2021
COLLEGE CHANGES EVERYTHING®
CONFERENCE

ILLINOIS workNet® CENTER

americanjobcenter®

Assess Skills & Talents

Use Illinois workNet Tools to Better Assess and Explore Career Opportunities

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – July 2021

- What assessments are you currently using?
- What do you want or need to evaluate?

ILLINOIS WORKNET: BENEFITS FOR STUDENTS AND INSTRUCTORS

ALL RESOURCES ARE FREE!

STUDENTS: access resources and tools to explore careers, training, and skills needed to reach their training and employment goals.

INSTRUCTORS: access the same resources and tools in addition to instructor guides and partner tools to recover passwords, view student assessments, plans, saved resumes, and more.

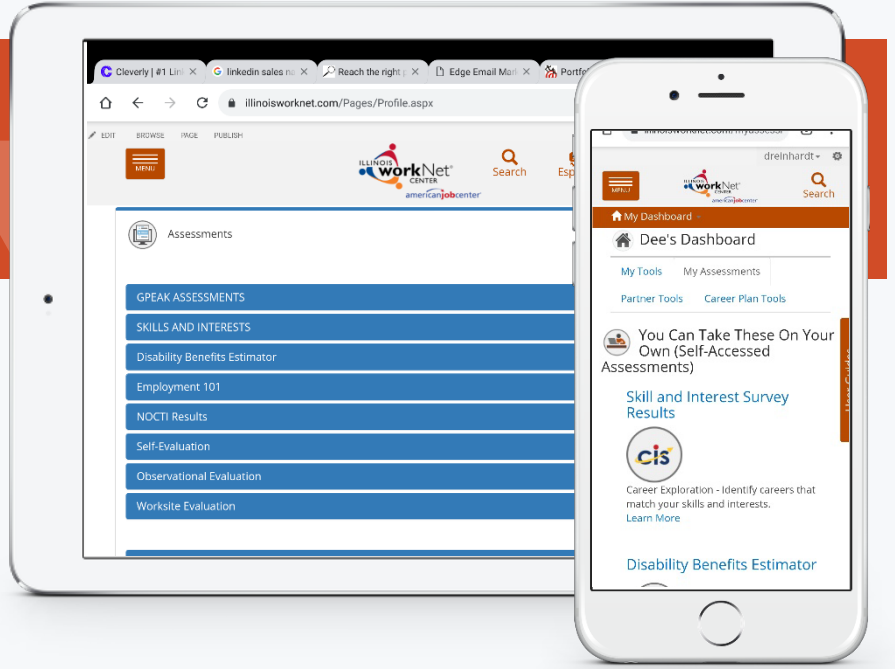
CUSTOMER SUPPORT CENTER (CSC): create a group to track students' progress through the career planning process.

GO ALL 2025 COLLEGE CHANGES EVERYTHING

ACCESSIBLE & RESPONSIVE DESIGN

ALL TOOLS ARE RESPONSIVE TO A PHONE OR TABLET, AS WELL AS WORKING ON A LAPTOP OR DESKTOP.

Visit Illinois workNet using your phone or tablet.



ACCESSIBILITY

Illinois workNet is built and tested to ensure compliance with W3C Section 8 Guidelines and meets accessibility standards of Illinois Information Technology Accessibility Act.

For More information visit:
www.illinoisworknet.com/accessibility

GOAL 2025 COLLEGE CHANGES EVERYTHING

SESSION AGENDA

Assessments on Illinois workNet:

- **Overview**
- **Demonstration**
- **Next Steps**

GOAL 2025 COLLEGE CHANGES EVERYTHING

ILLINOIS workNet CENTER
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ASSESSMENTS

Assist students to identify:

- Strengths and Interests
- Employability and Transferable Skills
- Work Values
- Personal Priorities for Employment

