

# Effective Tools for Workforce Assessment

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## The Team of CareerScope + WorkKeys = Effective Tool for Successful Workforce Assessment

- CareerScope, a norm referenced tool based on Department of Labor's research on job success, produces career recommendations and score reports in either DOT or O\*NET format and is time and cost effective with user-friendly results.
- WorkKeys, an assessment and training system, establishes levels of skill in fundamental skill areas and bridges the communication gap between student and teacher, employer and employee. The use of WorkKeys assists individuals to learn pertinent basic skills for the employer, has proven to reduce turnover and increase productivity.
- WorkKeys and CareerScope are compatible and lend themselves to database system of management.

From my experience of working with secondary and adult students, Michigan Works! Clients, Work First Clients, Rehabilitation clients, job seekers and teen parents, I feel that the most successful and cost effective method of assisting individuals make realistic career choices is through implementation of tools assessing interest, aptitude and fundamental skills. Without assessing interest, individuals lose long term enthusiasm for their jobs. Without assessing aptitude, individuals may encounter insurmountable learning challenges preventing success. Without assessing fundamental skills individuals begin jobs without the basis to learn new technologies and adapt to change. Using compatible programs to align these keys to success (interest, aptitude and fundamental skills) becomes a win-win for clients, funders and employers. The clients land in well-matched positions, the funding agencies make cost effective use of their training dollars through Gap Analysis and the employers hire employees who can do the job!

*By Lucy Welch  
Independent Consultant*

Professional Profile: Over 18 years experience in training program development, vocational assessment coordination, training program coordination, grant writing to support program development, implantation of funded grants, administration and career guidance including the following clients: company presidents, financial officers, human resources personnel, plant supervisors and employees, union representatives, state social service, and rehabilitation agencies, secondary school administrators, instructors, paraprofessionals, guidance counselors and independent individuals.

### Training and Certifications:

- APTICOM and CareerScope – developed and administered programs and grants based on APTICOM and CareerScope 1986-2004
- ACT WorkKeys Job Profiler and Program Coordinator – Implemented the use of the WorkKeys System in Ottawa County MI including 23 job profiles in manufacturing, maintenance and office support. 1,000 assessments a year and skill training 2001-2004
- University of Wisconsin, Stout – Fundamentals of Vocational Evaluation Training 1999