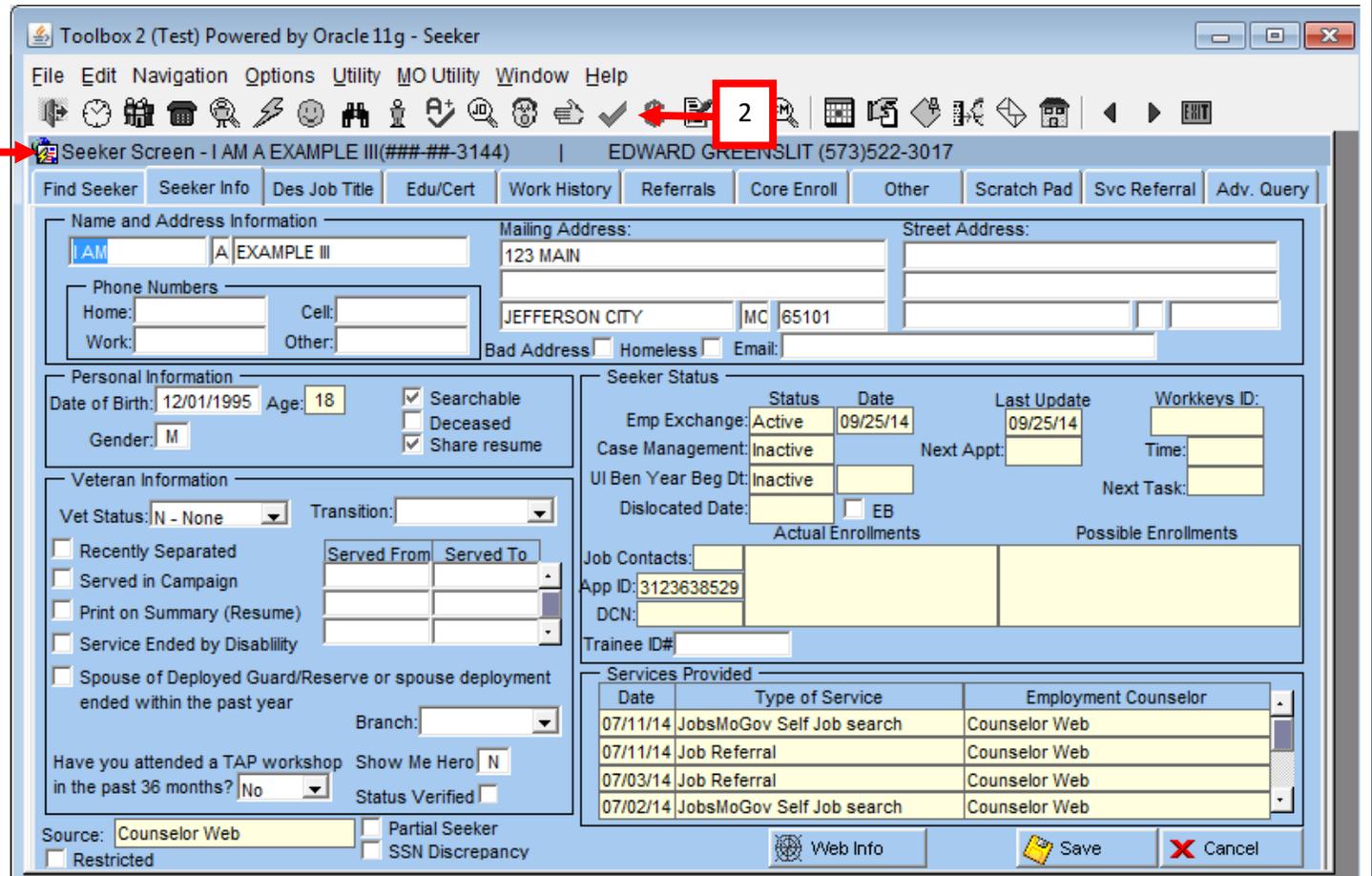


# Completing an Assessment

1. Locate and open the **Job Seeker** record.

### The Assessment

2. Click on the **Assessment** speed button .



Toolbox 2 (Test) Powered by Oracle 11g - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

I AM A EXAMPLE III

Mailing Address: 123 MAIN

Street Address:

JEFFERSON CITY MC 65101

Phone Numbers

Home: Cell: Work: Other:

Bad Address Homeless Email:

Personal Information

Date of Birth: 12/01/1995 Age: 18

Gender: M

Searchable Deceased Share resume

Veteran Information

Vet Status: N - None Transition:

Recently Separated Served From Served To

Served in Campaign

Print on Summary (Resume)

Service Ended by Disability

Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year

Branch:

Have you attended a TAP workshop in the past 36 months? No Show Me Hero N Status Verified

Source: Counselor Web Partial Seeker Restricted SSN Discrepancy

Seeker Status

Status	Date	Last Update	Workkeys ID:
Emp Exchange: Active	09/25/14	09/25/14	
Case Management: Inactive		Next Appt:	Time:
UI Ben Year Beg Dt: Inactive			Next Task:
Dislocated Date:		EB	

Actual Enrollments Possible Enrollments

Job Contacts:

App ID: 3123638529

DCN:

Trainee ID#:

Services Provided

Date	Type of Service	Employment Counselor
07/11/14	JobsMoGov Self Job search	Counselor Web
07/11/14	Job Referral	Counselor Web
07/03/14	Job Referral	Counselor Web
07/02/14	JobsMoGov Self Job search	Counselor Web

Web Info Save Cancel

NOTE: Once you click on the **Assessment** button, a pop-up box may appear, asking you to assign a **Primary Employment Counselor**.

3. If you are going to be the Primary Counselor working with this individual, click "YES" on the popup. This example already has a primary counselor so the popup is bypassed.
4. Some of the information on the **Assessment** comes from the customer's record. (**Employment History**)
5. Read through the **Assessment** questions on the **Employment** tab and answer appropriately. This is where a "picture" of the customer begins being built.

Assessment - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017

Employment | Education | Support System | Financial Needs | Basic Skills Tests

Assessment Date: 09/25/14 | Last Update Date:

Employer	City	St	
McDonalds	Jefferson City	MO	+ Add - Delete

Job Title: Counter Worker

Start Date: 01/01/13 | End Date: | Months: |

Per: | Salary: | Hrs. Wk.: |

Job Description:  Serve customers in eating places that specialize in fast service and inexpensive carry-out food.

Current Employment

Currently Working: | When are you able to work: |

Looking for work: |

Type of work: |

Longest Worked Employer: | Why Left: |

Applied and Not Hired: |

Can't Look/Accept Job: |

Quit or Fired Reason: |

Job Seeking Skills

Do you have a resume? |

Which methods worked best for you? |

Describe your typical interview |

Do you need help preparing for interviews? |

Job Keeping Skills

Were you able to get to work on time? |

Did you work most scheduled work hours? |

Describe your working relationship with your co-workers/supervisor |

What type of jobs have you liked in the past and what are you interested in? |

Describe what you liked most about your last job |

Describe what you liked least about your last job |

LMI vs. Potential Earnings: | LMI

Print MVA Assessment | Save | Cancel

6. Once all pertinent questions have been answered click the **Education** tab

Toolbox 2 (Test) Power Oracle 11g - Assessment

File Edit Navigation s Utility MO Utility Window Help

Assessment - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017

Employment **Education** Support System Financial Needs Basic Skills Tests

Assessment Date: 09/29/14 Last Update Date:

Employment History

Employer	City	St
McDonalds	Jefferson City	MO

+ Add  
- Delete

Job Title: Counter Worker  
Start Date: 01/01/13 End Date: Months:  
Per: Salary: Hrs. Wk.:  
Job Description: Serve customers in eating places that specialize in fast service and inexpensive carry-out food.

Current Employment

Currently Working: Parttime When are you able to work:  
Looking for work: Yes  
Type of work: Production, construction, food service  
Longest Worked Employer: 1.5 Why Left: still employed  
Applied and Not Hired: Yes applied to several jobs  
Can't Look/Accept Job: No  
Quit or Fired Reason:

Job Seeking Skills

Do you have a resume? No wants to create a resume  
Which methods worked best for you? in person contacts  
Describe your typical interview nervous  
Do you need help preparing for interviews? yes

Job Keeping Skills

Were you able to get to work on time? Yes  
Did you work most scheduled work hours? Yes  
Describe your working relationship with your co-workers/supervisor  
good  
What type of jobs have you liked in the past and what are you interested in?  
construction jobs and anything else outside  
Describe what you liked most about your last job  
the work  
Describe what you liked least about your last job  
my supervisor

LMI vs. Potential Earnings: LMI

Save Cancel

Free Format (FF)  
Record: 1/1 <OSC>

7. The **School** information comes over from the customers record
8. Read through the **Assessment** questions on the **Education** tab and answer appropriately
9. **Employment Skills** is a List of Values (LOV) To access the list double click in the field.
10. Double click on a skill to move to the right side of the LOV