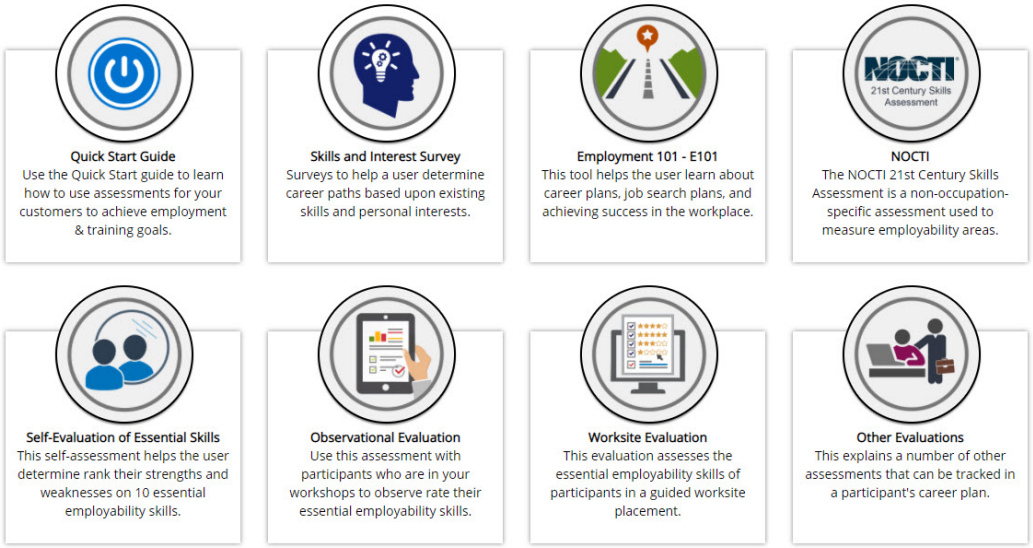
ASSESSMENTS

WORKING TOGETHER

Assessments are part of the self-awareness process that relies on active participation of the student.

WHAT

- Student understands the process.
- Instructor/coaches explain the outcomes.
- Student and instructor work together to create a plan based upon results.



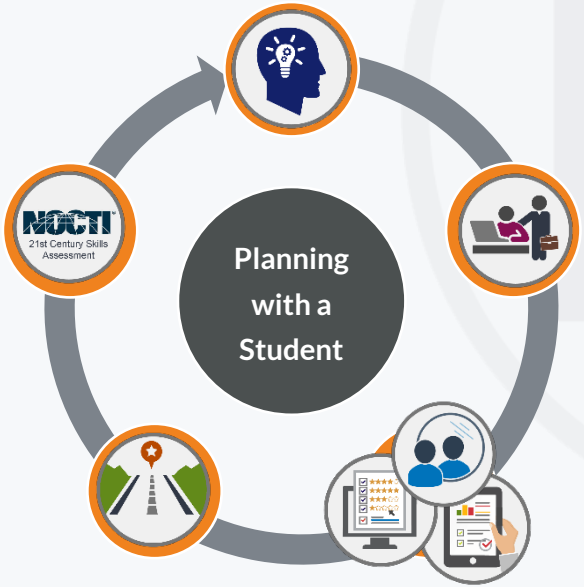
Partner Tools

www.illinoisworknet.com/Assessments

HOW ASSESSMENTS WORK TOGETHER

SKILLS & INTERESTS
Student finds the starting point to begin planning.

NOCTI
Assesses a student either before they begin or at the end of a program, then provides a "certificate" to share with employers.



OTHER ASSESSMENTS
TABE and Casey Life Skills help develop a plan for overcoming challenges and improve basic education.

EMPLOYMENT 101 GEN2
Guides a student through the entire process including accessing most assessments and starting a plan of action.

ESSENTIAL SKILLS
A trio of assessments measures how a student demonstrates Essential Employability Skills.

