

Administering the Ability Profiler via the Tests Tab OSOS Guide



PURPOSE

The process for administering the Ability Profiler has changed since JobZone has been integrated with OSOS. This guide reviews how to administer the Ability Profiler through OSOS. It details how to record results if the Ability Profiler was completed manually as well as how to assign, review, and release scores for the computerized Ability Profiler in JobZone.

OSOS DATA ENTRY

In the **Tests** tab, there are two main sources for testing results; manual entry of test scores or computerized (completed online via JobZone). Results from the JobZone online assessments of the Interest Profiler, Work Importance Locator and Ability Profiler go directly into the OSOS test tab.

OSOS ID: NY010448017 Malinak, Chris M. SSN: 1 of 1 < 🛃 Gen. Info Add'I Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Primary Langua 🔊 > Test Detail 🖉 O*Net Interest Profiler -- Webpage Dialog $\mathbf{\times}$ Test Type O*Net Interest Profiler Test Details O*Net Interest Profiler Office NY9999 Combined Assessment Report Artistic Score 11 Conventional Score 20 Enterprising Score 20 Completed Date Investigative Score 30 O*Net Ability Profiler 07/31/2012 Realistic Score 29 O*Net Interest Profile 08/22/2012 Social Score 15 Primary Interest Investigative Secondary Interest Realistic Third Interest Enterprising Current Job Zone Future Job Zone *This test has been scored electronically. Submit Cancel Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

Professional level staff has access to view test scores and manually add test scores.



CUST	OMER	PRO	IDER	EMPL	OYER	STAFF		HELP	
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Malinak, Chris	м.			SSN:	osos	ID: NY01044	8017	1 0	of 1
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In order to administer the computerized version of the Ability Profiler through JobZone, staff must first be given the appropriate OSOS security permissions. Counselors should submit their request for access to their supervisor/manager who will then submit the request to your local OSOS Security Coordinator.



No special security permissions are needed for adding testing information for the Interest Profiler or Work Importance Locator.

Once you have been given permissions to administer the Ability Profiler, you will have to log into OSOS and Agree to the Certification. This can be done in the **Preferences** window of the **Staff** module. Click on *I agree*.

Office Primary Office NY99 Current Office NY99 Change Office To	99	AP Certification You are requesti is an assessme trained profe	ng access to the A nt instrument that ssionals. If you ap	bility Profiler. The Ability Profiler should only be administered by ree that you are qualified to
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Password Username Old Password				
Confirm New Password	ange Password			



Once you select Agree, you will see- Your certification has been successfully updated. Click on **OK** to proceed. The AP certification box will then disappear from your Staff Preferences window.

C	USTOMER	PROVIDER	R EMPLOYER	STAFF	HELP	
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To add Ability Profiler scores to the **Tests** tab, add the **Test Type, Office**, check the manual radial button and enter the **Completed Date**; you will then need to **Save** your work.

Malinak, Chris M.	SSN:	osos	ID: NY01044	8017		1 o	f 1
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Once the record is saved you will see three more buttons: *Test Details, Proctor Test* which is grayed out, and the *Combined Assessment Report*.



The Proctor Test *is only available when assigning the Ability Profiler through JobZone.*



Once you select the Test Details, the test form and Scoring screen will appear.

ADMINISTERING THE ABILITY PROFILER IN PAPER/PENCIL FORM

For customers that were administered the Ability Profiler in paper/pencil form, staff can enter the scores and calculate the results.

Cust	omer	Search Cu	stomer Detail	<u> </u>	CompAssess	-	Services	- JobZe	one			
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		Part 4	- Computatio	on			Spatia	al Ability (SA)				
		Part 5 - Nar	ne Compariso	on			Form Per	ception (FP)				
		Part 6 -	Object Mappir	ig			Clerical Per	ception (CP)				
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Add the results.



Select Calculate to calculate the results.



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UKEY, WARREN E. SSN: 086-46-0175 OSOS ID: NY011580641 1 of 1	1 of 1 Tests Primary Langua ₍ > >>
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Office PLATTSBURGH Recommended Occupations Combined Assessment Report Manual O Computerized Test Status Scored Test Type Completed Da	06/18/2012

You will then notice the **Test Status** field now reads *Scored* and you can view the reports with your customer.



ADMINISTERING THE ABILITY PROFILER IN JOBZONE

To assign and administer the Ability Profiler in JobZone, you will add the test in the same way, but then select the **Computerized** version and then click on the *Proctor Test* button.

Malinak, Curi	ous			SSN:	C	sos	ID: NY0104	158596				f 1
<< C Gen. Inf	o Add'i info	Objective W	/ork Hist.	Ed/Lic Skills	s Saved Sea	rches	Activities	Comments	Tes	ts Prima	iry I	ua(>)>
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O*Net Wo	k Importance	e Locator								04/3	0/2012	
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In the *Proctor Test* box you can make accommodations in test times and font size. Once you have reviewed, you will then select the **Assign** button to assign the JobZone version of the Ability Profiler.





