

Assessment and Testing Policy

1. Career planning, case management and a participant's service plan (Individual Employment Plan or Individual Service Strategy) should be based on comprehensive assessment for every participant receiving individualized career services or training.
2. Assessment should determine an individual's job readiness, specific employment and training needs, specific strengths and deficiencies, the individual's financial, social, and/or supportive service needs.
3. Assessment justifies the services to be provided.
4. Assessment is an ongoing process that continues from start to the completion of follow-up activities after exit.
5. Assessment includes a review of:
 - a. Career services received
 - b. Other funding options client explored
 - c. Other programs currently enrolled in
 - d. Current skills
 - e. Educational level
 - f. Individual's likelihood to complete training
 - g. Wage and wage increase expectations
 - h. Employment opportunities that result in long-term job retention in the local labor market or an area client is willing to relocate to
6. Comprehensive assessment tests may include:
 - a. Adult Basic Learning Examination (ABLE)
 - b. Comprehensive Adult Student Assessment System (CASAS)
 - c. Test of Adult Basic Ed (TABE)
 - d. Wonderlic
 - e. Myers Briggs Personality Types
7. Assessment results should be documented on the Individual Employment Plan/Individual Service Strategy and in the case notes
8. Testing results should be shared with the individual, preferably in hard copy for him or her to take home.
9. Assessment information should be reviewed at least monthly to determine if additional assessment or testing would be helpful.
10. The Partners will work together to get release of information forms approved that will allow for sharing of assessment information among partner agencies.