



# **Administering the Ability Profiler via the Tests Tab OSOS Guide**

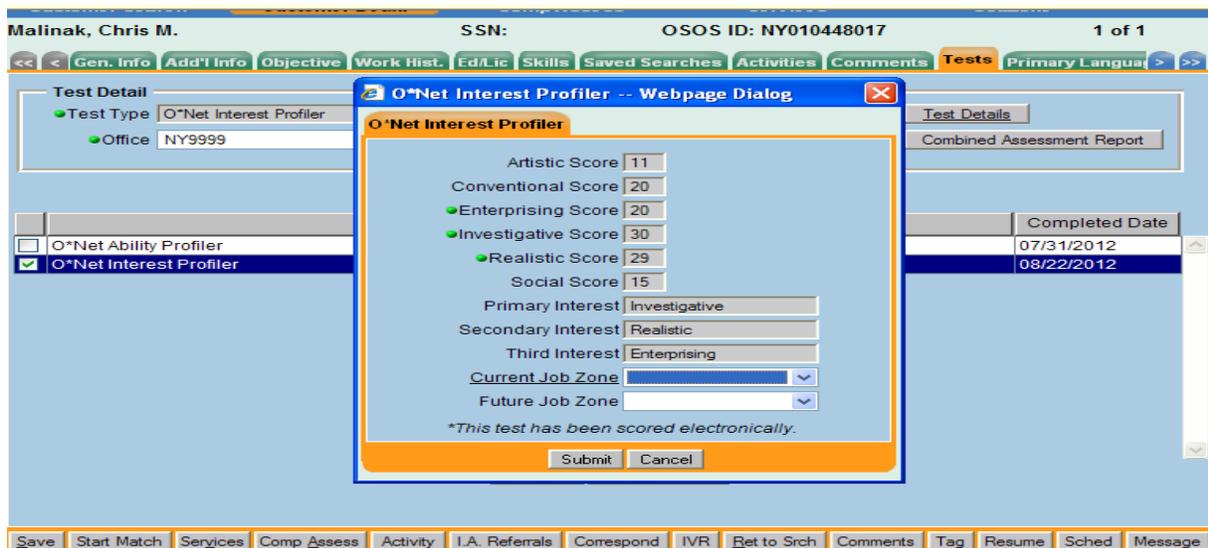
## PURPOSE

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.

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



The screenshot displays the OSOS system interface for user Malinak, Chris M. (SSN: OSOS ID: NY010448017). The 'Tests' tab is active, showing a list of tests. The 'O\*Net Interest Profiler' test is selected, and a dialog box titled 'O\*Net Interest Profiler -- Webpage Dialog' is open, displaying the following scores and details:

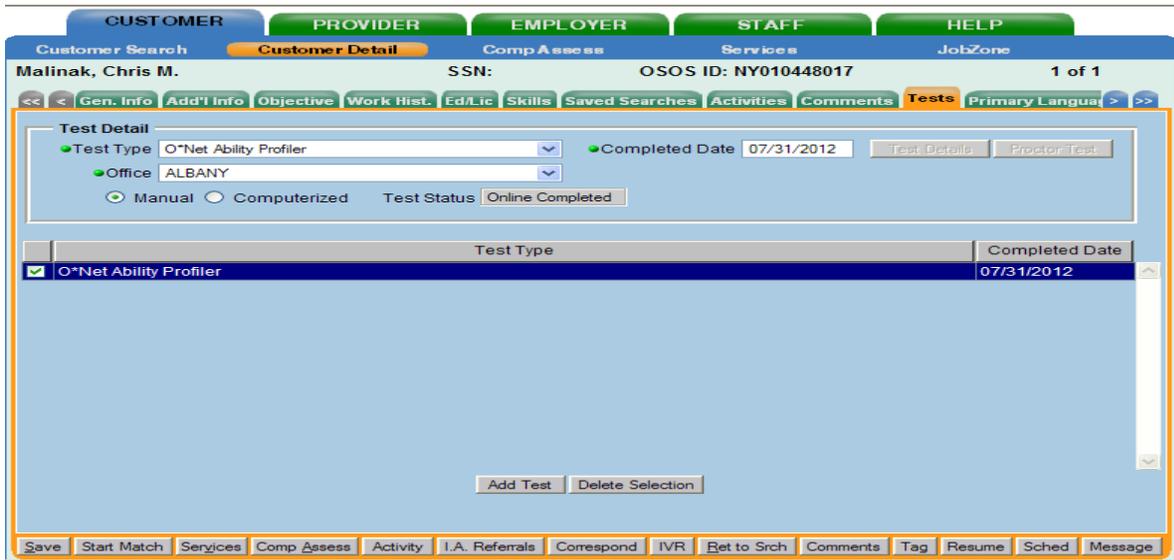
Score Category	Score
Artistic Score	11
Conventional Score	20
Enterprising Score	20
Investigative Score	30
Realistic Score	29
Social Score	15

Additional details in the dialog box include:

- Primary Interest: Investigative
- Secondary Interest: Realistic
- Third Interest: Enterprising
- Current Job Zone: [Dropdown]
- Future Job Zone: [Dropdown]

A note at the bottom of the dialog box states: *\*This test has been scored electronically.* Buttons for 'Submit' and 'Cancel' are visible at the bottom of the dialog.

The background interface shows the 'Test Detail' section with 'Test Type' set to 'O\*Net Interest Profiler' and 'Office' set to 'NY9999'. A table on the right shows 'Completed Date' entries for '07/31/2012' and '08/22/2012'. The bottom navigation bar includes buttons for 'Save', 'Start Match', 'Services', 'Comp Assess', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Ret to Srch', 'Comments', 'Tag', 'Resume', 'Schd', and 'Message'.

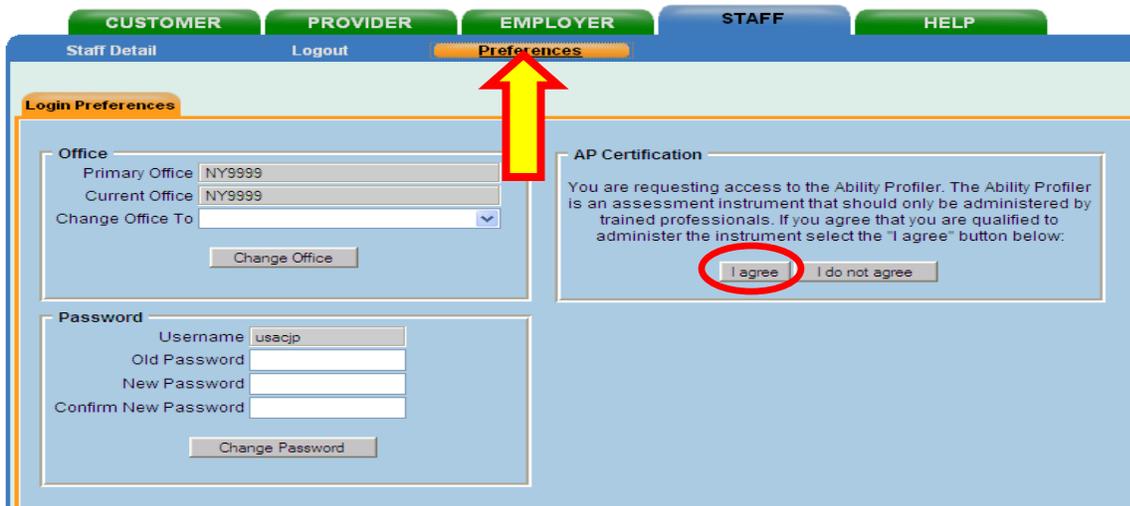


In order to administer the computerized version of the Ability Profiler through JobZone, staff must first be given the appropriate OSOS security permissions. Counselors should submit their request for access to their supervisor/manager who will then submit the request to your local OSOS Security Coordinator.