TWO TYPES OF ASSESSMENTS

SELF-ACCESS

- Skills and Interest Survey
- Self Evaluation of Essential Skills*
- Employment 101*

STAFF-ASSISTED

- NOCTI
- Observational Evaluation
- Worksite Evaluation
- Other Evaluations

GOAL 2025 COLLEGE CHANGES EVERYTHING

** May be completed with the assistance of a staff person.*

Career Cluster Inventory

Rate 80 activities as like very much, like, dislike, or not sure.
Results: Provides a graph indicating how your interests match up to each career cluster area.

Duration : 5-25 minutes

Interest Profiler

There are 180 activities. Choose if you like, dislike, or are unsure for each activity.
Results: Organizes interests into 6 categories of work with a score between 0 and 30.

Duration : 10-20 minutes

Work Importance Locator

Group 20 statements based on how important the work aspect is to you.
Results: Provides scores for 6 work values and occupations for each work value.

Duration : 5-15 minutes

Reality Check

15 questions to help you identify specific occupations to choose from based on the cost of living expenses in a specific city/region.
Results: Provides a list of occupations, training/education needed, and salary earned in the city/region of your interest.

Learning Style Survey

Rate 24 activities as "Often, "Sometimes, or "Not Often" to discover your learning style.
Results: Provides scores for three learning styles such as auditory, tactile, and visual.

SKILLS AND INTEREST SURVEYS

SKILLS AND INTEREST SURVEYS

Students can take one or all five of the surveys. Some programs incorporate Career Cluster to help students understand what they like to do and how it relates to career choices. This is the first step in deciding upon a career pathway.

Career Cluster Inventory

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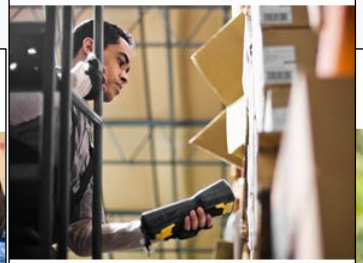

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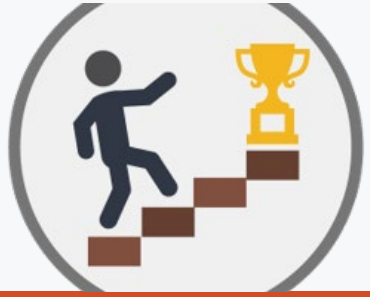
Skills and Interests Article: https://www.illinoisworknet.com/pages/article.aspx?articleID=394

EMPLOYMENT 101 GEN2

- This assessment is a learning opportunity.

CREATE A JOB SEARCH PLAN

Students create a job search plan by working through the process of learning about resumes, interview prepping, and networking.

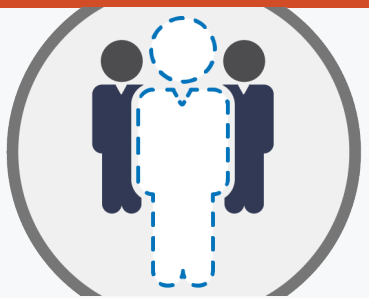


EARN A CERTIFICATE

After scoring 70% or better on a post-assessment, students earn a certificate and digital badge to share with future employers.

CREATE A CAREER PLAN

Students work through the process of creating a career plan including explore careers, training, and advancement.



ACHIEVE SUCCESS

Students learn ways to be successful in their chosen career path when they land a new position. This includes skills like budgeting.

New for Gen 2

FEATURES INCLUDED IN E101 GEN 2

Some existing features and new features created for Gen 2 wait for students in Employment 101.

Employment 101

Use this tool to create a Career Plan, Job Search Plan and learn how to Achieve Success on the job.

Assessments

Use these assessments and evaluations to understand where you are with your skills and experiences.

Career Plan

Use this tool to track steps and goals you create to help you achieve success in your chosen career field.

Notes

Use this tool to keep track of things you need to do related to your career plan and job search plan.

Compare Careers

Use this tool to compare the career choices you make in Illinois workNet.

