

ASSESSMENT SERVICES at the Larimer County Workforce Center

Complete LCWC Assessment Services Guide

Many job seekers are finding assessments beneficial to their job search. This guide to Assessment Services includes the following:

- Assessments and Your Job Search
- Requesting and Scheduling Assessment Activities
- Your Assessment Options
 1. Kenexa **Prove It!** Skills Verification Assessments
 2. Colorado Career Readiness Certificate (**CRC**) by WorkKeys
 3. **KeyTrain**- WorkKeys CRC and Career Skills Training System
 4. Certified Typing Tests
- Assessment Instructions & Guidelines

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 levels 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 many 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.

REQUEST OR SCHEDULE YOUR ASSESSMENT

- Visit the Workforce Registration System at www.larimerworkforce.org to schedule or request Assessment Services. (<https://larimer.org/workforce/workshop/>)
-OR-
- Email assessmentervices@larimer.org with your assessment inquiries. An Employment Specialist from the assessment team will respond and offer assistance.
-OR-
- Meet with an Employment Specialist during walk-in hours
 - ✓ Fort Collins: 8:30 am - 12:00 pm, Monday – Friday
 - ✓ Loveland: 9 am-12 pm; 1pm – 4 pm Fridays, other times by appointment

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YOUR ASSESSMENT OPTIONS

1. **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. The length and complexity of each assessment varies, but generally involves 25-50 multiple choice questions. Assessments are not timed, but your results will display the amount of time spent on the assessment. Results for most assessments are available instantly and will be sent to your personal email.

Note: if you have been asked by an employer to take a *Prove It!* assessment, some restrictions may apply. You may be required to take the assessment in a supervised environment and your results may be sent directly to the employer.

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.

2. **COLORADO CAREER READINESS CERTIFICATE (CRC) BY WORKKEYS**

The Career Readiness Certificate (**CRC**) is the national standard in certifying workplace skills. Requested and required by employers across the nation, the Certificate allows individuals to demonstrate their level of skill in the most common activities required for success in the workplace.

The creators of the CRC (ACT) have researched more than 17,000 occupations and found reading, mathematics, and locating information skills to be highly important to the majority of jobs in the workplace. The CRC consists of three 55 minute exams. Your results in these three areas will determine your certificate level.

CRC test questions are based on situations in the everyday work world. Employers want to know you have the essential skills necessary to be successful at their companies. Your CRC scores prove you have the skills to succeed. Taking the CRC allows you to:

- Identify your skill levels in Applied Mathematics, Reading for Information, and Locating Information
- Match your skill levels to specific job requirements
- Prove you have the skills needed to be successful in the workplace

<i>Certificate</i>	<i>Level Score Requirements</i>	<i>Percentage of Qualified Jobs in WorkKeys Database</i>
Platinum	Minimum score of 6 on each of the three core areas	Examinee has necessary foundational skills for 95% of the jobs in the WorkKeys database
Gold	Minimum score of 5 on each of the three core areas	Examinee has necessary foundational skills for 90% of the jobs in the WorkKeys database
Silver	Minimum score of 4 on each of the three core areas	Examinee has necessary foundational skills for 65% of the jobs in the WorkKeys database
Bronze	Minimum score of 3 on each of the three core areas	Examinee has necessary foundational skills for 35% of the jobs in the WorkKeys database

If I don't like my score on the CRC, can I take it again?

Larimer County Workforce Center offers the Career Readiness Certificate assessment to its customers free of charge the first time. If you have good cause to request the assessment a second time, please contact assessmentservices@larimer.org with your request. An assessment coordinator will contact you with your options, which may include a fee to cover the cost of administering the CRC assessment a second time.

Examinees are strongly encouraged to prepare for the CRC assessment in advance using KeyTrain pre-tests and lessons.

The CRC Assessment must take place at an authorized WorkKeys CRC Testing Location. You must be pre-registered to take this assessment at the Larimer County Workforce Center testing center at 200 W. Oak Street, Fort Collins.

3. **KEYTRAIN - CRC Preparation & Career Skills Training System**

KeyTrain CRC Pre-tests and Lessons

KeyTrain is a comprehensive system for practicing the basic skills measured by the WorkKeys CRC Assessment System. Using KeyTrain, you can assess your potential CRC score and practice problems similar to those on an actual CRC assessment.