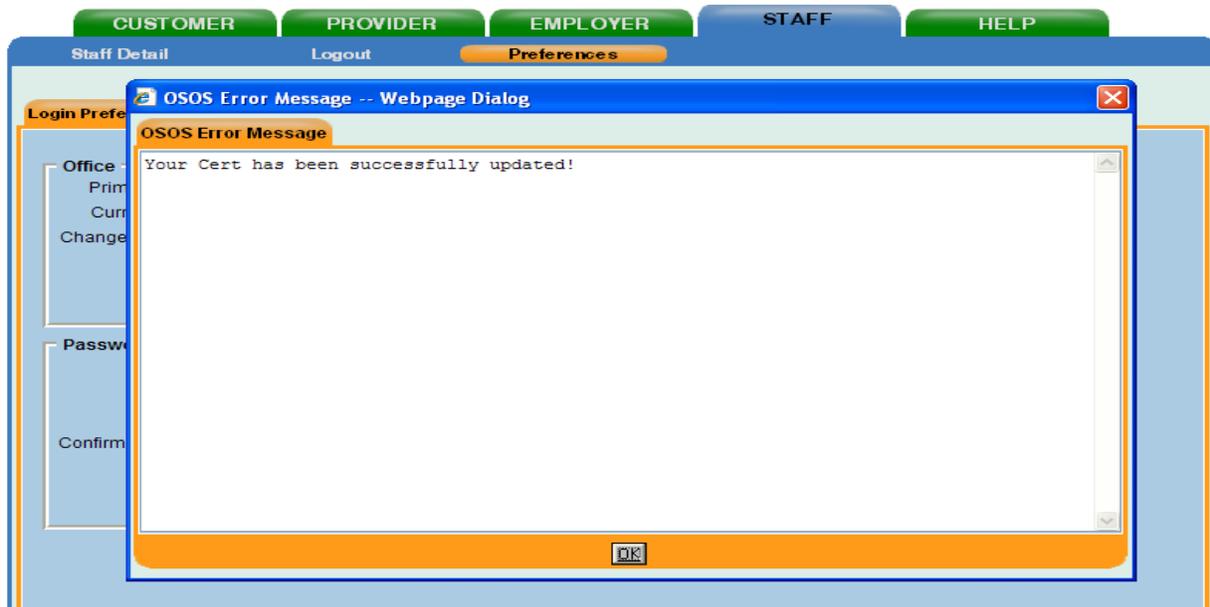


*No special security permissions are needed for adding testing information for the Interest Profiler or Work Importance Locator.*

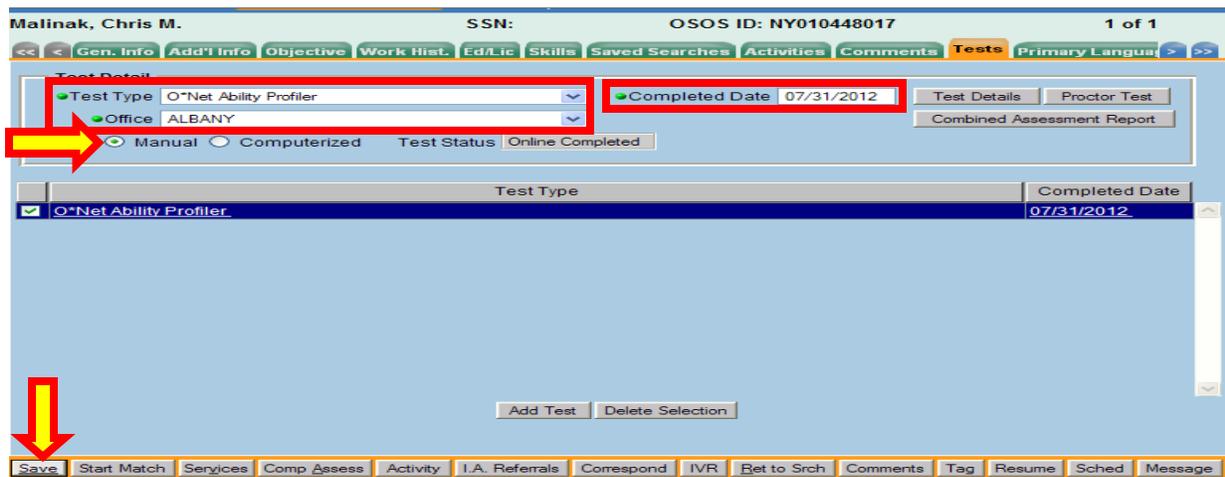
Once you have been given permissions to administer the Ability Profiler, you will have to log into OSOS and Agree to the Certification. This can be done in the **Preferences** window of the **Staff** module. Click on *I agree*.



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.



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.



Once the record is saved you will see three more buttons: *Test Details*, *Proctor Test* which is grayed out, and the *Combined Assessment Report*.

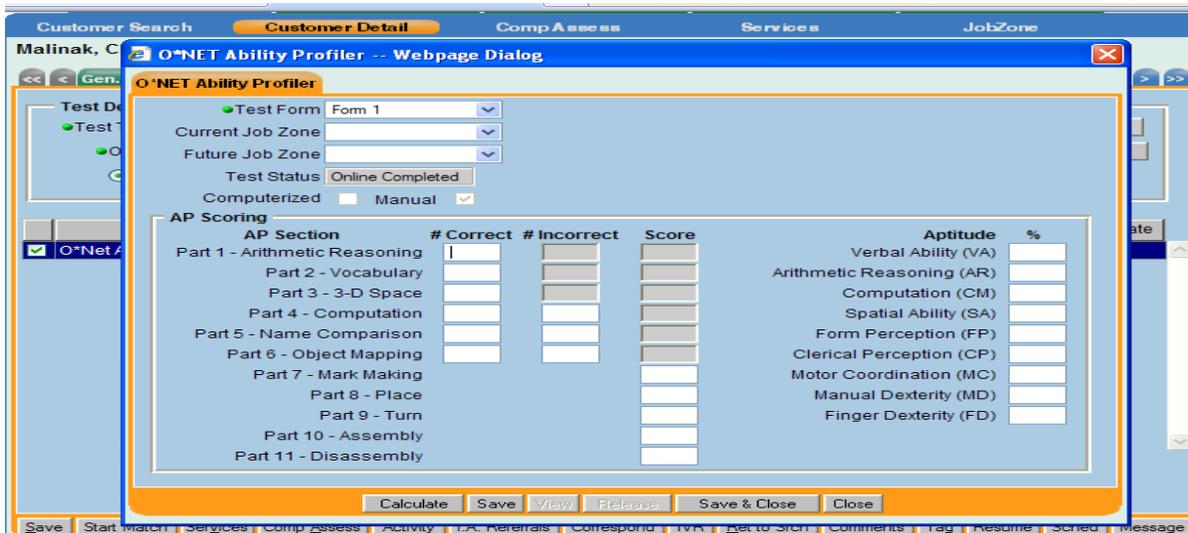


*The Proctor Test is only available when assigning the Ability Profiler through JobZone.*

