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ASSESSMENT SERVICES for JOB SEEKERS at the Larimer County Workforce Center

ASSESSMENTS AND YOUR JOB SEARCH

LCWC offers a variety of assessment options and learning tools to compliment your job search activities. Job Seekers in Larimer County request assessments for many different reasons.

- Document or verify a specific workplace skill set or strength
- An employer or job description requires or prefers a specific assessment
- Identify current skill level in order to guide improvement or training decisions
- Re-familiarize themselves with in-demand skills
- Supplement established work history, diploma, or degree
- Demonstrate initiative and enthusiasm to employers

Assessment Services are offered to LCWC job seeking customers for free, and all of the tools can be accessed from your home computer. Please make sure your registration in www.connectingcolorado.com is current and active before requesting Assessment Services.

WE USE KENEXA PROVE IT! SKILLS VERIFICATION ASSESSMENTS

Hundreds of **Prove It!** skills verification assessments are available for documenting a variety of workplace skills. For example, an administrative office job seeker may request the Microsoft Word 2007 assessment in order to document his or her MS Office skill level, or a warehouse job seeker may request a Forklift Operation assessment in order to demonstrate his or her competency using a forklift.

Prove It! assessments can be taken from your home computer or any computer with internet access. Results for most assessments are available instantly and will be sent to your personal email. The Workforce Registration System has a list of the most frequently requested assessments or a complete list of *Prove It!* assessments can be found at www.proveit.com. Identify up to ten individual assessments, and then request a **Prove It! Session ID** from the LCWC.

REQUEST YOUR ASSESSMENT THROUGH THE WORKFORCE REGISTRATION SYSTEM

- Just click on the calendar on the home page of the Workforce Center website, www.larimerworkforce.org, to view the assessments that are available. Then click on the *Register for Workshops* button in the upper-right.
-OR-
- Ask the lab assistant in the Fort Collins or Loveland Job Search Lab for assistance.
 - ✓ Fort Collins: 8:00 am – 4:45 pm, Monday - Friday
 - ✓ Loveland: 8:00 am-12 pm; 1pm – 4:30 pm, Monday - Fridays

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