KeyTrain assessments can be taken from your home computer or any computer with internet access. The KeyTrain system includes targeted, self-paced instruction in Applied Mathematics, Reading for Information, and Locating Information, pre- and post-assessments, and an occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire.

You are urged to take advantage of KeyTrain web-based test preparation tools. Your CRC score is intended to represent your career readiness level for a period of five years. Your commitment to preparing for the CRC will ensure your highest score possible.

KeyTrain Career and Soft Skills Curriculum

The **KeyTrain Career Skills** series is available to help job seekers improve their work habits and employability skills. This is a field-tested and nationally demonstrated curriculum that addresses the skills and attributes most needed by employees to be successful in the workplace environment. KeyTrain Career Skills addresses these soft skills in two hundred lessons grouped into five areas: Work Habits, Communication Skills, Workplace Effectiveness, Business Etiquette and The Job Search.

The Career Skills series is self paced, and can be accessed from your home computer or any computer with internet access. (Your KeyTrain Login will include access to both WorkKeys CRC and Career Skills Training Lessons.)

4. CERTIFIED TYPING TESTS- 5 Minute On-screen Assessment

Larimer County Workforce Center offers 5 minute on-screen typing certification tests for your job search portfolio.

Keyboarding practice and the **Mavis Beacon** training program are available without an appointment in the Fort Collins and Loveland Job Search Labs. Please request Mavis Beacon assistance when you check in with your keytag.

Need a Typing Test in Loveland? Please email your Loveland request to assessmentservices@larimer.org. An Employment Specialist from the Loveland assessment team will contact you with an appointment.

COMPLETE ASSESSMENT INSTRUCTIONS & GUIDELINES

The following detailed instructions will be provided upon requesting Prove It!, KeyTrain, or CRC services from LCWC. Please use this guide as a reference in the event that your emails or print-outs are misplaced.

PROVE IT! Email Notification

The following instructions will be provided to you when a Prove It! Session ID is assigned:

*Dear Candidate,
Your login for the Prove It! Assessments has been created for the following assessments:*

*Assessment #1
Assessment #2
Assessment #3*

Your step-by-step instructions for completing the Prove It! assessments are below. We strongly recommend that you print out a copy of these instructions and refer to them during the testing process.

Prove It! Instructions

1. Go to <http://www.proveit.com/>
2. Under **Take a Test**, enter the following Session ID: _____ (Session ID assigned by the LCWC)
3. Ensure that your computer meets or exceeds the minimum system requirements. *Important Note Regarding Pop-Up Blockers: Certain pop-up blockers prohibit the launching of a Prove It! test. If you have Pop-Up Blocking software, please locate the software and disable your pop-up blocker.*
4. When prompted, enter your personal information.
5. Click on the title you wish to complete. If you have been assigned more than one title, you must complete the one you began before you will be allowed to begin another one.
6. After carefully reading the Disclaimer, click "I Accept" to proceed. If you do not accept the terms of the Disclaimer, click "I Decline" and contact your administrator at assessmentsservices@larimer.org.
7. After carefully reading the Instructions, click "Begin" to start.
8. Your Assessment will now launch
 - a. Follow any and all on-screen directions.
 - b. Answer each question as quickly and efficiently as possible; the amount of time you spend in the Assessment will be recorded and reported in your results
 - c. Once you have made your final answer choice, move on to the Next Question.
 - d. The use of reference materials or other assistance is not allowed unless you are directed otherwise by your administrator.
 - e. You will not be able to skip questions or go back to previous questions.
 - f. If you choose to leave the Assessment early, you will not be able to restart the Assessment.
 - g. Continue this process until the Assessment is complete.
9. If you complete an Assessment, you will not be able to re-enter that Assessment. To complete an Assessment you must answer all questions presented to you or choose to leave the Assessment early. If you are unable to complete the Assessment due to loss of Internet service or other computer problems, you will be able to re-enter the Assessment until your session expires. In most cases, you will be able to pick up where you left off. Due to the nature of some Assessments (such as Typing, Data Entry, or Audio), questions must be answered in one sitting and in a sequential order. For those types of Assessments, you will be able to re-enter the Assessment but you will have to begin again from the first question. If you experience a disruption while testing, you will be able to continue your session when you log in again with your Session ID. You will be prompted to verify certain information that will allow you to continue the current session.
10. Following the Assessment, you will be provided with feedback chosen by your administrator.
11. After viewing any results, follow the on-screen directions. If you have been assigned multiple Assessments, choose Continue Session and continue by following the instructions that begin with step 5 above until all Assessments are completed. Otherwise, choose Logout.
12. Feel free to contact Prove It! support staff if you experience technical difficulties. Support staff is ready to assist you 24 hours a day, 7 days per week and can be reached by either phone (877-622-8684) or email (ProveItHelp@Kenexa.com).