You will now notice the **Test Status** has changed to *Assigned*.

CUSTOMER		YER STAFF	HELP
Customer Search Customer D	etail Comp A sse s	s Services	JobZone
Malinak, Curious	SSN:	OSOS ID: NY010458596	1 of 1
< Gen. Info Add'l Info Objective W	ork Hist. Ed/Lic Skills Sav	ed Searches Activities Comme	ents Tests Primary Languar > >>
- Test Detail			
Test Type O*Net Ability Profiler		Completed Date	Test Details Proctor Test
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O*Net Interest Profiler			04/30/2012
O*Net Work Importance Locator			04/30/2012
			✓
	Add Test De	elete Selection	
Save Start Match Services Comp Assess	Activity I.A. Referrals Corre	spond IVR <u>R</u> et to Srch Commer	nts Tag Resume Sched Message



The Ability Profiler Assessment will now appear in the customer's JobZone account.

Once the customer logs into their JobZone account, they will see the Ability Profiler as an option in the Self-exploration section of their front page and can select and begin the assessment.

Email: Phone: (518) 462-7600 X162 Fax: (518) 447-5967 Hours: M-F: 8:30am - 5:00pm Parking: Street Public Transit Bus Access: <u>Click for Driving Directions</u> <u>more>></u>	occupations available in New York. Save and review those that interest you most. Training - Want to update your skills? From GED to advanced degrees, find the training you need here! Colleges - Keep track and visit the web pages of the colleges you have selected to add to your portfolio. Journal - Document your job search. Record your contacts, prospects,	Nothing found in your region Recently Viewed • Occupations • Jobs
Job Seeker Resources	appointments, and plans.	► Colleges
Additional tools to aid you in your job and		Iraining Provider
career exploration. Learn about	Self Exploration	▶ Course Offer
veterans' services and much more. Incre>> Idpcoming Job Fairs Upcoming job fairs in Capital District Veterans Job Fair Date: Aug 26, 2012 Time: 1:00PM-6:00PM Location: Latham Phone: Click Here to View Brochure High-Tech Job Fair Date: Aug 28, 2012 Time: 4:30PM-8:00PM Location: Albany Phone: 1 (888) 4 - NYSDOL Click Here to View Brochure	Assess Yourself Use a simple combination of the six areas of interests to determine a list of occupations that suit you best. Career Interests - Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore. Work Values - What do you need to be happy at work? Rate the importance of various job characteristics, and we'll recommend occupations you may find rewarding. Skills Survey - Find occupations that match the skills you already have, and learn about other skills you may need to obtain. Ability Profiler - A sess your abilities, because someone asked you to. Report - View your combined assessment report. Contact Info - Keep your information up-to-date for your resume and other job search documents.	

Before you begin each part, you'll have a chance to work a few practice questions. Please call your counselor and ask questions if you do not understand the instructions or are having trouble with the practice questions.

When you are ready to do the actual timed questions, click on the Begin Section button. Be sure to begin immediately after you see the questions. If you run out of time, the system will automatically end the section.

Mark only one answer for each question. If you want to change an answer, click on your new choice. You won't be allowed to change your answers after you complete each section.

When you finish a page, the instructions at the bottom will tell you whether to go to the next page or whether you have reached the end of the section. If you finish before time runs out, you may navigate back to previous pages of the same part and check the work you've just completed.

You may review the scores from a previous ability profiler by selecting the Review action in the list below

		14 4	1 🕨 🖬	
Date	٥	Status	Complete?	Actions
2012-08-15		Assigned		Begin Profiler
		14 44	1 🕨 🖬	



Back To Portfolio



From the OSOS test tab we can see that the customer started the Ability Profiler.

Customer Search Customer De	CompAssess	Services	Jobzone
Malinak, Curious	SSN:	OSOS ID: NY010458596	1 of 1
C Gen. Info Add'l Info Objective W	ork Hist. Ed/Lic Skills Save	d Searches Activities Comme	ents Tests Primary Langua > >>
Test Detail			
Test Type O*Net Ability Profiler		Completed Date	Test Details Proctor Test
Office ALBANY	~		Combined Assessment Report
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1			
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O*Net Interest Profiler			04/30/2012
O*Net Work Importance Locator			04/30/2012
O*Net Ability Profiler			_
	Add Test Del	ste Selection	
Save Start Match Services Comp Assess	Activity I.A. Referrals Corresp	oond IVR <u>R</u> et to Srch Commer	nts Tag Resume Sched Message

Customers can stop the assessment can resume where they left off, but they must complete the part that they started.

The customer will need to alert staff that they have to stop. Once the customer logs off, the Ability Profiler will disappear from their registration page until the counselor resets the assessment.