Compare Training

Use this tool to compare the training selections you make in Illinois workNet.

Job Search Organizer

Use this tool to track the activities related to jobs that you find on Illinois workNet, or add your own.

Resume Builder

Use this tool to create and edit resumes, cover letters, portfolios and more.

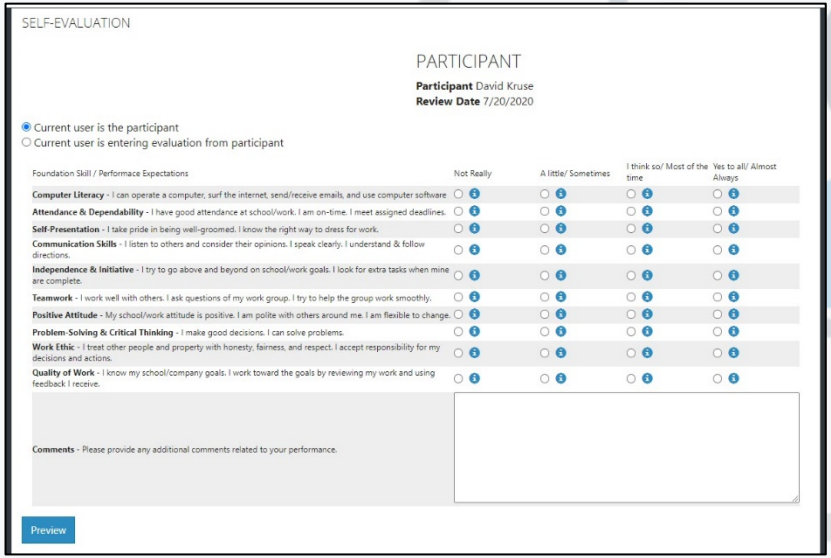
GOAL 2025 COLLEGE CHANGES EVERYTHING

- Do you prep students for work experiences outside of the classroom?
- If so, how do you utilize assessments to prepare the student for those experience?

SELF-EVALUATION OF ESSENTIAL SKILLS

Several state agencies, with a direct interest in the skill growth of our state residents, created a framework for Essential Employability Skills. Illinois workNet created a tool to allow an individual to self-assess their status/knowledge of the top 10 skills. This is a self-accessed assessment, but partners can prompt students to take the assessment. The categories on self-evaluation directly correlate with the Worksite Evaluation.

- Computer Literacy
- Attendance & Dependability
- Self-Presentation
- Communication Skills
- Independence and Initiative
- Teamwork
- Positive Attitude
- Problem Solving & Critical Thinking
- Work Ethic
- Quality of Work


SELF-EVALUATION

PARTICIPANT

Participant David Kruse
Review Date 7/20/2020

◉ Current user is the participant
○ Current user is entering evaluation from participant

Foundation Skill / Performace Expectations	Not Really	A little/ Sometimes	I think so/ Most of the time	Yes to all/ Almost Always
Computer Literacy - I can operate a computer, surf the internet, send/receive emails, and use computer software	○	○	○	○
Attendance & Dependability - I have good attendance at school/work. I am on-time. I meet assigned deadlines.	○	○	○	○
Self-Presentation - I take pride in being well-groomed. I know the right way to dress for work.	○	○	○	○
Communication Skills - I listen to others and consider their opinions. I speak clearly. I understand & follow directions.	○	○	○	○
Independence & Initiative - I try to go above and beyond on school/work goals. I look for extra tasks when mine are complete.	○	○	○	○
Teamwork - I work well with others. I ask questions of my work group. I try to help the group work smoothly.	○	○	○	○
Positive Attitude - My school/work attitude is positive. I am polite with others around me. I am flexible to change.	○	○	○	○
Problem-Solving & Critical Thinking - I make good decisions. I can solve problems.	○	○	○	○
Work Ethic - I treat other people and property with honesty, fairness, and respect. I accept responsibility for my decisions and actions.	○	○	○	○
Quality of Work - I know my school/company goals. I work toward the goals by reviewing my work and using feedback I receive.	○	○	○	○
Comments - Please provide any additional comments related to your performance.				