The screenshot shows a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Assessment". The window has a menu bar with "File", "Edit", "Navigation", "Options", "Utility", "MO Utility", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into tabs: "Employment", "Education", "Support System", "Financial Needs", and "Basic Skills Tests". The "Education" tab is active, showing assessment questions and a table for "Training Program". A "Skills" dialog box is open, displaying a list of skills such as "Active Learning", "Active Listening", "Complex Problem Solving", etc. Red boxes and arrows highlight specific elements: a box with the number "8" around the menu bar, a box with "9" around the "Employment Skills" field, a box with "10" around the "Skills" dialog box, and a box with "7" around the "Add" button for the school information.

11. **Financial Aid** button-Links to the FAFSA site for the customer to apply for a PELL Grant and/or student loans.
12. The License/Certificate field is a List of Values field (LOV). Double-click to bring up the (LOV)
13. Choose the **License/Certificate** the customer possesses
14. Click **Ok** button

NOTICE: All fields were not completed. Not all fields apply to every customer.

15. Once all pertinent questions have been answered click the **Support System** tab

Toolbox 2 (Test) Powered by Oracle 11g - Assessment

File Edit Navigation Options Utility 15 Window Help

Assessment - I AM A EXAMPLE III(###-##-144) | EDWARD GREENSLIT (573)522-3017

Employment Education **Support System** Financial Needs Basic Skills Tests

Assessment Date: 09/29/14 Last Update Date: [ ]

Education History

Highest grade completed? High School... Currently in School: No

Would you like to obtain your high school diploma or GED? [ ]

Do you have a learning disability? No

What did you like about school? Science, Math, & History

What did you dislike about school? English and schedule

Are there any training programs you started but didn't complete? No

Training Program	Reason for Leaving	Exit Date

Are you interested in more training or skill enhancement? Yes

Describe: would like training to become a Nurse

School: High School City: Jefferson City State: MO

Major: Degree: High School Diplo... Completion Date: [ ]

Employment Skills

- Critical Thinking
- Mathematics
- Science

Aptitude/Ability Tests

Test Type: [ ] Test Date: [ ] Results: [ ]

Education Issues

LEP/ESL: [ ] Describe: [ ] Pell grant status: Pending Yr: 2015 Amt: [ ] Describe: [ ] Financial Aid [ ]

Licenses and Certificates

Type	License/Certificate	Date	St
CPR		06/14	MO

Save Cancel

Certificate or License obtained by customer (LOV)

Record: 2/2 ... List of Valu... <OSC>

16. Read through the **Assessment** questions on the **Support System** tab and answer appropriately

Toolbox 2 (Test) Powered by Oracle 11g - Assessment

File Edit Navigation Options Utility MO Utility V

16

Assessment - I AM A EXAMPLE III(###-##-3144) GREENSLIT (573)522-3017

Employment Education Support System Financial Needs Basic Skills Tests

Assessment Date: 09/29/14 Last Update Date:

Childcare

Seeker Pregnant: Due Date:

Household include children:

Need child care supportive services to participate in employment/Training activity:

Describe:

Applied for Childcare? Childcare provider?

What is your backup plan if provider is not available?

Additional Support

Any additional supports you need to be successful in employment/participation?

Housing

Homeless in the last year:

Describe:

Current Situation:

Expect any changes in 90 days:

Describe:

Transportation

What is your transportation?

What is your backup plan if primary transport is unavailable?

Drivers License

State: Class: Operators Status:

What keeps you from owning?

Endorsements

Air Brakes  Hazardous Material  School Bus

Double/Triple Trailer  Passenger  Tank Vehicle

Additional Support Contacts

Name	Number	Relationship	Type

Print Add Delete

Household Members

First	Mi.	Last	Birthday	Age	Gender	Relation	Dep

Add Delete

Save Cancel

Are there children in the household? "Yes" or "No"

Record: 1/1 <OSC>

17. What keeps you from owning? This relates to transportation. Clicking on the button provides options as to why the customer does not have transportation.
18. Once all pertinent questions have been answered click the **Financial Needs** tab

Toolbox 2 (Test) Powered by Oracle 11g - Assessment

File Edit Navigation Options Utility MO Utility Wind

Assessment - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017

Employment Education Support System **Financial Needs** Basic Skills Tests

Assessment Date: 09/29/14 Last Update Date:

Childcare

Seeker Pregnant: Due Date:

Household include children: Yes

Need child care supportive services to participate in employment/Training activity: Yes

Describe: Need help paying for child care

Applied for Childcare? No Childcare provider? No

What is your backup plan if provider is not available? Do not have

Transportation

What is your transportation? car

What is your backup plan if primary transport is unavailable? bus

What keeps you from owning?

