

## 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

**Grantees/Career Planners** - 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 results of their activity on the assessment section of the “My Dashboard”.

### Directions

Use of the assessment tools offered through Illinois workNet and other to track customer information within their 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>

### Accessing the Assessment Tool

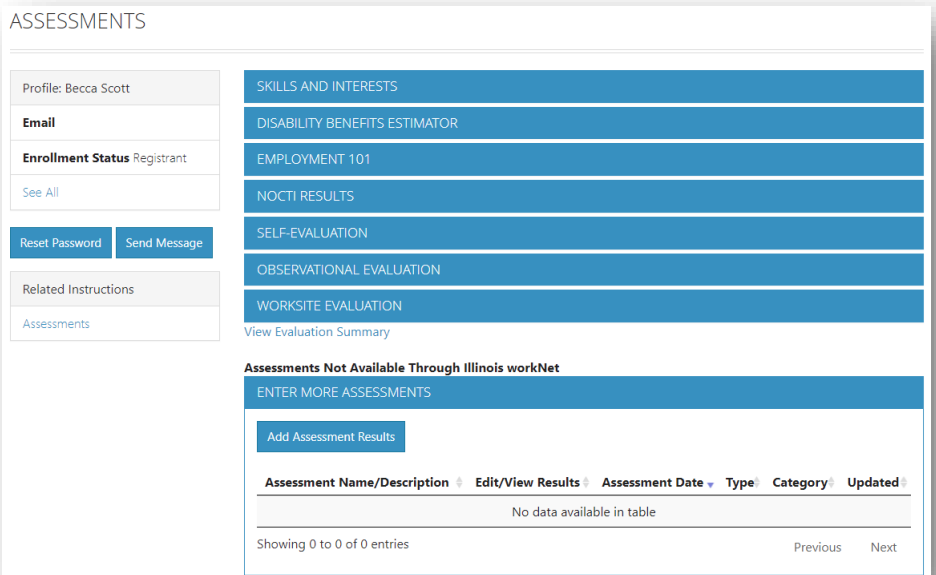
1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select the **Groups** in the top menu.
6. Select **Youth Career Pathways PY 21**.
7. Select the **customer's name** to access their information.
8. Select the **Assessments** located in the Participant Summary Tools section on the left side panel.

### From the Customer Profile

Career Planners can view assessment results the customer has completed or enter results from other applicable assessments like TABE or CASAS.

Click the header name to open the section.

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



ASSESSMENTS

Profile: Becca Scott

**Email**

**Enrollment Status** Registrant

See All

Reset Password Send Message

Related Instructions

Assessments

- SKILLS AND INTERESTS
- DISABILITY BENEFITS ESTIMATOR
- EMPLOYMENT 101
- NOCTI RESULTS
- SELF-EVALUATION
- OBSERVATIONAL EVALUATION
- WORKSITE EVALUATION