Preview

Self-Evaluation Article: https://www.illinoisworknet.com/pages/article.aspx?articleID=397

OBSERVATIONAL EVALUATION

- Students are observed, then feedback is given.

OBSERVED MULTIPLE TIMES

This ensures a skill set is habitual rather than a temporary performance. A rubric provides a way to measure the observation.

Action: 16 skills are covered in 5 basic sections: Fundamentals, Work Ethic/Character, Problem Solving, Interpersonal, and Computer.

Students Practice: Skills are practiced in a classroom setting instead of at a worksite.

Results: Students earn a yes/no in fundamentals and either meet standards or exceed standards in the other areas.

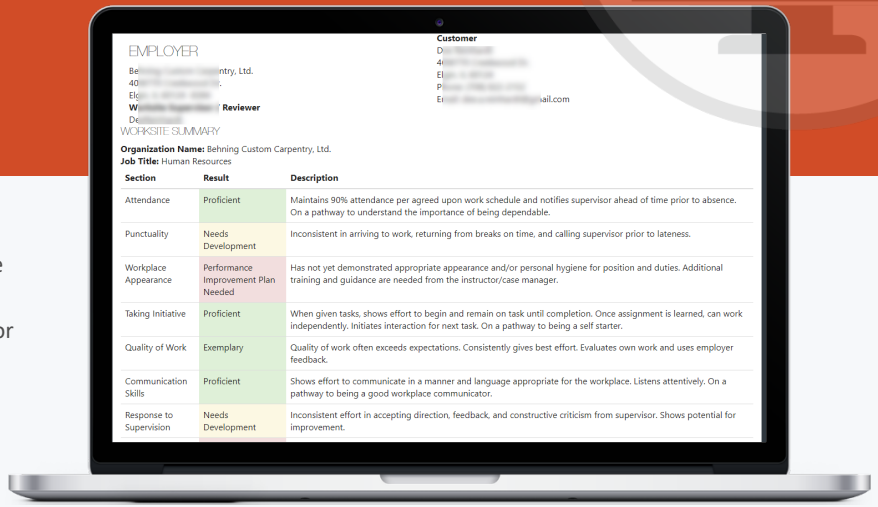
Student Access: Any student can view evaluation results under “My Dashboard”.

WORKSITE EVALUATION

- Worksite Evaluation is conducted by a worksite supervisor.

WORKER'S SKILLS OBSERVED

Observations happen in different situations during a work experience.



Opportunity for Feedback: This evaluation provides a way for a student to receive constructive feedback on job performance within specific parameters.

Easy to Use: Partners can email the evaluation to the supervisor or complete it on the worksite's behalf. A rubric provides the measurement levels.

This evaluation syncs with the Self-Evaluation using the same measurements but varies based upon the specific evaluation.

Worksite Evaluation Article: https://www.illinoisworknet.com/pages/article.aspx?articleID=394

NOCTI 21ST CENTURY SKILLS FOR WORKPLACE SUCCESS

NOCTI 21st Century Skills Assessment is a non-occupation-specific assessment used to measure employability areas identified in the National Career Cluster model. The results can help students identify their current skill level and skills that need enhancement. Partners, who review the results with their students, can guide them to correct resources to enhance their required skills. Illinois workNet partners access this assessment for free.