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

### ADMINISTERING THE ABILITY PROFILER IN PAPER/PENCIL FORM

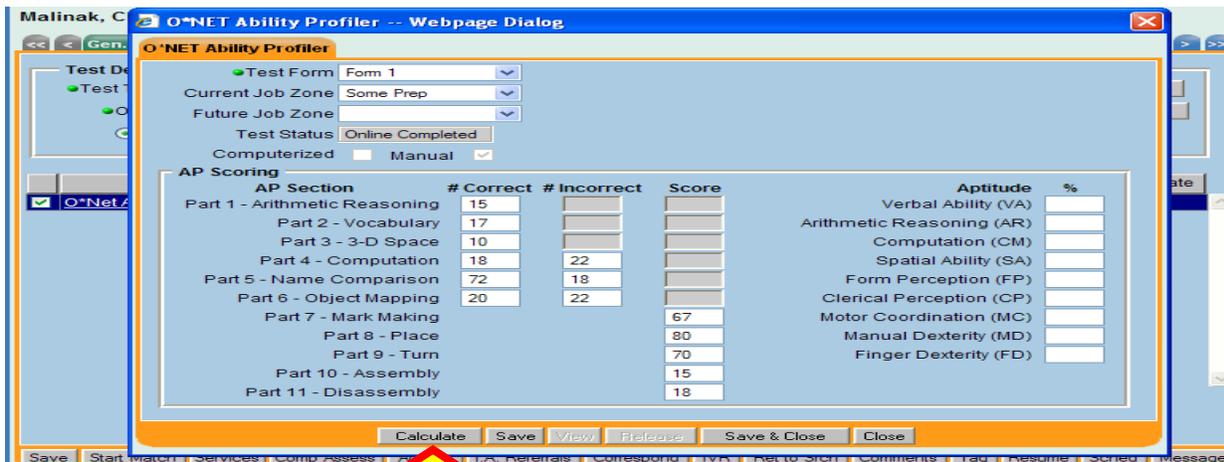
For customers that were administered the Ability Profiler in paper/pencil form, staff can enter the scores and calculate the results.



The screenshot shows the 'O\*NET Ability Profiler -- Webpage Dialog' window. The 'AP Scoring' section contains a table with columns for 'AP Section', '# Correct', '# Incorrect', 'Score', and 'Aptitude %'. The 'Aptitude' column lists various skills like Verbal Ability (VA), Arithmetic Reasoning (AR), etc. The table is currently empty, with only the first cell of the first row containing a '1'.

AP Section	# Correct	# Incorrect	Score	Aptitude	%
Part 1 - Arithmetic Reasoning	1			Verbal Ability (VA)	
Part 2 - Vocabulary				Arithmetic Reasoning (AR)	
Part 3 - 3-D Space				Computation (CM)	
Part 4 - Computation				Spatial Ability (SA)	
Part 5 - Name Comparison				Form Perception (FP)	
Part 6 - Object Mapping				Clerical Perception (CP)	
Part 7 - Mark Making				Motor Coordination (MC)	
Part 8 - Place				Manual Dexterity (MD)	
Part 9 - Turn				Finger Dexterity (FD)	
Part 10 - Assembly					
Part 11 - Disassembly					

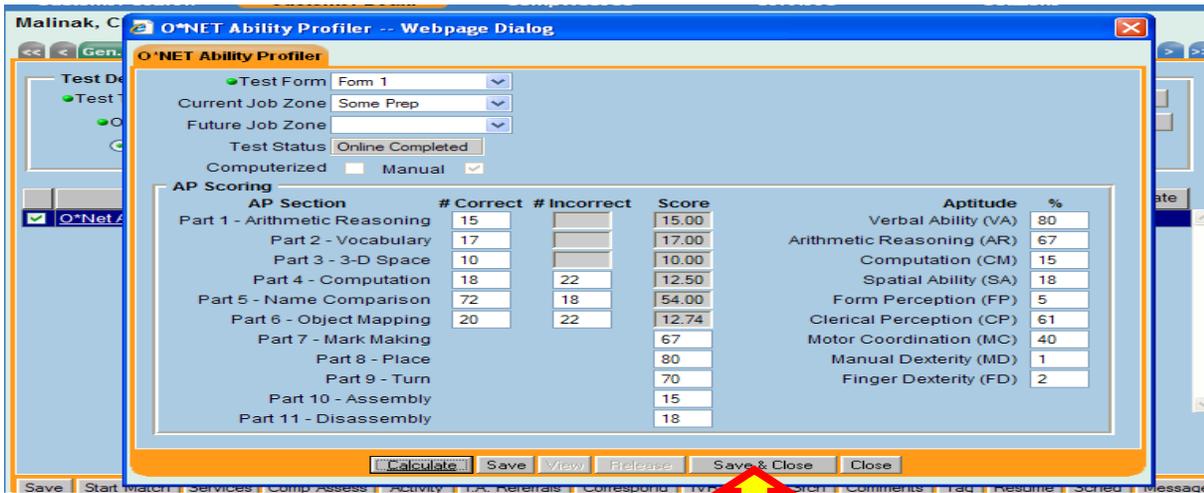
Add the results.



The screenshot shows the same 'O\*NET Ability Profiler -- Webpage Dialog' window, but now with numerical data entered into the 'AP Scoring' table. A red arrow points to the 'Calculate' button at the bottom of the dialog.

AP Section	# Correct	# Incorrect	Score	Aptitude	%
Part 1 - Arithmetic Reasoning	15			Verbal Ability (VA)	
Part 2 - Vocabulary	17			Arithmetic Reasoning (AR)	
Part 3 - 3-D Space	10			Computation (CM)	
Part 4 - Computation	18	22		Spatial Ability (SA)	
Part 5 - Name Comparison	72	18		Form Perception (FP)	
Part 6 - Object Mapping	20	22		Clerical Perception (CP)	
Part 7 - Mark Making			67	Motor Coordination (MC)	
Part 8 - Place			80	Manual Dexterity (MD)	
Part 9 - Turn			70	Finger Dexterity (FD)	
Part 10 - Assembly			15		
Part 11 - Disassembly			18		

Select **Calculate** to calculate the results.



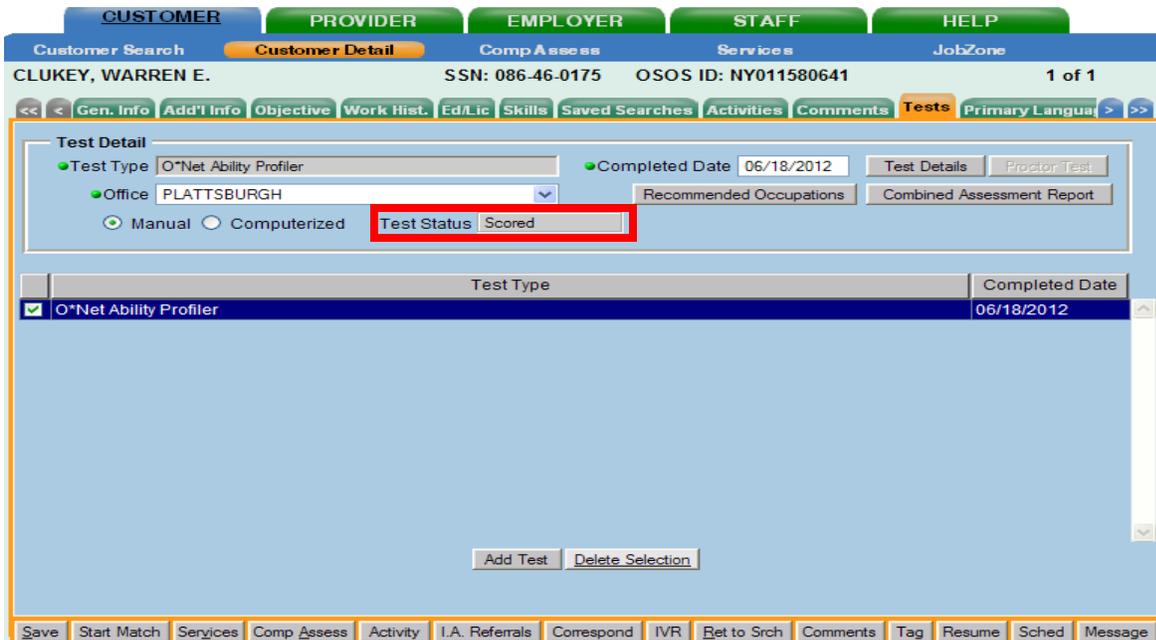
O\*NET Ability Profiler -- Webpage Dialog

