

CAREER ASSESSMENT BATTERY

The Medium

CAB's fast paced, high interest visuals provide a welcome change over tiring, old fashioned print assessments. Our 40-minute live action video and new multimedia CD brings career assessment to life as participants see and hear live action occupational situations while making informed choices. This easy-to-use assessment allows you to assess large and diverse populations in a modern, nondiscriminating format.

The Message

Validated against the Department of Labor's worker trait groups, this equity-based assessment considers all career related factors:

- Work Areas
- Work Activities
- Aptitudes
- Work Situations
- Indoor/Outdoor Factors
- Physical Skills
- Work Load
- Education Level
- Math/Language
- Data/People/Things
- Work Environment
- School Subjects



The Scoring

- Computer Scored** - The assessment may be administered and scored directly on the computer.
- Batch Scored** - Group test results are keyed directly into the computer.
- Machine Scoring** - Results may be tabulated on your card scanner (Scantron 8000 series, Chatsworth, NCS) at **\$.50** per card. (IBM only)
- Publisher Scored** - We will score your inventory for you at **\$1.50** per person.

The Counselor

Career counseling is easy with our flexible software management system. All results may be printed, saved, or edited at any time at your convenience. It is simple and quick to change or update a person's results. CAB correlates to the DOT, the GOE, the OOH, and contains over 1000 occupations in its data base. Jobs are referenced according to educational levels which makes it ideal for use with College Prep and School-To-Work populations. **A new option for Hard To Serve Populations is now included!**

Free Site License

Assess an unlimited number of students at your site.

Career Assessment Battery

Order Number: **CAB**

CONTENTS: 1 video, 1 disk (MAC/DOS/Windows/CD-ROM), 30 test booklets, 250 worksheets, 1 briefcase, and 1 site license. A new option for Hard To Serve Populations is now included! (The Mac version allows for computer scoring but cannot be taken on the computer.)



\$595.00

Multimedia CD

Order Number: **CAM**

CONTENTS: 1 guide, 1 Windows CD-ROM) and 1 site license. A new option for Hard To Serve Populations is now included!

\$295.00

Additional CD's - \$50.00

Network Version - \$737.50 (Includes 20 CD's)

Internet Version - \$49.95

DESCRIPTION

Validated against the Department of Labor's Worker Trait Groups, this equity based assessment considers the following career interest factors:

INTEREST AREAS

All jobs can be organized into twelve Work Interest Areas. Study the twelve areas shown below. You may have more than one Work Area in which you are interested.



- 1. **ARTISTIC:** Creative expressions of feelings or ideas.
- 2. **SCIENTIFIC:** Conducting experiments, doing research, diagnosing and treating diseases of humans and animals, or working with laboratory technology.
- 3. **NATURE:** Working with plants and animals usually in an outdoor setting.
- 4. **PROTECTIVE:** Using authority to protect people and property.
- 5. **MEDICINAL:** Working with tools, machines equipment and vehicles in any of a wide range of activities from fixing to designing.
- 6. **INDUSTRIAL:** Working in industries that manufacture goods in large quantities.
- 7. **BUSINESS DETAIL:** Working in an office setting where there are clearly defined activities to be done.
- 8. **SELLING:** Selling products, services, or ideas.
- 9. **SERVICES:** Providing services to others, usually on a one-to-one basis.
- 10. **MANAGEABLE:** Helping others with their problems and needs.
- 11. **LEADERSHIP/MANAGEMENT:** Having the responsibility for planning work, teaching, and managing other people.
- 12. **PHYSICAL FEATS:** Performing physical activities or feats in front of an audience.

EXIT MAIN MENU BACK

Work Interest Areas CAREER SEARCH TIP CAB

INTEREST AREAS

The types of activities you do on a job will determine your level of satisfaction and success.



Review the ten work activities listed below. Picture yourself doing each activity on a regular basis. Decide which activities are appealing to you.

- 1. Dealing with things and objects
- 2. Communicating ideas
- 3. Having business contacts with people
- 4. Doing scientific and technical tasks
- 5. Performing routine, concrete, organized activities
- 6. Performing unusual and creative tasks
- 7. Working for the presumed good of people
- 8. Working with machines and processing
- 9. Leading, planning, and managing others
- 10. Producing things with tools or machines

EXIT MAIN MENU BACK

Work Activities CAREER SEARCH TIP CAB

INTEREST AREAS

The school subjects you like are important when making career choices. Review the school subjects listed below and decide which subjects you would like to work with in a job.



- 1. Language Skills
- 2. Math
- 3. Science
- 4. Social Studies
- 5. Health & Physical Education
- 6. Art
- 7. Technology Education
- 8. Family & Consumer Science
- 9. Agriculture
- 10. Marketing
- 11. Business & Office
- 12. Technical & Industrial

EXIT MAIN MENU BACK

School Subjects CAREER SEARCH TIP CAB

INTEREST AREAS

The skills and abilities that you have now, or could develop are important factors in selecting the right career. These skills and abilities are called aptitudes.



