

**Effective Date:** June 5, 2014

**Contact Person:** Agency Planner

## **OPERATIONAL DEFINITION:**

### **Career Assessment Tools, Credentialing and Self-Marketing**

Career Planning and Coaching, which supports participants in making job and career choices, are important services. WFS measure outcomes of the services which are found in the Report Card Outcome Measures for Workforce Solutions and our contracted ES providers. Use of well-established assessment tools will augment Counselors' ability to assess participants' interests, aptitudes, hard and soft skills and can provide valuable guidance in the process of choosing a career or changing a career. Participants will be able to self-identify their skills/strengths and explore other career opportunities. Assessment tools may be used beginning at initial contact between job seekers and employment counselors and continue through long-term employment retention.

WFS' administration team researched several well-known and established, free web-based (online) assessments and selected O\*NET (The Occupational Information Network) and ISEEK as the top choices for our own use and recommend for use by our contracted vendors. Labor Market information can also be found at the DEED website: <http://mn.gov/deed/>

#### **1. ONET website: <http://www.onetcenter.org>**

ONET is an interactive application that provides tools and assessment for occupational exploration and search. This no-cost set of career exploration tools is provided by the US Department of Labor/Employment and Training Administration (USDOL/ETA).

#### **ONET is multilayered and consists of several services:**

- ONET Interest Profiler Short Form: <http://www.onetcenter.org/IPSF.html?p=3> . This assessment tool provides the user an accurate and reliable profile of their vocational interests that helps identify their work-related interests and occupation and focuses career search activities.
- My Next Move: *Displays your Interest Profiler results* which correspond to six interest areas of occupational themes. Holland codes link: <http://www.onetonline.org/find/descriptor/browse/Interests/>
- Explore Job Zones: Five zones (levels) of experience, education, and training needed for a job or occupation. Click a zone and a list of occupations is displayed: <http://www.onetonline.org/find/zone>
- Browse by Career Cluster: Career Clusters contain occupations in the same field of work that require similar skills: <http://www.onetonline.org/find/career>
- Summary Report for an occupation: <http://www.onetonline.org/link/summary/43-3021.00>

**2. ISeek website:** <http://www.iseek.org/>

ISeek is a Joint Powers Organization with board membership from Minnesota State Agencies, and Minnesota's comprehensive career, education and job resource. A repository of data and resources in one place that is displayed in user-friendly ways and has no costs for the end users.

**ISEEK services include:**

- Goal-setting web content and exercises Skill Profiler tools (e.g., ISEEK and CareerOneStop)
- Interest Inventory (online, MNCareers)
- Research jobs, resumes, cold calls, interviewing tracking
- In-Demand Jobs
- Business for self-employment
- Licensed occupations
- Content and exercises on ISEEK, DEED Creative Job Search, and COS that can be tailored to support needs of audience
- Take the ISeek Skills Assessment: <http://www.iseek.org/careers/what-assessment.html>

**3. Other important assessment tools and career websites can be found in the document below:**



Job Seeker Resource  
List.docx

**4. National Career Readiness Certification (NCRC) / Job Connect**

WFS and our contracted MFIP providers are moving in a direction where there will be increased emphasis on credentialing and self-marketing. WFS recommends ES agencies and Employment Counselors to be familiar with NCRC assessment tool, and regularly communicate and recommend it to their job seekers. The NCRC is a nationally recognized credential that many major employers seek from their otherwise, well-qualified candidates. The NCRC is comprised of three Work Keys assessments: Applied Mathematics, Locating Information, and Reading for Information. A Certificate is awarded to those who score satisfactorily in each of the three categories, and may serve as a self-marketing credential. Those who pass receive Platinum, Gold, Silver, or Bronze levels. Different occupations require specific achievement levels for each of the three assessment categories.

More information about NCRC is offered at Job Connect/WorkKeys:

[http://www.jobconnectmn.govoffice2.com/index.asp?Type=B\\_BASIC&SEC={45B66D60-E411-49F3-AA29-F0723E109E7B}](http://www.jobconnectmn.govoffice2.com/index.asp?Type=B_BASIC&SEC={45B66D60-E411-49F3-AA29-F0723E109E7B})

**NCRC Plus soft skills** is available on a cost per person basis, please connect with your Planner for details.