Test Form: Form 1  
 Current Job Zone: Some Prep  
 Future Job Zone: [Dropdown]  
 Test Status: Online Completed  
 Computerized:  Manual:

AP Section	# Correct	# Incorrect	Score	Aptitude	%
Part 1 - Arithmetic Reasoning	15		15.00	Verbal Ability (VA)	80
Part 2 - Vocabulary	17		17.00	Arithmetic Reasoning (AR)	67
Part 3 - 3-D Space	10		10.00	Computation (CM)	15
Part 4 - Computation	18	22	12.50	Spatial Ability (SA)	18
Part 5 - Name Comparison	72	18	54.00	Form Perception (FP)	5
Part 6 - Object Mapping	20	22	12.74	Clerical Perception (CP)	61
Part 7 - Mark Making			67	Motor Coordination (MC)	40
Part 8 - Place			80	Manual Dexterity (MD)	1
Part 9 - Turn			70	Finger Dexterity (FD)	2
Part 10 - Assembly			15		
Part 11 - Disassembly			18		

Buttons: Calculate, Save, View, Release, Save & Close, Close

Then click on **Save & Close**.



CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess Services JobZone

CLUKEY, WARREN E. SSN: 086-46-0175 OSOS ID: NY011580641 1 of 1

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Primary Language

Test Detail

Test Type: O\*Net Ability Profiler Completed Date: 06/18/2012 Test Details Proctor Test

Office: PLATTSBURGH Recommended Occupations Combined Assessment Report

Manual Computerized **Test Status: Scored**

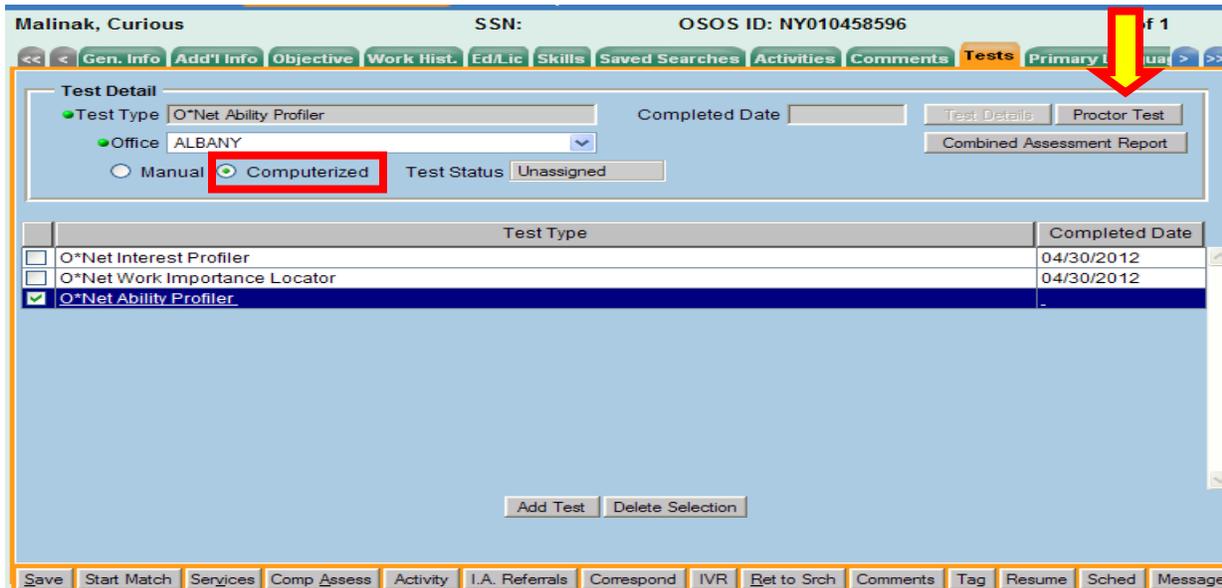
Test Type	Completed Date
<input checked="" type="checkbox"/> O*Net Ability Profiler	06/18/2012

Buttons: Add Test, Delete Selection

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, Curious SSN: OSOS ID: NY010458596 1 of 1

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Primary Language

Test Detail

Test Type: O\*Net Ability Profiler Completed Date:  Test Details Proctor Test

Office: ALBANY Combined Assessment Report

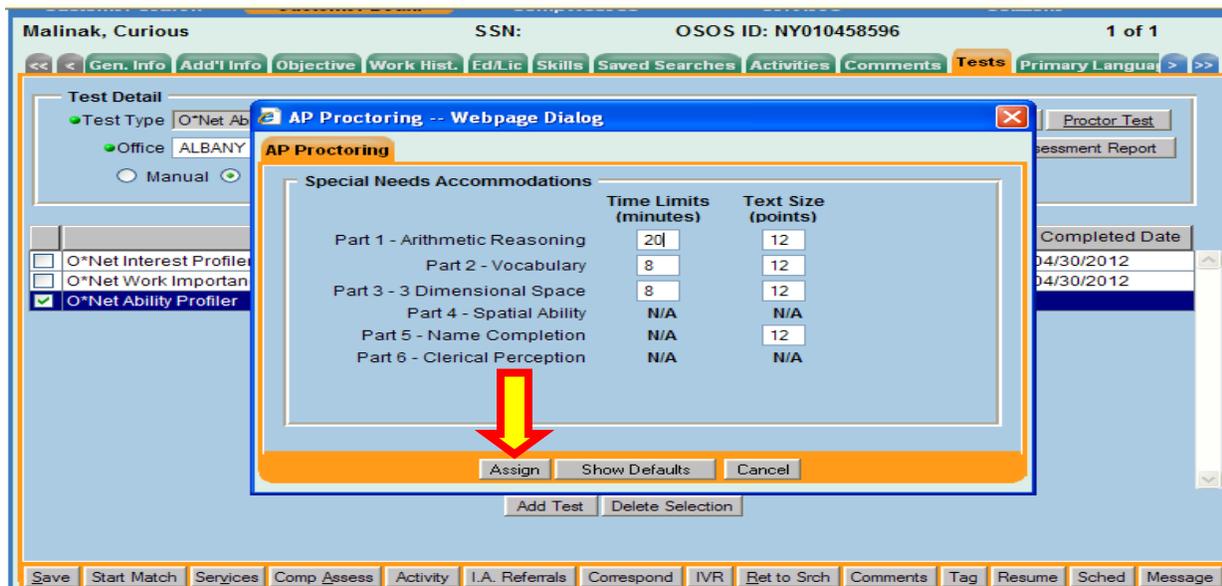
Manual  Computerized  Test Status: Unassigned

Test Type	Completed Date
<input type="checkbox"/> O*Net Interest Profiler	04/30/2012
<input type="checkbox"/> O*Net Work Importance Locator	04/30/2012
<input checked="" type="checkbox"/> O*Net Ability Profiler	

Add Test Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

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.