CRC Test Day Guidelines

- Please arrive 15 minutes prior to test start time. The session will start on time. No one will be admitted in the room after the session has started.
- Please bring your photo I.D. and Workforce Center keytag.
- All materials for the test will be furnished (including calculators.)
- If you have any special needs for reading, writing, or hearing, please advise the assessment facility at least 48 hours in advance.
- Please do not bring cell phones, beepers, or watches with timers into the testing room.
- Please do not bring other persons with you, as they will not be permitted in the testing room.
- Dress warm, comfortable and in layers; our testing room is often chilly.
- Bring your glasses if needed.
- Be prepared to stay up to 4 hours. You will have a short break between each 55 minute session.
- Your scores will be made available to you upon completing your assessment. Your official Career Readiness Certificate will be mailed to you within 3 weeks.
- You may bring beverages in a closed container.
- **Parking.** Please note that the parking around the Fort Collins Workforce Center building is 2 hour parking only. All day parking is available approximately 2 blocks west of the Fort Collins testing site, and in the Civic Center Parking Structure at 117 N. Mason Street (parking validation available.) **Breaks in between sessions are not long enough to move your vehicle out of 2 hour parking. Proctor will not delay test in the event that you choose to move your vehicle.**

KEYTRAIN Instructions and Suggestions

Your KeyTrain username and password provide access to **CRC Preparation Assignments** (Reading for Information, Applied Mathematics, and Locating Information) and **Career Skills Lessons** at www.keytrain.com.

KeyTrain Login Instructions

1. Visit www.keytrain.com
Select the **KeyTrain Users Zone**
Select **Run KeyTrain Online**

Enter your username:

Enter your password:

2. Select **My Assignments** to access Applied Mathematics, Locating Information, or Reading for Information pre-tests and lessons.
-OR-
3. Select **Career Skills** to access Work Habits, Communication Skills, Workplace Effectiveness, The Job Search, and Business Etiquette lessons.

KeyTrain CRC Preparation Hints

- It is not necessary to use the onscreen calculator; use your personal calculator during preparation. A hand-held calculator will be provided on test day.
- You are not required to complete all CRC pre-tests, lessons, and final quizzes in KeyTrain. If you are happy with your pre-test score and don't feel the need for further study, you may exit KeyTrain.
- Some KeyTrain lessons are lengthy. You may exit KeyTrain at any time. You will not be evaluated on KeyTrain Pre-test scores.
- KeyTrain is available on any computer with internet access. You may work from home, the library, or the Fort Collins or Loveland Workforce Centers.
- Try to relax. Familiarize yourself with the style and nature of the questions so that there are no surprises on test day. You are not required to earn a perfect pre-test score prior to taking the CRC.
- Visit suggested scores for your occupation at the WorkKeys website <http://www.act.org/workkeys/occuprof/>
- While KeyTrain pre-tests are not timed, CRC tests are. Additionally, CRC questions increase in difficulty as you progress through the section. Please keep this in mind as you prepare using KeyTrain tools. Visit <http://www.act.org/workkeys/careerseekers/tips.html> for more CRC test taking tips.

Career Skills Assignments Hints

- Career Skills topics include Work Habits, Communication Skills, Workplace Effectiveness, The Job Search, and Business Etiquette. Within each topic, multiple lessons are available. These lessons can be lengthy. You may exit KeyTrain at any time, and re-enter the lesson using your username and password.
- If you are reporting to a program or coach at the Workforce Center, please note that lesson completion and time spent will be recorded in your Career Skills report.