

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 Too

- 1. Log into <u>www.illinoisworknet.com</u>.
- 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".



Profile: Becca Scott	SKILLS AND INTERESTS
Email	DISABILITY BENEFITS ESTIMATOR
Enrollment Status Registrant	EMPLOYMENT 101
See All	NOCTI RESULTS
leset Password Send Message	SELF-EVALUATION
	OBSERVATIONAL EVALUATION
Related Instructions	WORKSITE EVALUATION
Assessments	View Evaluation Summary
	Assessments Not Available Through Illinois workNet ENTER MORE ASSESSMENTS
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Assessment Tool

December 2021 v3

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.

Cis Illinois Career Inf	Drmation System	Text Only Version	Reyna	▼ 🗹 0 Messages		g Out
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Instructions: 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.

A proud partner of the American Job Center Instruct.				
Progress (10%))			
Current Status Information				
Tell us more about you and your household.				
*Enter your birth date month				
mm/yyyy				
Select your citizenship status				
U.S. Citizen				
Legal Permanent Resident (in the U.S. for at least 5 years)				
i Select your disability status:				
Disabled, according to Social Security				
Blind, according to Social Security				
Disabled, according to state Medicaid				
Blind, according to state Medicaid				
Disability decision pending				

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 results of the customer's test.

From the results pop-up:

- View the individual scores from each ٠ component.
- Download a certificate if the custo

Use the results of this assessment to deter specific areas that might need to be review customer.

NOCTI RESULTS						
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	3	Writing Skills			82	
	4	Speaking and Listening Skills			87	
	5	Computer Literacy			75	
	6	Reasoning, Problem-Solving, and Decisio	on-Making		70	
	7	Understand the "Big Picture"			70	
each	8	Work Ethic			50	
	9	Positive Attitude			71	
	10	Independence and Initiative			70	
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Assessment Tool

December 2021 v3

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 Career Planner 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 Career Planner 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.

During the application customers are prompted to complete th evaluation to help determine placement and goals.

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DRSERVATIONAL EVALUATION

Observational Evaluation

The Observational Evaluation allows the Career Planner to assess workplace skills demonstrated over time in classes or agency interactions. The assessment is based upon 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.

Instructions:

https://www.illinoisworknet.com/partners/EPIC/Documents/Observational%20Evaluation%20partner FINAL.pdf

EVALUATION						
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Assessment Tool

December 2021 v3

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.
- Step 1 Select AN EMPLOYER

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 Step 2 COMPLETE CUTOMER/08 TITLE AND EMPLOYMENT DATES

 Step 3 SELECT EMPLOYER CONTACT

 Step 3 SELECT EMPLOYER CONTACT

 Step 5 FINISH

 Step 5 FINISH

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CUSTOMER WORKSITE EVALUATIONS

- 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.

Customer White House 681 681

Chicago, IL 60636

Phone: (681) 681-6899 Email: whitehouse@te

- 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.

Assessments Not Available Through Illinois workNet There are many assessments that Illinois workNet Partners use to assess customers.	Assessments Not Available Through Illinois workNet ENTER MORE ASSESSMENTS Add Assessment Results Assessment Name/Description Edit/View Results	Assessment Da	ite - Type Category≑ Updated -
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