62792 Phone: (800) 933-6655 Email: info@mpp17_illinois.com Revised Date: 9/1/2017 2:25:12 PM		Customer Jani Black 1642 W 63RD STREET CHICAGO, IL 60636 Phone: Email:
EVALUATION SUMMARY		
FUNDAMENTAL	Rating	Description
Appearance/Makeup	Yes	Customer is ready for the different needs of the workplace or school activity. Completeness, neatness, cleanliness (not too hot, not business formal (not), cleanliness) that equates appearance to needs without being too flashy.
Flexibility	Yes	Adjusts their work to fit needs without protest. Understands the relationship between punctuality and how people perceive them.
Oral Communication	Yes	Uses appropriate language, volume, clarity and tone based on the norms of the environment. Uses friendly tone and positive voice consistently with others.
Work Ethic/Character	Rating	Description
Attitude	3	is optimistic and readily receives negative feedback into a positive outlook. Values how attitude affects performance and seeks to make positive changes to produce better results.
Accountability/Responsibility	3	Admits 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 one reaction and readily offer alternatives or solutions with a calm and non-defensive manner. Does not get upset from receiving and responding to performance.
Proactive Initiative	3	Can set and achieve short and long-term goals. Identifies and uses the best way for others to give work to get motivated and can give motivation. Sets high expectations and gives to surpass them.
Problem Solving	Rating	Description
Supervision	2	Needs moderate supervision to complete tasks.
Problem Solving Ability	2	Follows new and procedures. Shows all attention before starting. Checks for one notices when unclear. Understands, interprets and responds to performance.
Problem Solving Approach	2	Uses a team process for problem solving (1) Identifies the problem (2) Creates a plan to solve the problem (3) Executes the plan.
Information Management	5	Can identify, acquire, and analyze information across disciplines to make a plan. Develops and understands information from work and public. Recognizes information about resources available. Can organize information effectively. Responds better to learn more information.
Interpersonal	Rating	Description
Verbal Communication	2	Effectively communicates information in a clear and logical manner. Can have a conversation including an information related to the conversation. Uses communication strategies to overcome quality of the topic or issues faced.
Active Listening	2	Can understand and act on the needs. Demonstrates equal information. Acknowledges positions. Maintains contact. Uses listening cues such as nodding.
Feedback	2	Responds clearly to constructive criticism. Also be feedback as a learning tool. Can be redirected to appropriate behavior. Reflects on feedback and offers immediate action.
Teamwork/Teamwork	2	Works well with team members to accomplish various goals and objectives on team including positive. Shows cooperation for team objectives and accomplishes an equal portion of the work. Provides team members with clear and public. Sets goals, offers to do high quality work. Respects and values other team members' input. Supports organized completion to achieve team success.
Computer	Rating	Description
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.
How Met Requirement	Rating	Description
Yes	3	Student has all "Yes" answers to the list below and a "meets expectations" answer or higher for the other sections.

Directions for completing an Observational Evaluation can be found here:

https://www.illinoisworknet.com/partners/EPIC/Documents/Observational%20Evaluation%20-partner_FINAL.pdf

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 on a rubric. Answers provided to the customer include what the rubric defines for the customer's score.

DASHBOARDS - GROUPS - HI, TPROGRAMS -

CUSTOMER WORKSITE EVALUATIONS

Customer
 Laughlin Artz
 111 Main
 Chicago, IL 60612
 Phone: (803) 123-4567
 Email: laughlinartz@noemail.com

STEP 1 SELECT A PLACEMENT

	Employer	Worksite	Title	Start Date	End Date
Select	Austin People's Action Center	Debra's Dogs	Groomer	8/1/2023	

STEP 2 SELECT EMPLOYER CONTACT

STEP 3 INITIAL OR FINAL

STEP 4 FINISH

1. On the assessment screen, select Worksite Evaluation and click the button that says **Add New Evaluation**.
2. Select a placement. If there are no options, return to the customer career plan and add a worksite placement activity.
3. Enter the participant's job title and start and end date of worksite experience.
4. Search or add an employer contact. Skip this step if the partner agency is completing the evaluation on behalf of the employer.
5. Select Initial or Final for the evaluation that is being completed.
6. If the employer is completing the evaluation, click the button that says, "Send Email". If the partner agency 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 Customer Profile.

Assessments Not Available Through Illinois workNet

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

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

Search the various assessments by keyword. Select from the list. Assessments include options for TABE, CASAS, Casey Life Skills, Prove-It, WorKeys, DHS Family Assessment, and optional entries.

Verify the information is correct that you have entered for the assessment you selected and hit save.

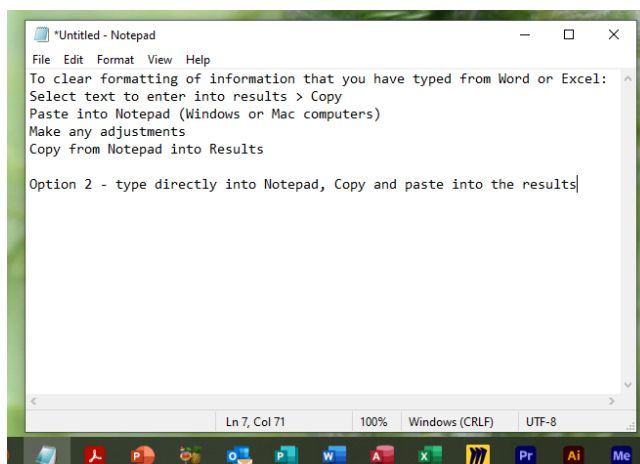
Upon completing the entry, the assessment is tracked in this section of the table.

The description of assessment results on the assessment modal should be unformatted text.

To clear formatting of information that you have typed from Word or Excel:

- Select text to enter results > Copy.
- Paste into Notepad (Windows or Mac computers)
- Adjust the lines and spacing.
- Copy from Notepad into Results

Option 2 - type directly into Notepad, Copy and paste into the results.



Assessments Not Available Through Illinois workNet

ENTER MORE ASSESSMENTS					
Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Updated
No data available in table					
Showing 0 to 0 of 0 entries					
				Previous	Next

SEARCH ASSESSMENTS

What assessment can we help you find?
Keywords will search assessment type, category, functional area, name, and description.

Enter a keyword to search existing assessments

Search

Id	Assessment Name	Type	Category	Area
No Results				

ENTER ASSESSMENT - USERS

*Grey fields are for display purposes only.
Type directly into text boxes or copy unformatted text only.*

Assessment Name *

Assessment Description *

Assessment Type *

Assessment Category *

Assessment Date *

Results *

Did completing this assessment result in a credential? *

What did you use this assessment for?

Career Coaching
 Identify Talent
 Referrals
 Career Guidance
 Improve Performance
 Other
 Eligibility
 Job Alignment

How was this assessment delivered?

Computer-Based
 Self-Guided
 Interview
 Proctored
 Scenario
 Written

Save Close