Malinak, Curious SSN: OSOS ID: NY010458596 1 of 1

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Primary Language

Test Detail

Test Type: O\*Net Ability Profiler Office: ALBANY Manual  Computerized

AP Proctoring -- Webpage Dialog

AP Proctoring

Special Needs Accommodations

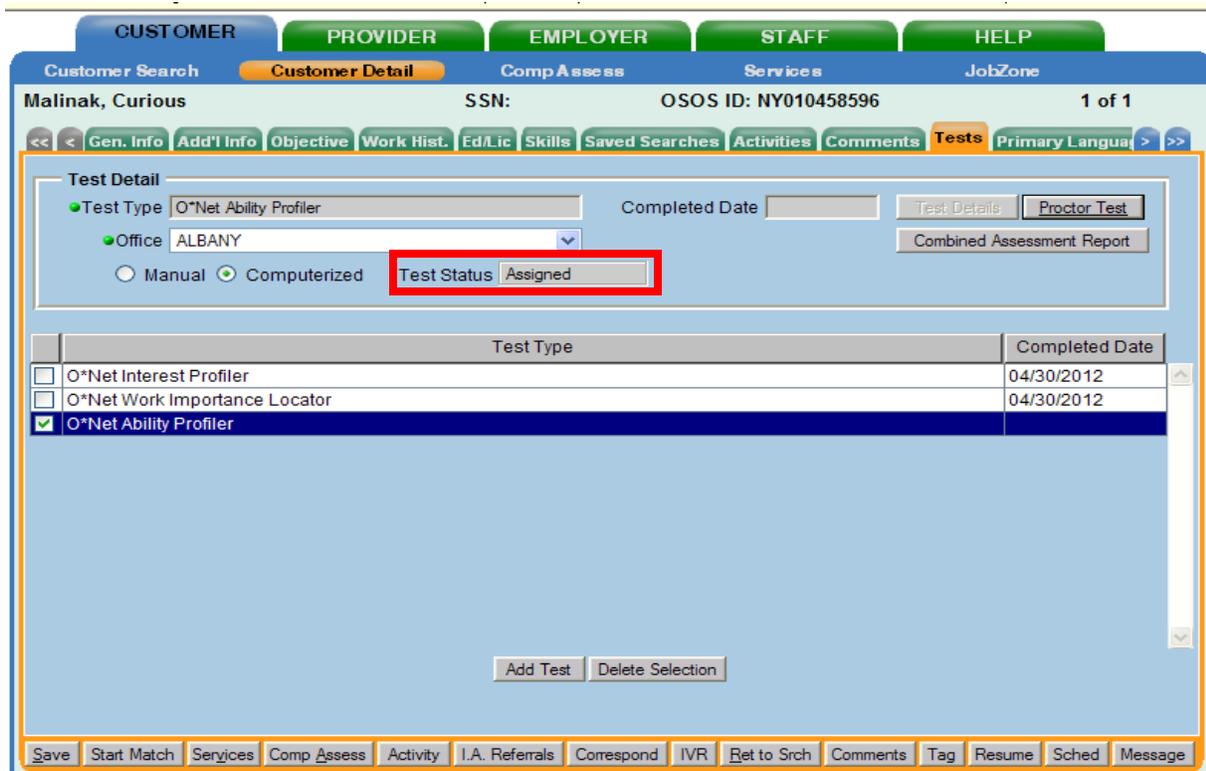
	Time Limits (minutes)	Text Size (points)
Part 1 - Arithmetic Reasoning	20	12
Part 2 - Vocabulary	8	12
Part 3 - 3 Dimensional Space	8	12
Part 4 - Spatial Ability	N/A	N/A
Part 5 - Name Completion	N/A	12
Part 6 - Clerical Perception	N/A	N/A

Assign Show Defaults Cancel

Add Test Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

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



The screenshot shows the OSOS interface for a customer named Malinak, Curious. The 'Tests' tab is active, displaying the following details:

- Test Type: O\*Net Ability Profiler
- Office: ALBANY
- Test Status: **Assigned** (highlighted in a red box)

Below the details is a table of test results:

Test Type	Completed Date
<input type="checkbox"/> O*Net Interest Profiler	04/30/2012
<input type="checkbox"/> O*Net Work Importance Locator	04/30/2012
<input checked="" type="checkbox"/> O*Net Ability Profiler	

At the bottom of the interface, there are buttons for 'Add Test' and 'Delete Selection'.

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.

12208

**Email:**  
**Phone:** (518) 462-7600 X162  
**Fax:** (518) 447-5967  
**Hours:** M-F: 8:30am - 5:00pm  
**Parking:** Street  
**Public Transit Bus Access:**  
[Click for Driving Directions](#)  
[more>>](#)

**Job Seeker Resources**

Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more.  
[more>>](#)

**Upcoming Job Fairs**

Upcoming job fairs in Capital District

- Veterans Job Fair**  
**Date:** Aug 26, 2012  
**Time:** 1:00PM-5:00PM  
**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](#)

[more>>](#)

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, appointments, and plans.



Nothing found in your region

**Recently Viewed**

- Occupations
- Jobs
- Colleges
- Training Provider
- Course Offer

**Self Exploration**



**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** - Assess your abilities, because someone asked you to.

**Report** - View your combined assessment report.

**Resume Preparation**

**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.

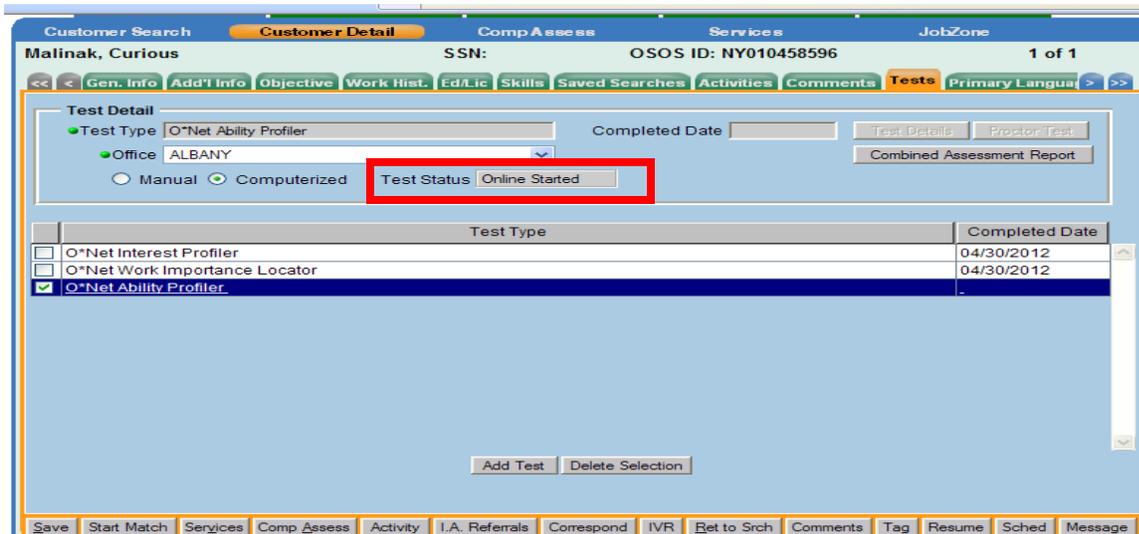
When you finish a page, the instructions at the bottom will tell you whether to go to the next page or whether you have reached the end of the section. If you finish before time runs out, you may navigate back to previous pages of the same part and check the work you've just completed.

