

Workforce Solutions Testing and Assessment Toolkit Implementation Guide

Contractor management should review requirements and be prepared to implement the new policy by February 2nd. Use the information provided in this guide

Order a variety of versions online, paper, PC-based, Spanish language and other alternative versions for testing customers who have disabilities.

- ✓ **Keirsey Temperament Sorter:** www.keirsey.com
The Keirsey Temperament Sorter is available in both online and paper versions.
 - Online: requires internet access and ability to print the results
 - Paper: order the self-scoring paper and pencil tests

- ✓ **TABE Locator and TABE Survey (Test 9 & 10):** www.ctb.com
You will need both the TABE Locator and the TABE Survey instruments. Administer the TABE Locator test to determine the appropriate level of the TABE Survey instrument needed for each customer. The TABE Locator and TABE Survey are available online, in paper and in a PC based version.
 - Online: requires internet access and ability to print results.
 - Paper: order test booklets and answer sheets.
 - PC based: computerized administration of TABE. Requires TABE-PC software from McGraw-Hill.

TABE Locator and TABE Survey Answer Sheets are available in a paper handscorable format or a scannable format. Scannable answer sheets will require Testmate software and special scanning equipment.

- ✓ **O*NET Interest Profiler:** <http://www.onetcenter.org/CIP.html>
The O*Net Interest Profiler is available online and in paper.
 - Online: download the O*NET Computerized Interest Profiler software and user guide from the O*Net website at this link.
 - Paper: download and print the O*NET Interest Profiler instrument and related materials (e.g., score report, user guide, occupational lists).

✓ **O*NET Ability Profiler**

<http://www.onetcenter.org/AP.html>

The O*NET Ability Profiler is a series of 11 separately timed assessment tests. Each test measures an ability used in work.

The Ability Profiler is a paper and pencil instrument. Download and print the O*NET Ability Profiler instrument and related materials (e.g., training manual, administration manual, user's guides, scoring software) from the O*Net website.

The O*Net Ability Profiler can be scored in two ways:

1. By scanning answer sheets using optical mark reader scanning equipment, or
2. By manually entering data from answer sheets into a file that has the same layout as the one created by the scanning equipment

✓ **O*NET Work Importance Locator and O*NET Work Importance Profiler**

The O*NET Work Importance Locator is a paper and pencil instrument and the O*NET Work Importance Profiler is computerized. You will need both versions. The Locator instrument helps customers quickly discover or locate their top *two* work values. The Profiler instrument is for customers who want to explore careers related to all six work values.

- Work Importance Locator: download the Work Importance Locator and User's Guide from the O*Net website at this link:
<http://www.onetcenter.org/WIL.html> .
- Work Importance Profiler: download the Work Importance Profiler software and User's Guide from the O*Net website at this link:
<http://www.onetcenter.org/WIP.html> .

For more information about all O*Net tools for career exploration visit the O*Net website at <http://www.onetcenter.org/tools.html>.