

LEARN

Find Schools

Compare Schools

Scholarship Finder

Your Portfolio

Implementation Ideas How does this fit with the goals at my school?

Who can help with this?

Professional Tools

Why is this useful for me?

What can I do here?

For more direction on professional tools, check out a 1 hour webinar – Register at cfnc.org

	CHOICES PLANNER for 9th – 12th grade		
	Work	Learn	Your Portfolio
9th	<u>Assessment</u> : Complete Interest Profiler <u>September LSI Activity</u> Browse Cluster Finder View Careers/Programs by education level Begin Guideway 1 Learning Styles Inventory	Review College Plan for 9 th Explore 2 career clusters and 2 programs from each cluster- add to portfolio Find a school in NC that offers those programs <u>Feb Transcripts & Academic Planning Activity</u>	Save 2 schools Complete reflection Save 2 careers/ programs Journal entry
10th	<u>Assessment</u> : Career Finder Shortcut Career Finder Find/Compare Careers Begin Guideway 2 <u>Jan Career and Your Interests Activity</u>	Review College Plan for 10 th Use school finder: alpha list of NC schools Students select school characteristics to identify schools of interest to them <u>April College Costs and Ways to Pay Activity</u>	Journal entry Update saved schools Journal entry
11th	<u>Assessment</u> : Do What You Are Transferable Skills check list Begin Guideway 3 Work Values Sorter	Review 11 th student planner <u>August Junior Progress Check Activity</u> Browse Alpha list of majors <u>May Preparing for College Applications Activity</u>	Save 2 potential majors/schools Update “all about me “ Journal entry
12th	ASSESS: Basic Skills Survey Workplace Skills inventory <u>Nov Careers and You Activity</u> Resume Builder <u>April Resumes 101 Activity</u> Job Interview Practice	College Plan for 12 th review monthly activities/ tasks Browse scholarship finder Id 3 scholarships to add to portfolio <u>Jan FAFSA Activity</u>	Upload resume Journal entry

Find the Guideways at the home page of Choices Planner
 Find the Activities at www.CFNC.org/curriculum - monthly activities for grades 6-12

Introduction to Choices Assessments 2009

The *Choices* suite of assessment tools are designed to assist users in determining their career area interests, work values, and work skills. The assessments provide a key link between users and the occupational information contained in the *Choices CD* and *Choices Planner* databases, helping users to thoroughly explore occupational possibilities and the multiple facets thereof and to assess whether they may want to consider these occupations as possible career choices.

Interest Profiler

The Interest Profiler measures six occupational interests (compatible with Holland's R-I-A-S-E-C Interest Structure (Holland, 1985)): Realistic, Investigative, Artistic, Social, Enterprising and Conventional. This assessment encourages users to explore their interests in relationship to future work possibilities by asking participants to indicate the extent to which they like or dislike each of the activities presented.

The Interest Profiler assessment has 180 questions. At completion of the assessment, the six occupational interests are presented in order of the participant's highest interest to lowest interest. Results can be applied, along with other factors, in the user's search for occupations. Most participants can complete the Interest Profiler and print the results within 15 to 20 minutes. For more technical information about the instrument from the developer, see the U.S. Department of Labor O*NET site at: <http://www.onetcenter.org/IP.html>

Transferable Skills Checklist

The Transferable Work Content Skills (TWCS) Checklist in *Choices CD Edition* and Transferable Skills Checklist in *Choices Planner* are self-assessment tools that can be used by both adults with a work history and youth who are in the process of developing career plans.

As a self-assessment tool, the TWCS Checklist asks users to identify items that they feel describe their functional levels. Therefore the results are descriptive rather than predictive in nature. This type of assessment does not produce traditional "scores" that are derived from comparing users' results to the scores of normative groups.

Transferable Work Content Skills are skills that refer to activities of the worker in relation to data, people and things. Using the TWCS Checklist, participants review, assess and identify the work content skills they have or wish to attain. After the checklist has been completed, the participant's responses are organized in a list of skill clusters and statements they have identified. They can then select one or more skills from the list and obtain a list of occupations to which those skills and skill levels have been assigned. The results obtained from completing the TWCS Checklist may provide the basis for exploring employment and career options. Using *Choices Planner's* Career Finder tool, or *Choices CD's* Search tool, participants may also identify their best career matches by combining their skills results with other criteria to obtain a list of suggested occupations. Based on the extent to which a person moves completely through the 25 TWCS clusters, administration may take 20 to 30 minutes.