Never Learned  
 Health Problem(s)  
 May lose License (Court)  
 Insurance  
 Problem Making Payme...  
 None

License Suspended  
 Need License Plate  
 Need car repairs  
 Other

Comments

Close

Additional Support

Any additional supports you need to be successful in employment/participation? Not at this time

Housing

Homeless in the last year: No

Describe:

Current Situation: Living with Other

Expect any changes in 90 days: No

Describe:

Household Members

First	Mi.	Last	Birthday	Age	Gender	Relation	Dep
I am	A	Example IV	06/01/2012	2	Male	Child	Y
Sally	P	Sue	09/01/1995	19	Fe...	Not related	

+ Add - Delete

Save Cancel

Is the household member a dependent of the customer? "Yes" or "No"

Record: 2/2 ... List of Valu... <OSC>

19. Enter **Assessment Month & Year**

20. Double-click in **Resource Type** field

21. Choose **Resource Type**

22. Click **OK** button

Repeat **Step 20-22** for each **Resource Type**.

23. Enter a **Description** for **Resource Type**

24. Enter **Amount** of **Resource Type**

The screenshot displays a software window titled 'Toolbox 2 (T...)' with a menu bar (File, Edit, Navig...) and a toolbar. The main area is divided into several sections:

- Assessment Date:** A field for entering the assessment month and year, with a red box labeled '19' pointing to it.
- Resource Types Dialog:** A modal window titled 'Resource Types' with a search field and a list of resource types. 'Earned Income' is selected. A red box labeled '21' points to this selection. The 'OK' button is highlighted with a red box labeled '22'.
- Monthly Household Resources Table:** A table with columns 'Resource Type', 'Description', and 'Amount'. A red box labeled '20' points to the 'Resource Type' header. A red box labeled '23' points to the 'Description' column, and a red box labeled '24' points to the 'Amount' column.
- Monthly Household Expenditure Table:** A similar table with columns 'Expenditure Type', 'Description', and 'Amount'.
- Summary Fields:** 'Assessment Month Net Difference (Total Resources minus Expenditures):' with a value of 0.
- Buttons:** 'Copy', 'Add', 'Delete', 'Print', 'Save', 'Cancel', and 'Financial Education' checkbox.
- Footer:** 'Assessment Date (MM/YYYY)', 'Record: 1/1', and '<OSC>'.





34. Completing the **Assessment** provides a countable 9002 Seeker service

Toolbox 2 (Test) Powered by Oracle 11g - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017

Find Seeker | Seeker Info | Des Job Title | Edu/Cert | Work History | Referrals | Core Enroll | Other | Scratch Pad | Svc Referral | Adv. Query

Name and Address Information

AM | A | EXAMPLE III

Mailing Address: 123 MAIN

Street Address:

JEFFERSON CITY MC 65101

Phone Numbers

Home: Cell: Work: Other:

Bad Address Homeless Email:

Personal Information

Date of Birth: 12/01/1995 Age: 18

Gender: M

Searchable Deceased Share resume

Veteran Information

Vet Status: N - None Transition:

Recently Separated Served From Served To

Served in Campaign

Print on Summary (Resume)

Service Ended by Disability

Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year

Branch: 34

Have you attended a TAP workshop in the past 36 months? No

Status Verified

Source: Counselor Web Partial Seeker Restricted SSN Discrepancy

Seeker Status

Status	Date	Last Update	Workkeys ID:
Emp Exchange: Active	09/29/14	09/29/14	
Case Management: Active		Next Appt:	Time:
UI Ben Year Beg Dt: Inactive			Next Task: 09/29/14
Dislocated Date:		EB	

Job Contacts:

App ID: 3123638529

DCN:

Trainee ID#

Services Provided

Date	Type of Service	Employment Counselor
09/29/14	Assessment	EDWARD GREENSLIT
07/11/14	JobsMoGov Self Job search	Counselor Web
07/11/14	Job Referral	Counselor Web
07/03/14	Job Referral	Counselor Web

Web Info Save Cancel

Query Returned no Rows!

Record: 1/1 <OSC>