View Evaluation Summary

**Assessments Not Available Through Illinois workNet**

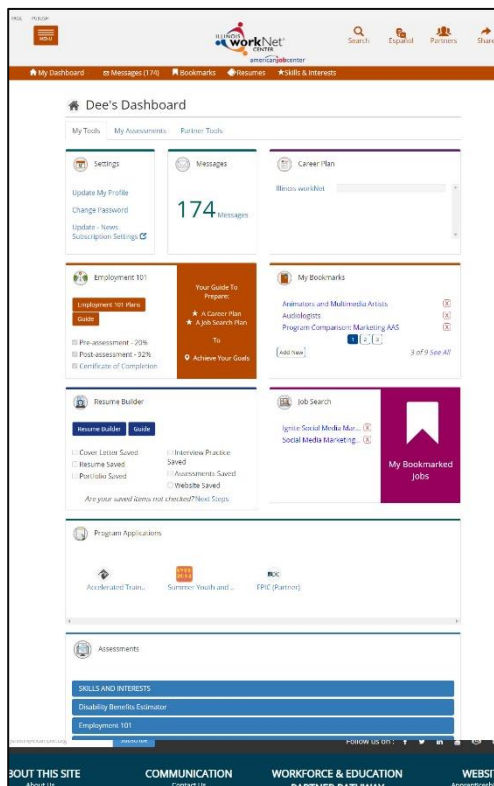
ENTER MORE ASSESSMENTS

Add Assessment Results

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



Dee's Dashboard

My Tools My Assessments Partner Tools

Settings Messages Career Plan

174 Messages

Employment 101

My Bookmarks

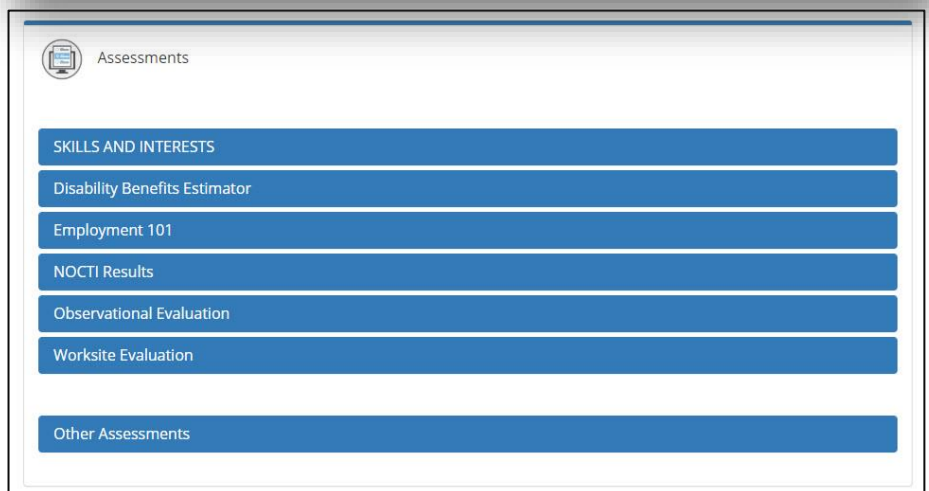
Resume Builder

Job Search

Program Applications

Assessments

- SKILLS AND INTERESTS
- Disability Benefits Estimator
- Employment 101



Assessments

- SKILLS AND INTERESTS
- Disability Benefits Estimator
- Employment 101
- NOCTI Results
- Observational Evaluation
- Worksite Evaluation
- Other Assessments

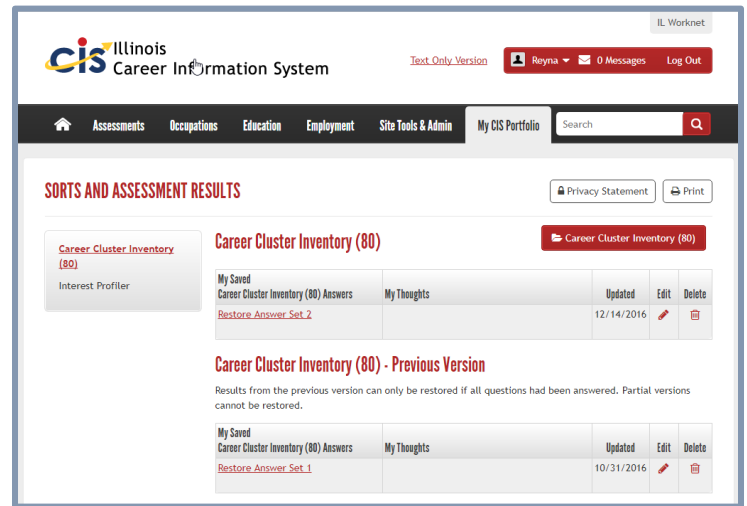
### Skills and Interest

The Career Information System (CIS) is an external tool that Illinois workNet uses to assess skills and interest of customers. There are five 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 application customers are prompted to complete one of the CIS surveys to help determine placement and goals. Employment 101 engages the customer with the other four CIS surveys.



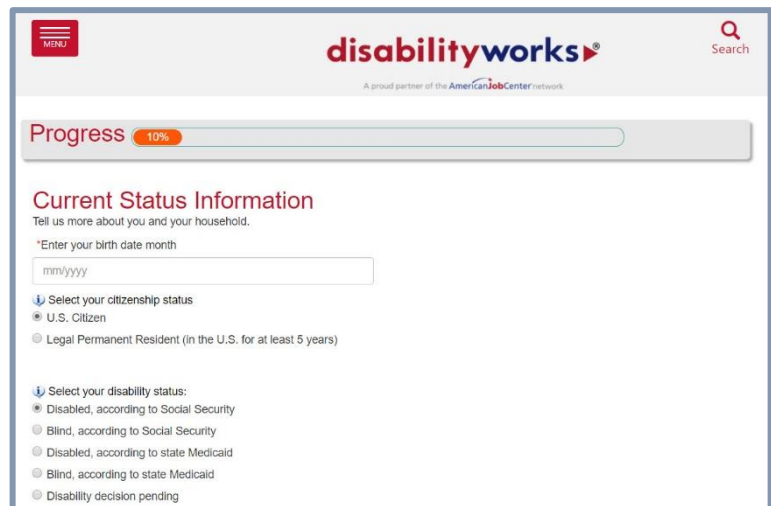
Instructions: [https://www.illinoisworknet.com/DownloadPrint/Using%20Skill%20and%20Interest%20Surveys%20-%20Customer\\_FINAL.pdf](https://www.illinoisworknet.com/DownloadPrint/Using%20Skill%20and%20Interest%20Surveys%20-%20Customer_FINAL.pdf)

### 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 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, date taken, click on and view plans, and download a copy of the certificate of completion.

Partner and customer guides for Employment 101 and NOCTI can be found here:  
<https://www.illinoisworknet.com/partners/Pages/Assessments.aspx>

## NOCTI Results

NOCTI is the largest provider of industry-based credentials and partner industry certifications for career and technical education (CTE) programs across the nation. Illinois workNet uses NOCTI assessments to determine skill levels in reading, writing, math, and essential skills.

