



**Tools**

**(Customer-Driven)**

- **WIA**(training or employment track) and **OJT** (On-the-Job Training)  
Assessment(s) required-
  - **CASAS** (Comprehensive Adult Student Assessment System) assessment that identifies basic reading and math skill levels
  - **O\*Net Interest Profiler** identifies the customers’ strengths, with regards to personality and matches strengths with occupations
- **CareerScope Interest Inventory-** measures and identifies career preferences that correspond to the U.S. Department of Labor’s Interest Areas. These areas are:

Artistic	Accommodating	Industrial
Plants/Animals	Lead/Influence	Selling
Mechanical	Scientific	Humanitarian
Business Detail	Protective	Physical Performing

- **WIN** (Worldwide Interactive Network) for WorkKeys –a remedial program that prepares customers for the WorkKeys assessments, while ensuring concept mastery. Customers are encouraged to sign up for WIN prior to taking the WorkKeys assessments.
- **CustomGuide-** an on-line learning tool that consists of short, interactive lessons to help users learn what they need to learn, at their own pace. Customers must be in WIA to utilize this program.

Lessons include:

Access 2003	Mac Word 2004	Windows XP
Access 2002	Outlook 2007	Windows 2000
Access 2000	Outlook 2003	Word 2007
Access 1997	Outlook 2002	Word 2003
Computer Basics	Outlook 2000	Word 2002
Excel 2007	Outlook 1998	Word 2000
Excel 2003	PowerPoint 2007	Word 1997
Excel 2002	PowerPoint 2003	
Excel 2000	PowerPoint 2002	
Excel1997	Project 2003	
Mac OS X	QuickBooks 2005	
	Windows Vista	



## Assessments (Employer Driven)

- **WorkKeys-Kansas WORKReady** (ACT based assessments) are a series of assessments (55 minutes each) that measure foundational skills that are critical to job success. Any jobseeker can take Workkeys. Workkeys is required for WIA/ WIRED participants. WorkKeys matches qualified individuals with employers. Upon successful completion of WorkKeys, customers are given a National Career Readiness Certificate that can be presented to any employer. This certificate shows the skill level of each potential employee. The skill levels range from:

**Gold** (individual scored at least a level 5 in each of the three core areas-Applied Mathematics, Locating Information, and Reading for Information- and has the necessary skills for 90% of the jobs found in Kansas Joblink)

**Silver** (individual scored at least a level 4 in each of the three core areas and has the necessary skills for 65% of the jobs found in Kansas Joblink)

**Bronze** (individual scored at least a level 3 in each of the three core areas and has the necessary skills for 35% of the jobs found in Kansas Joblink)

- **Skillcheck** - a variety of specific skill and behavioral assessments to help employers effectively measure job knowledge and skill level. Assessments are given during the application process to ensure that the individual does possess the skills required for the job. Examples of assessments include:
  - **Construction** assessment consists of 40 questions that cover topics such as woodworking, electrical, and plumbing
  - **Industrial Math** assessment consists of 30 questions that cover industrial math skills such as calculations and conversions of distance, area and volume, fractions, and decimals
  - **Plumbing** assessment consist of 30 questions covering topics such as types of piping/materials, techniques, tools and basic regulations
  - **Electrical** assessment consists of 25 questions covering topics such as basic wiring, fixtures, tools, materials and basic regulations
  - **Metalworking** assessment consists of 30 questions covering topics such as metal properties, tool and fabrication principles
  - **Woodworking** assessment consists of 25 questions covering topics such as tools, materials, and basic techniques

Each employer can choose up to 3 assessments (at no charge) per position.  
The fee for additional assessments beyond 3 is \$10.00 per assessment, per applicant.



- **HSI (Healthcare Selection Inventory)**- a pre-employment assessment that identifies the very best applicants for the healthcare industry. HSI major focus is customer service, retention, and job performance. The HSI assessment is required for all KC WIRED customers who are not currently working in a hospital
- **Typingtest.com**-allows users to complete a timed typing test.
- **Purdue Pegboard**-test of dexterity and used to help with the selection of employees for industrial jobs, such as assembly, packing, operation of certain machines, and other manual jobs.

## **Career Development Seminars**

- **Job Search Resources and Techniques**
  - Using different job search methods increases your chances for success. Access job search resources to use in your search for employment
- **Soft Skill Themes**
  - 9 Good Ways to Get Fired
  - Is it something I said/did?
    - *Possessing soft skills is essential and has a great impact on your level of success on any job. Learn what they are.*
- **Resume Workshop Themes**
  - Common Resume Mistakes and How to correct them
  - The Resume Secret Employers Love and Job Seekers Rarely Use
  - Making your resume work for YOU
  - Keeping your resume out of the “NO” pile
    - *Create and transform your resume into a powerful tool. Get expert tips which will land you interviews.*
- **Interview Workshop Themes**
  - Ask Questions that really matter
  - Best Ways to blow the interview
  - How to Answer “Why Should we hire you”
  - Interview Checklist
    - *Topics include preparing for the interview, proper attire, and common questions to answer and to ask.*
- **Computer Basics**
  - Learn how to use a mouse and keyboard, connect to the internet, navigate websites and exchange email and more!