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

Date	Status	Complete?	Actions
2012-08-15	Assigned		Begin Profiler

[Back To Portfolio](#)

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



The screenshot shows the OSOS interface for a customer named Malinak, Curious. The 'Tests' tab is active, displaying a table of test results. The 'O\*Net Ability Profiler' test is selected, and its status is 'Online Started', which is highlighted with a red box. Other tests listed include 'O\*Net Interest Profiler' and 'O\*Net Work Importance Locator', both with a completed date of 04/30/2012.

Test Type	Completed Date
<input type="checkbox"/> O*Net Interest Profiler	04/30/2012
<input type="checkbox"/> O*Net Work Importance Locator	04/30/2012
<input checked="" type="checkbox"/> O*Net Ability Profiler	-

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

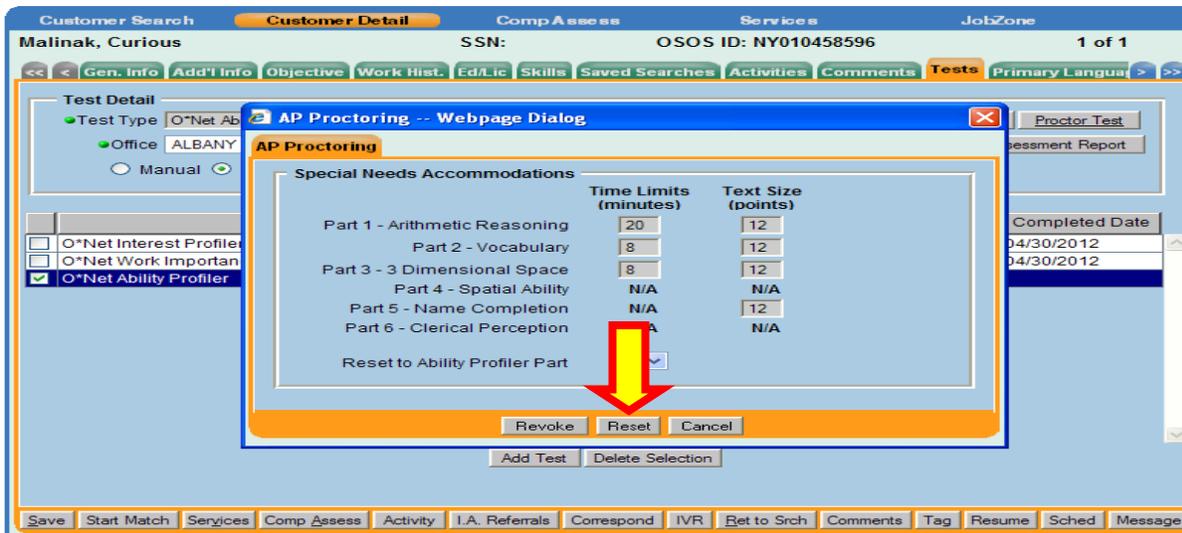


*The customer will need to alert staff that they have to stop. Once the customer logs off, the Ability Profiler will disappear from their registration page until the counselor resets the assessment.*

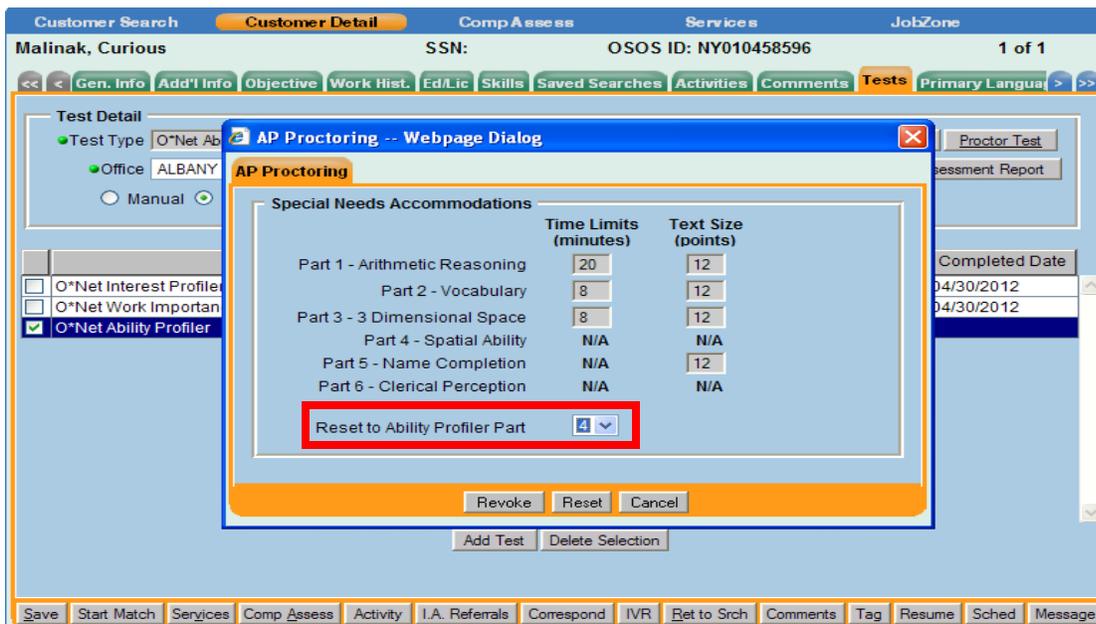


The screenshot shows the 'Ability Profiler' test interface. The user is on 'Part 4 - COMPUTATION'. A message states: 'Time Expired. Your time has expired for this section.' A 'Finish Section' button is visible at the bottom right. The interface includes a progress bar at the top with tabs for Introduction, Part 1 through Part 6, Score, and Match Results.

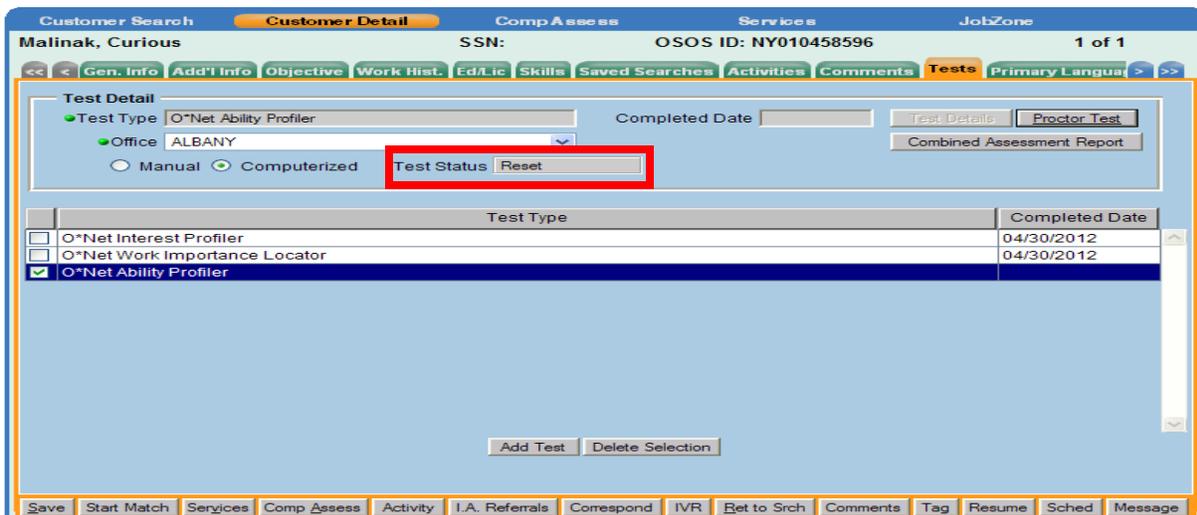
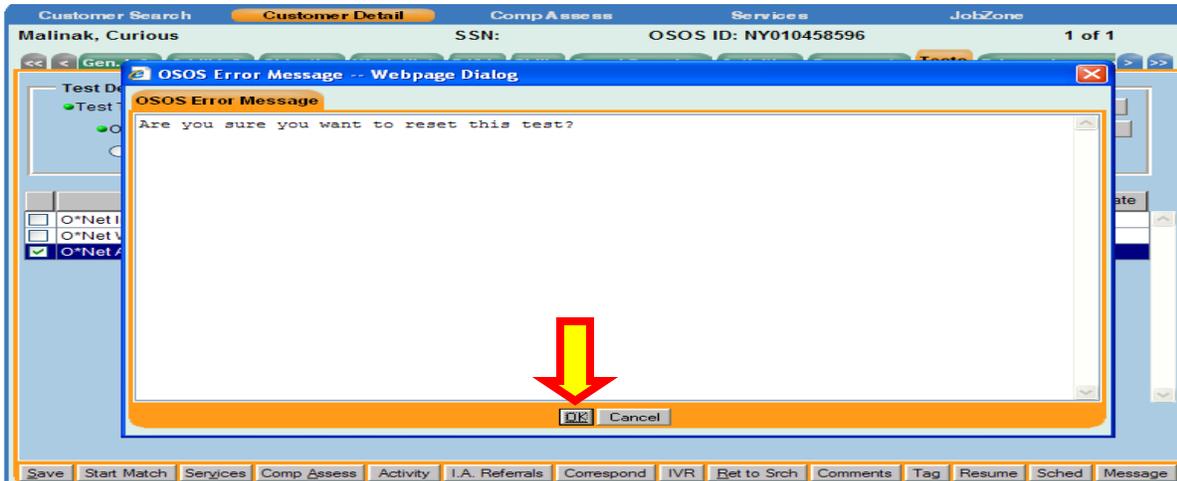
The Ability Profiler can be reset by clicking on **Reset** in the **AP Proctoring** window.