Click on the number in the score column to view the results of the customer's test.

From the results pop-up:

- View the individual scores from each component.
- Download a certificate if the customer passed.

Use the results of this assessment to determine any specific areas that might need to be reviewed with the customer.

NOCTI RESULTS			
Date	Score	Result	National Average
2/15/2016	89	Passed	78.6

Showing 1 to 1 of 1 entries

Previous 1 Next

[NOCTI Skill Badge](#)
[NOCTI Customer Guide](#)

NOCTI TEST DETAILS		
Item	Title	Score
1	Reading Skills	83
2	Math Skills	67
3	Writing Skills	82
4	Speaking and Listening Skills	87
5	Computer Literacy	75
6	Reasoning, Problem-Solving, and Decision-Making	70
7	Understand the "Big Picture"	70
8	Work Ethic	50
9	Positive Attitude	71
10	Independence and Initiative	70
11	Self Presentation	75
12	Attendance	100
13	Team Member	85

Showing 1 to 13 of 13 entries

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Close



## 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 customer include what the rubric defines for the customer'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 Career Planner 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 Career Planner 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.



**CUSTOMER WORKSITE EVALUATIONS**

**Customer**  
 White House  
 681 681  
 689  
 Chicago, IL 60636  
 Phone: (681) 681-6899  
 Email: whitehouse@test.com

STEP 1 SELECT AN EMPLOYER

Search Employer New Employer

Org Id

STEP 2 COMPLETE CUSTOMER JOB TITLE AND EMPLOYMENT DATES

STEP 3 SELECT EMPLOYER CONTACT

STEP 4 INITIAL OR FINAL

STEP 5 FINISH

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## Assessments Not Available Through Illinois workNet

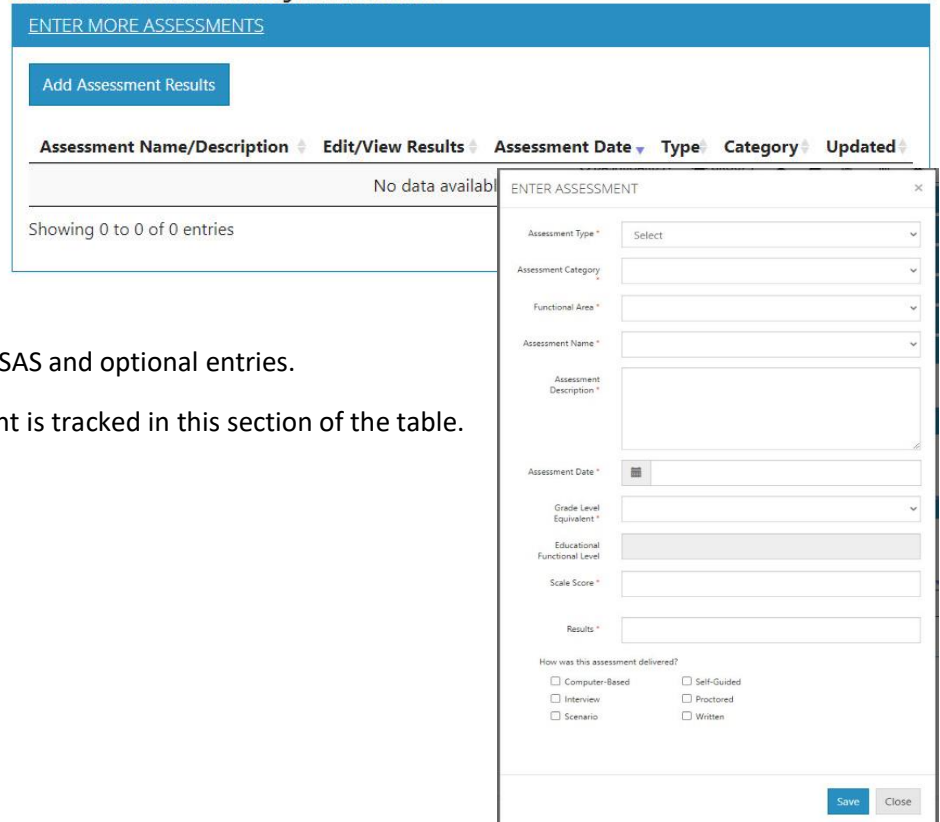
There are many assessments that Illinois workNet Partners use to assess customers.

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

Assessments include options for TABE, CASAS and optional entries.

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

### Assessments Not Available Through Illinois workNet



ENTER MORE ASSESSMENTS

Add Assessment Results

Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Updated
No data available					

Showing 0 to 0 of 0 entries

ENTER ASSESSMENT

Assessment Type \*

Assessment Category

Functional Area \*

Assessment Name \*

Assessment Description \*

Assessment Date \*

Grade Level Equivalent \*

Educational Functional Level

Scale Score \*

Results \*

How was this assessment delivered?

Computer-Based     Self-Guided  
 Interview     Proctored  
 Scenario     Written

Save Close