



**SUBJECT: ONE STOP ASSESSMENTS**

**Policy Number: WDC-1016WA**

**PURPOSE:** To develop guidelines and standards for delivering a minimum and consistent level of assessments and the opportunities for developing jobseeker skills through the WorkSource Pierce Career Development Center (CDC) and, within available resources, affiliate sites.

**REFERENCES:** Washington State System Policy #1016 and all references incorporated therein.

**EFFECTIVE DATE: July 1, 2010**

**BACKGROUND:** WorkForce Central is issuing this policy in conformance with Washington State Policy Number 1016, One-Stop Assessments, which provides guidelines and standards for delivering a minimum and consistent level of assessments and opportunities for developing jobseeker skills.

**POLICY:** To provide guidelines and standards for delivering a minimum and consistent level of assessments that provides jobseekers the opportunity to develop their skills. This policy outlines the processes, procedures and resources that will be used for the assessment. Assessment results will be documented and shared (as appropriate and with customer consent) among the partners for the benefit of the common customer. Skills development progress will also be documented and shared (as appropriate and with customer consent). **Customers will be asked to sign a common release of information to provide consent that such information can be shared.**

Within available resources and tailored to local conditions as well as the parameters of the enabling legislation of each partner program, written processes and/or procedures must include the assessments described below.

**1. Objectives of Assessment**

The following criteria define the minimum that each jobseeker will receive.

- a) Exploring career and employment options suited to readiness, aptitudes, and employment goals.
- b) Providing job seekers with information about their workplace skills, strengths and weaknesses.
- c) Measuring job seekers' progress toward acquiring skills that are in demand, promoting attainment of industry-recognized credentials and screening for employers.
- d) Referring appropriately screened, qualified job seekers to available job openings.
- e) Identifying skill gaps and educational needs to help customers become competitive in the labor market.

**2. Types of Assessments**

- a) Front end assessment (triage). See local WorkSource Integrated Front-End Services Policy #WDC-1010 rev1 WA
- b) The CDC and Affiliate sites, as appropriate, will make a preliminary assessment available to those that want it. This preliminary assessment helps identify basic educational skills, occupational skills, work history, basic work skills/employment competencies and work interests. Tools to conduct a preliminary assessment include:
  - (1) Each One Stop and Affiliate site, as appropriate, will make a secondary assessment available to jobseekers who are enrolled in services and/or upon the discretion of a staff person. The results of the secondary assessment will be used for longer term job counseling and career development.
  - (2) Employer-focuses assessments will be offered as an employer service upon the employers request to screen and test potential employees.

**3. Assessment Practices**

The following practices will be followed:

- a) Full disclosure to persons undergoing an assessment of its purpose, its benefit, and of the confidentiality of the results.
- b) Assessments will be objective and without adverse impact on protected groups.
- c) Staff will be trained to administer and interpret assessment results.
- d) Persons with disabilities will be provided reasonable accommodation, with proper notification, who wishes to be assessed by the procedure of process.
- e) While a variety of tools can be used to assess other skill areas, CASAS remains the required assessment tool for the Literacy and Numeracy Performance Measure for Youth and for all jobseekers that require a basic academic skills assessment.
- f) Partners will be consulted regularly to determine how well the assessment processes are working. This will occur through the Leadership Team and CDC Management Team.