You can also select which Part to Reset the Ability Profiler to.



OSOS will ask you if you are sure you want to reset the test. Click on OK to proceed.



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.

Date	Status	Complete?	Actions
2012-08-15	Reset		<a href="#">Begin Profiler</a>

[Back To Portfolio](#)



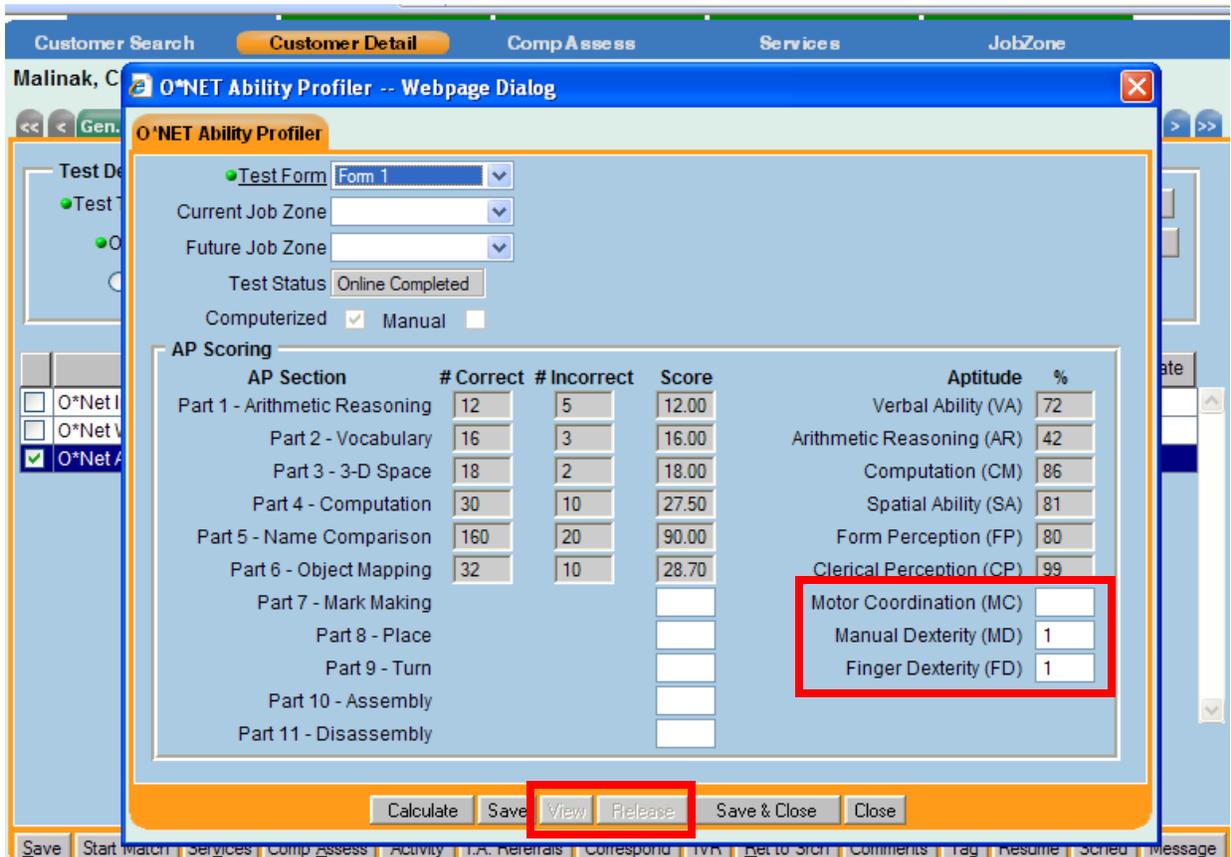
Once the customer has completed the assessment in JobZone, the **Test Status** in OSOS will say *Online Completed*.

The screenshot shows the OSOS interface for a customer named Malinak, Curious. The 'Tests' tab is active, displaying details for the 'O\*Net Ability Profiler' test. The test status is 'Online Completed', which is highlighted with a red box. The completed date is 08/15/2012. Below the test details is a table listing other tests.

Test Type	Completed Date
<input type="checkbox"/> O*Net Interest Profiler	04/30/2012
<input type="checkbox"/> O*Net Work Importance Locator	04/30/2012
<input checked="" type="checkbox"/> O*Net Ability Profiler	08/15/2012

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.

