

Guide for Helping Customers Use Skills and Interests Surveys

Self-Accessed Assessment Adult OR Youth





Purpose: Identify potential career paths based on skills and interests.

About These Surveys:

- There are no right or wrong answers.
- Though the surveys are not timed, approximate completion times are listed below.
- Customers can use the results as a starting point for exploring potential career pathways.
- Customer survey results can be saved in their Illinois workNet accounts.
- The surveys offered through Illinois workNet include:



- **CCI Quick Pic**
- What to Expect: Rate 48 activities as "Like Very Much," "Like," "Not Sure," or "Dislike."
- **Results:** CCI Quick Pic creates a list that matches the 16 national career clusters to their interests.



- **Career Cluster Inventory**
- What to Expect: Rate 48 activities as "Like Very Much," "Like," "Not Sure," or "Dislike."
- Results: The Career Cluster Inventory creates a list that matches the 16 national career clusters to their interests.



- **Entrepreneurial Assessment**
- What to Expect: Rate 20 activities as "Strongly Agree," "Between Strongly Agree and Somewhat Agree," "Somewhat Agree," "Between Somewhat Agree and Strongly Disagree," or "Strongly Disagree."
- Results: The results are scored from 0-100. The scores are as follows: 0-39, they should probably avoid self-employment; 40-59, self-employment may not be right for them; 60-79, they have a satisfactory ability to be an entrepreneur; and 80-100, they have an outstanding ability to be an entrepreneur.



- **Interest Profiler**
- What to Expect: Rate 60 activities as "Strongly Like," "Like," "Unsure," "Dislike," or "Strongly Dislike."
- Results: Six interest areas (Realistic, Conventional, Investigative, Social, Enterprising, and Artistic) are measured, and the top two are shown. Customers and individuals can select an interest area to explore careers that match their interests.



- **Learning Styles Survey**
- What to Expect: Rate 24 activities as "Often," "Sometimes," or "Not Often."
- **Results:** The Learning Styles Survey provides a score for primary, secondary, and tertiary learning styles. The Customer's preferred learning style may receive the highest score.



- **Occupation Sort**
- What to Expect: Select 5-10 career factors from a list of 28, then rank the factors in order of importance and choose the level of each factor desired in a career.
- Results: Careers that match the selected factors will be shown in a list format. Each career title has a chart icon that compares selected factors with the career requirements.



- **Reality Check**
- What to Expect: Customers can start Reality Check in two ways. They can begin by selecting "Start" to calculate their lifestyle expenses and see how those fit in with careers, or "Start With a Career" to pick



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their desired career and see if their lifestyle matches.

Results: Reality Check helps Customers and Individuals determine how much money they need to live their desired lifestyle. Expenses for rent, car payments, food, and clothes add up quickly. Reality Check will total the amounts for the items they select to determine how much money is needed to cover those expenses.



- **Workplace Employability Skills**
- What to Expect: Customers will rate their current ability level in 36 different activities as "High," "Medium," or "Low."
- Results: Nine skill areas are measured and displayed in a chart format, displaying their strengths and areas for improvement.



- **Work Importance Locator**
- What to Expect: Customers will rate how important each work value is to them in 20 activities as "Most Important," "Important," "Somewhat Important," "Less Important," or "Least Important."
- Results: Six work value areas (Achievement, Support, Recognition, Working Conditions, Independence, and Relationships) are measured. A chart will show career matches based on their selected work values.

Frequency:

Complete multiple surveys to guide customers to a job they may find satisfying.

Access to the Assessments and Results:

- Customers can access saved results through their My Dashboard. All saved results stay with the customer's
- Approved Illinois workNet partners can view saved results using Customer Support Center tools.
- Use your assessment dashboard to see which customers have saved interest survey results and easily identify those without saved results.

Use the Results:

- Review the results with the customer. They can use the Explore Career tools in Illinois workNet to learn more about occupations within their results.
- Remind customers that these surveys are only a tool. If they have strong feelings about the occupations they would like to pursue, they should certainly follow those instincts. They can use the Explore Career tools in Illinois workNet to learn about occupations.
- Discuss the characteristics of the jobs they like.



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Steps:	Find It Here:
	https://www.illinoisworknet.com/
 Customers log into their Illinois workNet account, complete one or more <u>Skills and Interests Surveys</u>, and save their results. The surveys and saved results can be accessed through their My Dashboard. 	Explore Careers
 Illinois workNet partners can view results through Customer Support Center tools (accessed through My Dashboard). Select the Assessments tab, located under SKILLS AND INTERESTS. select View Interests (CIS360). 	My Dashboard
3. Provide feedback and next steps based on their results. Recommend using the Explore Careers Guide .	Explore Careers

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