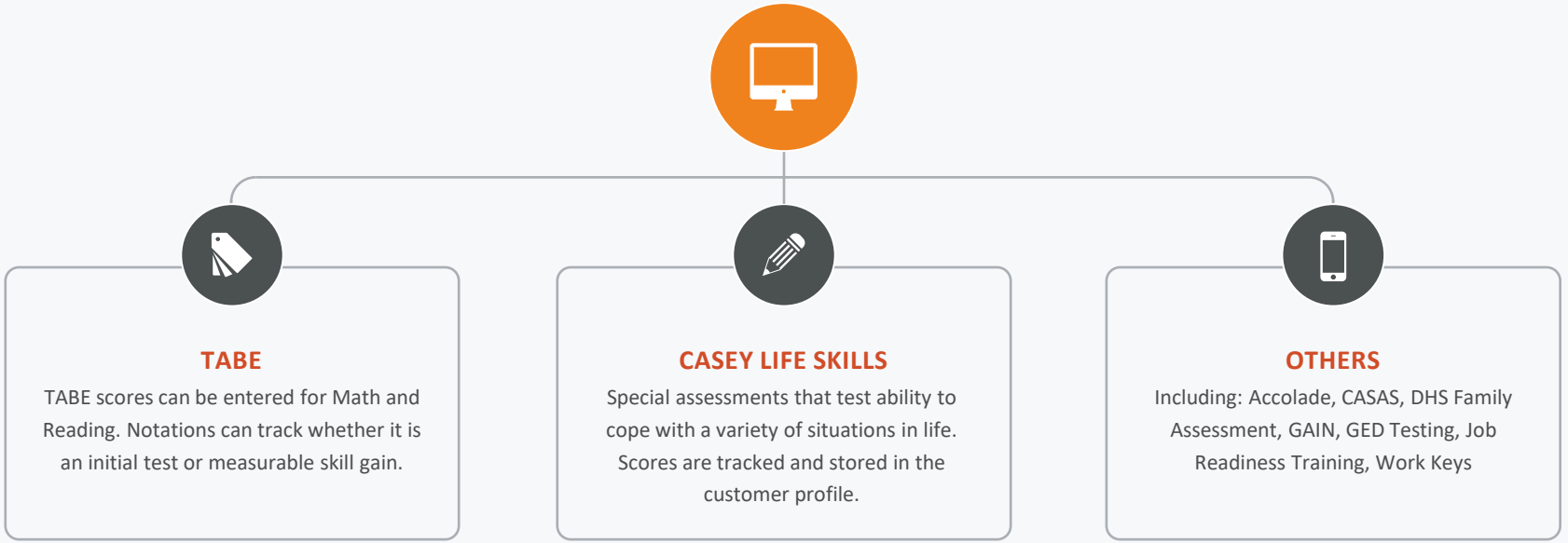
NOCTI Measures Skills including:

- Reading
- Math
- Writing
- Speaking & Listening
- Employability
    - Computer Applications and Digital Media
    - Reasoning, Problem-Solving, and Decision Making
    - Understanding the “Big Picture”
    - Work Ethics
    - Positive Attitude
    - Independence and Initiative
    - Self-Presentation
    - Attendance
    - Collaboration
    - Personal Health and Wellness
    - Entrepreneurship
    - Personal Finance

NOCTI Article: https://www.illinoisworknet.com/pages/article.aspx?articleID=396

OTHER ASSESSMENTS

- Illinois workNet tracks assessments outside our system. A few include:



TABE

TABE scores can be entered for Math and Reading. Notations can track whether it is an initial test or measurable skill gain.

CASEY LIFE SKILLS

Special assessments that test ability to cope with a variety of situations in life. Scores are tracked and stored in the customer profile.

OTHERS

Including: Accolade, CASAS, DHS Family Assessment, GAIN, GED Testing, Job Readiness Training, Work Keys

DEMONSTRATION & QUESTIONS

NEXT STEPS

- Try assessments for yourself.
- Identify assessments you would integrate in your program.
- Learn how Customer Groups help track your student's progress.

GOAL 2025 COLLEGE CHANGES EVERYTHING

Quick Start Guide to Assessments: https://www.illinoisworknet.com/partners/Pages/AssessGetStarted.aspx

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