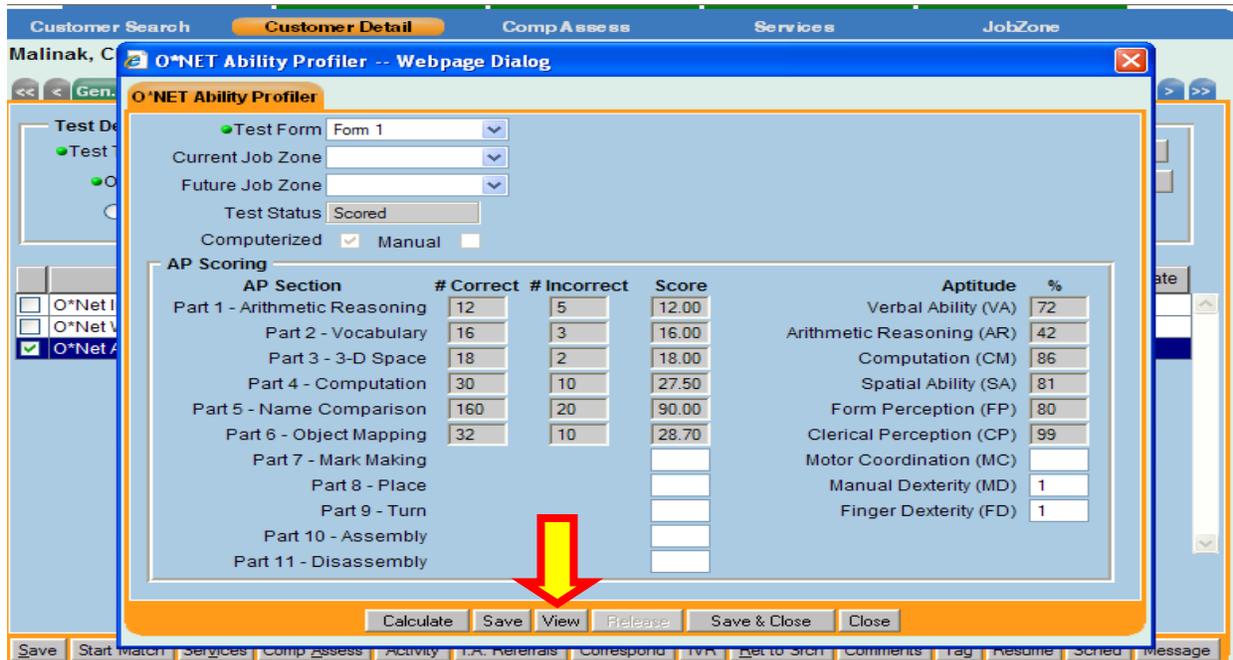
You will notice that the **View** and **Release** buttons are grayed out. These buttons will not be active until you save and close the screen.



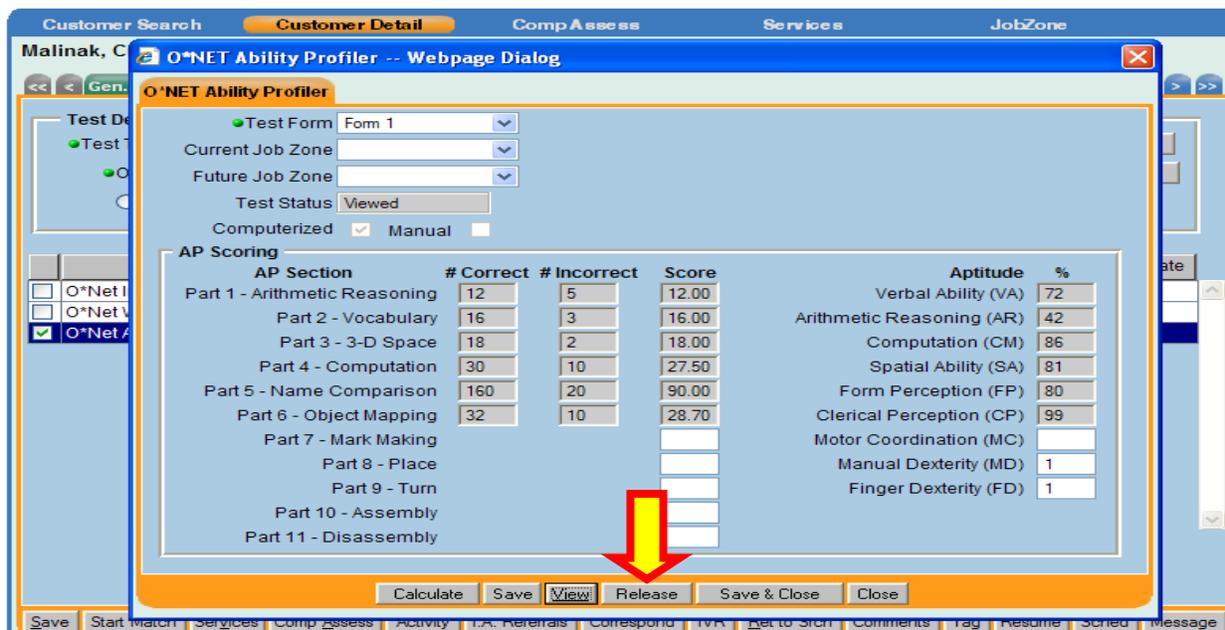
The screenshot shows the O\*NET Ability Profiler interface. The 'AP Scoring' section contains a table with columns for AP Section, # Correct, # Incorrect, Score, Aptitude, and %. The 'Manual Dexterity' section includes Motor Coordination (MC), Manual Dexterity (MD), and Finger Dexterity (FD), each with a score input box. The 'View' and 'Release' buttons at the bottom are highlighted with a red box, indicating they are inactive.

AP Section	# Correct	# Incorrect	Score	Aptitude	%
Part 1 - Arithmetic Reasoning	12	5	12.00	Verbal Ability (VA)	72
Part 2 - Vocabulary	16	3	16.00	Arithmetic Reasoning (AR)	42
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
Part 10 - Assembly					
Part 11 - Disassembly					

Once you **Save & Close** you can select the **View** button.



After you have viewed the scores and feel comfortable releasing the scores to the customer you can then select **Release**.





At this point you can review the customers recommended occupations and combined assessment reports.

Customer Search **Customer Detail** Comp Assess Services JobZone  
 Malinak, Curious SSN: [redacted] OSOS ID: NY010458596 1 of 1

Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments **Tests** Primary Language

**Test Detail**

Test Type: O\*Net Ability Profiler Completed Date: 08/15/2012  
 Office: ALBANY  
 Manual Computerized Test Status: Scored

Test Type	Completed Date
<input type="checkbox"/> O*Net Interest Profiler	04/30/2012
<input type="checkbox"/> O*Net Work Importance Locator	04/30/2012
<input checked="" type="checkbox"/> O*Net Ability Profiler	08/15/2012

Add Test Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

### 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.

Date	Status	Complete?	Actions
2012-08-15	Released	<input checked="" type="checkbox"/>	<a href="#">Review</a>

[Back To Portfolio](#)

**What is your Ability Profile?**  
 These are your scores from the Ability Profiler. They are reported as percentiles, which range from 1 to 99. Percentiles show how you compare to a very large group, or sample, of other people who work in many different kinds of jobs across the county. For example, if you had a percentile score of 60, it would mean you scored the same as or higher than 60 out of 100 people who were in the nationwide sample. The average percentile score for any one of the abilities is 50. This means the average worker would score at the 50th percentile for that ability.

Look at your nine percentile scores, one for each of the nine abilities measured by the Ability Profiler. Check which ability has your highest score and second highest score. You might also want to note the ability with your lowest score. How much difference is there between your highest and lowest scores? Are the scores what you expected, or are you surprised by any of them?

Your percentile scores also are shown in a profile. The height of each bar represents your score for that ability. The 50th percentile is shown as the darkest line that crosses the bars. The dark line above it represents the 75th percentile, and the dark line below it shows the 25th percentile. You can look across the bars and easily see your scores in comparison to each other. You also can note your ability scores in relation to the scores of the people in the sample. Do this by looking at one of the lines - for the 25th, 50th, or 75th percentile - and see how far above or below that line your bar is.

Just so you will know how many items you answered correctly, other than on the dexterity abilities, look next to your percentile scores. You will see the number you got correct out of the total number of questions in each subtest.

**Your Ability Profile - Percentile Scores**



Your Ability Percentile Scores		
Section Name	Your Percentile	Your No. Correct
Arithmetic Reasoning	42	12/18
Vocabulary	72	16/19
3-D Space	81	18/20
Computation	86	20/40
Name Comparison	99	160/90
Object Mapping	80	32/42
Manual Dexterity	1	
Finger Dexterity	1	



## RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: [help.osos@labor.ny.gov](mailto:help.osos@labor.ny.gov)