Work Importance Locator / Work Values Sorter

Defined beneath six broad categories: Achievement, Independence, Recognition, Relationships, Support and Working Conditions, work values are global aspects of work that are important to a person's job satisfaction.

The Work Importance Locator in *Choices CD Edition* and Work Values Sorter in *Choices Planner* are assessments of the values a person considers important in a work setting. Work value statements are electronically placed in a matrix that allows the user to assign a level of importance for each statement. The score reflects the five broad work values in order of importance to that person. Users can use their results to evaluate occupations in terms of the degree to which their pattern of values would be supported, either by linking to the matching occupations that are presented, or by using their results in a search. Participants can generally work through the Work Importance Locator and obtain results within 10 to 15 minutes. For more technical information about the instrument from the developer, see the U.S. Department of Labor O*NET site at <http://www.onetcenter.org/WIL.html>

Basic Skills Survey

The Basic Skills Survey is designed to assess skills in core areas. Users are presented with a series of statements describing increasingly difficult tasks, and they are asked to indicate which activity they feel they could successfully perform today. These skills statements are concrete activities that illustrate advancing levels of achievement. The Survey is based on the skills reported by the Secretary's Commission on Achieving Necessary Skills (SCANS) used in O*NET to help describe occupations. Basic skills provide the foundation for acquiring new knowledge and skills.

The basic skills in the Survey fall into the following core areas: Reading Comprehension, Active Listening, Writing, Speaking, Mathematics, Science, Critical Thinking, Active Learning, Learning Strategies, and Monitoring. These ten basic skills in O*NET are further defined by seven different levels of achievement, roughly aligned with grade levels as follows:

- Level 1 – 3rd grade level
- Level 2 – 6th grade level
- Level 3 – 9th grade level
- Level 4 – 12th grade and entry-level worker
- Level 5 – College and professional level
- Level 6 – Graduate school and high-achieving professional
- Level 7 – Highest level of professional achievement

In the Basic Skills Survey, users identify the tasks they feel they can successfully perform. As the tasks represent successively higher levels of each skill, their score will reflect the level, 1 – 7, for each of the ten core skills. Participants can generally work through the Basic Skills Survey within 10 – 15 minutes.

Ability Profiler (Optional Add-On)

Aptitude reflects a person's ability to acquire skills and knowledge. Aptitude ratings reflect how quickly and easily a person learns in comparison to others.

The Ability Profiler is a computer-based, multi-aptitude battery that gives individuals one indication of their potential for successfully performing work tasks in specific occupations. The Ability Profiler is an electronic version of the paper-pencil components of the new *O*NET Ability Profiler* (U. S. Department of Labor). The Ability Profiler consists of six subtests: Arithmetic Reasoning, Vocabulary, Three-Dimensional Space, Computation, Name Comparison and Object Matching. Results can help individuals understand their current abilities in order to inform their career exploration and planning processes.

The Ability Profiler usually takes from 60 to 80 minutes to complete; all the subtests are timed, but only the last three subtests are considered "speeded." Users get a printed profile of their test results immediately upon completion. Scores can be compared to the aptitude levels assigned to occupations based on the information. Ability Profiler test results can be saved and used to launch a focused career search in *Choices Planner* or *Choices CD*. For technical information about the original O*NET Ability Profiler from which this computer-administered version was adapted, see www.onetcenter.org and click the Career Exploration Tools tab or visit www.bridges.com/resources.

The Ability Profiler is available as an online assessment which can be purchased and integrated with *Choices Planner*. The software version can be purchased and installed with *Choices CD Edition*.



Cluster Finder

Career Clusters are groups of careers which share similar characteristics. Exploring the Career Clusters can help users identify a range of careers that might interest them.

The Cluster Finder can help users find Career Clusters that are a good match for their interests and skills. The Cluster Finder asks users to identify activities that they like, their personal characteristics and their favorite school subjects. The Cluster Finder usually takes about 15 minutes.

The Cluster Finder is not a validated test like the Interest Profiler, but it can be a great way for students to start finding a general direction for their career plans.

Additional information on all of Choices' assessments can be found in the Choices Professional Manual under Professional Tools.

Assessments

Assessments -- Introduction

Go to the Choices Planner assessments [now](#) or continue reading about this section:

The assessment tools in Choices Planner are designed to assist users in determining their career area interests, work values and work skills. The assessments provide a key link between users and the occupational information contained in the Choices Planner databases. They help users to thoroughly explore occupational possibilities and to assess whether or not they may want to consider these occupations as possible career choices.

Note that the assessments are not designed to tell users which are the only careers to pursue. They are, however, useful for generating leads for further research.