		Welcome Curious	JobZone Adult
		Update My Account	(0) Logout
			Print This Page
Introduction Part 1 Part 2 Part 3 Part 4 Part 5	5 Part 6 Score Match Result	ts	
Intro Sample Page 1 Page 2 Page 3 Page 4 Pa	ge 5 Review Walt		
Part 4 - COMPUTATION			
Time Expired			
e Expired			
Your time has expired for this section			
. Sui ane has expired for this section.			
		Finis	h Section
The New ∀ork State Depa	rtment of Labor is an Equal Opportunity Employ	yer/Program.	
Auxiliary aids and servic	ces available upon request to individuals with	disabilities.	



The Ability Profiler can be reset by clicking on **Reset** in the **AP Proctoring** window.

Customer Search	Customer Det	ail Comp A	580 S S	Services		JobZone		
Malinak, Curious		SSN:	OSO	S ID: NY0104	158596		1 of	1
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	Part 1 -	Arithmetic Reasoning	20	12		Co	mpleted	Date
O*Net Interest Profile		Part 2 - Vocabulary	8	12		04/3	30/2012	
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		Part 4 - Spatial Ability	N/A	N/A				
	Part	5 - Name Completion	N/A	12				
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You can also select which Part to Reset the Ability Profiler to.

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Malinak, Curious		SSN:	OSOS ID: N	Y010458596		1 of 1
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OSOS will ask you if you are sure you want to reset the test. Click on OK to proceed.

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Once the customer has completed the assessment in JobZone, the **Test Status** in OSOS will say *Online Completed*.

Customer Search Custome	r Detail Comp	A	Samicas		JobZone		
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Save Start Match Services Comp Asse	ess Activity I.A. Referrals	Correspond IVR	Ret to Srch	Comments T	Tag Resume	Sched	Message



If the customer completed the **Manual Dexterity** sections (Part 7-Part 11) of the Ability Profiler the Administrator would add the scores directly into the boxes where it says score.

You will notice that the **View** and **Release** buttons are grayed out. These buttons will not be active until you save and close the screen.

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⊻ 0*I	let /		Part 3 - 3-D Spa	ce 18	2	18.00		Computation (CM)	86	
		Pa	art 4 - Computati	on 30	10	27.50		Spatial Ability (SA)	81	
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Once you Save & Close you can select the View button.

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	Part 5 - Name Compa	arison 160 20	90.00 Form	Perception (FP) 80	
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After you have viewed the scores and feel comfortable releasing the scores to the customer you can then select **Release**.

Customer	Search Customer Detail Comp Assess Services JobZone	
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O*Net V	Part 2 - Vocabulary 16 3 16.00 Arithmetic Reasoning (AR) 42	
V O Net	Part 3 - 3-D Space 18 2 18.00 Computation (CM) 86	
	Part 4 - Computation 30 10 27.50 Spatial Ability (SA) 81	
	Part 5 - Name Comparison 160 20 90.00 Form Perception (FP) 80	
	Part 6 - Object Mapping 32 10 28.70 Clerical Perception (CP) 99	
	Part 7 - Mark Making Motor Coordination (MC)	
	Part 8 - Place Manual Dexterity (MD) 1	
	Part 9 - Turn Finger Dexterity (FD) 1	
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	Part 11 - Disassembly	
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At this point you can review the customers recommended occupations and combined assessment reports.

Customer Search Customer I	Detail Comp Assess	Services	JobZone
Malinak, Curious	SSN:	OSOS ID: NY010458596	1 of 1
K Gen. Info Add'l Info Objective	Vork Hist. Ed/Lic Skills Saved	Searches Activities Comme	nts Tests Primary Langua > >>
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GENERAL INSTRUCTIONS

This assessment contains several separate parts. Each part has its own instructions, and time limit. Read all of the instructions carefully to make sure that you're working on the correct part. The instructions will also help you decide how fast you should work and when it is best to guess.

Before you begin each part, you'll have a chance to work a few practice questions. Please call your counselor and ask questions if you do not understand the instructions or are having trouble with the practice questions.

When you are ready to do the actual timed questions, click on the Begin Section button. Be sure to begin immediately after you see the questions. If you run out of time, the system will automatically end the section.

Mark only one answer for each question. If you want to change an answer, click on your new choice. You won't be allowed to change your answers after you complete each section.

When you finish a page, the instructions at the bottom will tell you whether to go to the next page or whether you have reached the end of the section. If you finish before time runs out, you may navigate back to previous pages of the same part and check the work you've just completed.

You may review the scores from a previous ability profiler by selecting the Review action in the list below.

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Date	٥	Status	Complete?	Actions		
2012-08-15		Released	0	Review		
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Back To Portfolio







RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at: <u>http://labor.ny.gov/workforcenypartners/osos.shtm</u>

For further assistance, please contact the OSOS Help Desk: By phone: (518) 457-6586 By email: <u>help.osos@labor.ny.gov</u>