The self-assessment surveys available in Choices Planner are:

1. Interest Profiler (English and Spanish versions)
2. Work Values Sorter
3. Basic Skills Survey
4. Workplace Skills Checklist
5. Transferable Skills Checklist
6. Ability Profiler (optional add-on)

The assessment surveys are not tests. They contain instructions and can be self-administered. However, it can be helpful for the on-site Choices Planner specialist to review the instructions with the individual user or group of users before they begin.

All assessments have the same structure, with a starting page that explains what the assessment is, why you may want to use it, how to complete it and how long it might take. The time taken will be affected by the age and reading abilities of users. No time limit should be imposed, and everyone should be allowed to finish their assessment.

The results of each of the assessments are automatically scored by the Choices Planner program so that they can be used immediately to focus in on corresponding occupations. Assessment results can also be imported into the Career Finder.

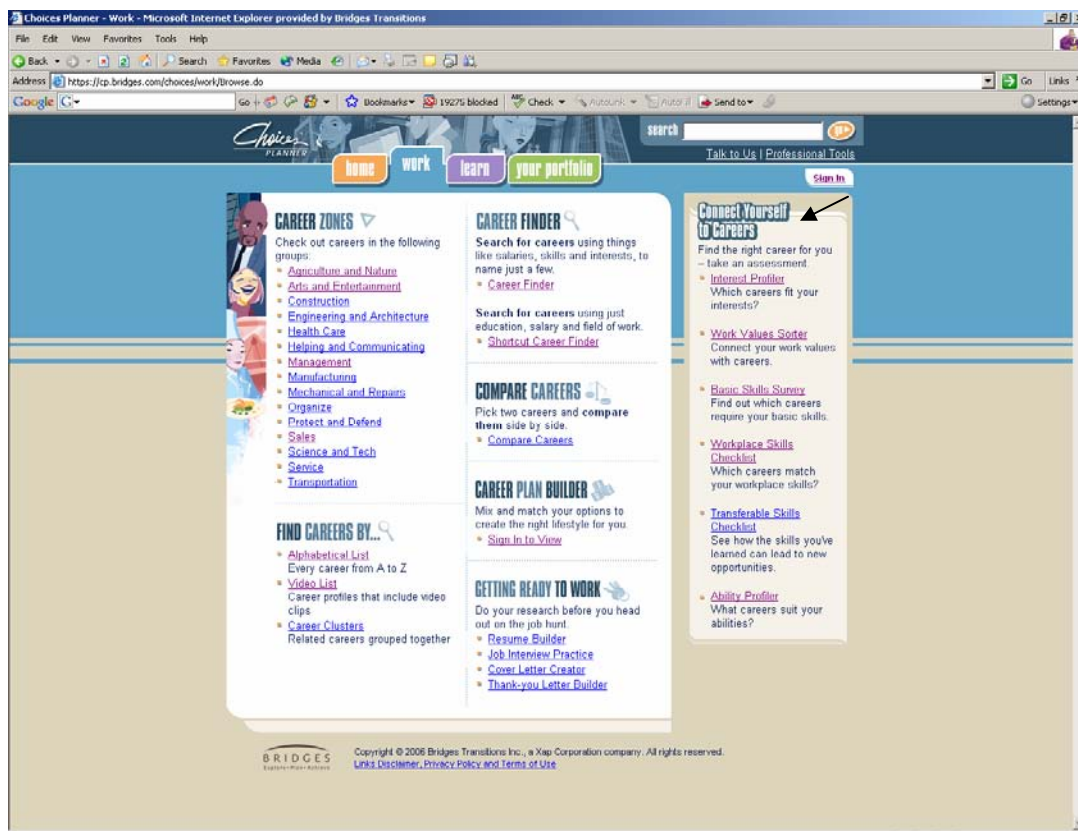
When taking an assessment, users are encouraged to create or open a portfolio. Then their results will be automatically saved to the portfolio. Users retain the option, however, of reviewing their selections or clearing their existing results and completing an assessment again.



Counselors and paraprofessionals are encouraged to use the most appropriate assessment tool based on the needs of their particular user or group of users. Having users complete both checklists that measure skills, for instance, may prove confusing and unfruitful.

All the assessment tools have been tested for reliability and validity. See the following sections for each tool's development and background information.

- [Interest Profiler \(English and Spanish versions\)](#)
- [Work Values Sorter](#)
- [Basic Skills Survey](#)
- [Workplace Skills Checklist](#)
- [Transferable Skills Checklist](#)
- [Ability Profiler \(optional add-on\)](#)



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