- 1. **GENERAL LEARNING ABILITY** is the ability to "catch on", understand instructions, learn, reason and make judgments.
- 2. **VERBAL ABILITY** is the ability to understand what you read and hear, as well as the ability to write and present ideas.
- 3. **NUMERICAL ABILITY** is the ability to do mathematical problems such as addition, subtraction, multiplication, division, and other complex problems quickly and accurately.
- 4. **SPATIAL ABILITY** is the ability to look at flat drawings or pictures, and picture in your mind how they look in three dimension with height, width and depth.
- 5. **FORM PERCEPTION** is the ability to see detail in objects or drawings and to see slight differences in shape or shading.
- 6. **CLERICAL PERCEPTION** is the ability to notice and recognize errors in numbers, spelling, and punctuation in written materials, charts, and tables.
- 7. **MOTOR COORDINATION** is the ability to move the arms and hands or fingers rapidly and accurately to guide objects into position or to use hand or power tools.
- 8. **FINGER DEXTERITY** is the ability to move the fingers quickly and accurately working with small objects.
- 9. **MANUAL DEXTERITY** is the ability to move the hands easily and skillfully, and often involves turning and placing motions.
- 10. **FINANCIALLY MOTOR COORDINATION** is the ability to move the hands and feet together in a controlled manner such as driving a car, piloting an airplane or playing a set of drums.
- 11. **COLOR DISCRIMINATION** is the ability to see and recognize similarities and differences in colors, and to select color combinations which go together or do not go together.

EXIT MAIN MENU BACK

Aptitudes CAREER SEARCH TIP CAB

INTEREST AREAS

How you adapt to different work situations determines how well you can function on a specific job. Employers need workers whose temperaments match a job's work situations. Review the situations described below. Which situations could you easily adapt to?



- 1. **Accepting** responsibility for the direction, control, or planning of an activity.
- 2. **Situations** involving interpretation of feelings, ideas, or facts in terms of personal viewpoint.
- 3. **Expressing** people in their opinions, attitudes, or judgements about ideas or things.
- 4. **Making** generalizations, evaluations, or decisions based on sensory/judgmental criteria.
- 5. **Making** generalizations, evaluations, or decisions based on measurable or verifiable criteria.
- 6. **Dealing** with people beyond giving and receiving instructions.
- 7. **Performing** repetitive work, or performing continuously the same work, according to a set procedure, sequence, or pace.
- 8. **Performing** under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which working speed and sustained attention are make-or-break aspects of the job.
- 9. **Situations** requiring the precise attainment of set limits, tolerances, or standards.
- 10. **Performing** a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

EXIT MAIN MENU BACK

Work Situations CAREER SEARCH TIP CAB

INTEREST AREAS

Almost everything you can do can be described as relating to **data, people** or **things**. Most jobs require an individual to work to some degree with each of these three areas. However, the level of involvement in each area differs from one job to another. Which levels described below suit you?



Data

- COMPLEX** - Designing layouts or illustrations, conducting research or evaluating information.
- INTERMEDIATE** - Putting it together in order, performing automatic operations, or writing reports.
- SIMPLE** - Rewriting from a copy, entering data as forms or in books, or sorting information or numbers.

People

- COMPLEX** - Consoling and negotiating with people.
- INTERMEDIATE** - Instructing, supervising, entertaining or persuading people such as teaching, explaining work procedures, or convincing someone to buy a product.
- SIMPLE** - Speaking to, serving or helping people, such as giving directions to an assistant, taking food orders in a restaurant, or carrying out directions.

Things

- COMPLEX** - Working with complex and sophisticated equipment or machines to do very delicate or precision work.
- INTERMEDIATE** - Driving, operating or running equipment or machines to do moderately difficult work.
- SIMPLE** - Feeding, loading, or unloading products from a machine.

EXIT MAIN MENU BACK

Data-People-Things CAREER SEARCH TIP CAB

DESCRIPTION

INTEREST AREAS

In order to choose occupations in which you will find the most success and satisfaction, you need to consider your math and language abilities. Review the Math and Language Levels described below. What Levels are you able or willing to master?



MATH

- 1 - **OUTSTANDING** - Apply knowledge of advanced mathematical and statistical techniques such as differential and integral calculus, factor analysis, and probability determination.
- 2 - **GOOD** - Make arithmetic calculations involving fractions, decimals and percentages.
- 3 - **AVERAGE** - Use arithmetic to add, subtract, multiply, and divide whole numbers.
- 4 - **NOT SO GOOD** - Perform simple addition and subtraction, reading and copying of figures or counting and recording.

LANGUAGE

- 1 - **OUTSTANDING** - Read, write, or edit technical or scientific journals, newspapers, and magazines; prepare and draw up deeds, wills and contracts; interview and counsel clients or patients; or prepare and deliver lectures or speeches.
- 2 - **GOOD** - Transcribe dictation; interview job applicants; interview and screen persons for appointments; prepare business letters; write reports using correct grammar and style; or read and interpret technical manuals.
- 3 - **AVERAGE** - Fill in report forms; type from rough or corrected copy; interview people to gather such information as age and occupation; copy information from one record to another; act as a guide for people as they tour through buildings; write describing points of interest.
- 4 - **NOT SO GOOD** - Write the names and addresses of customers; type the name of products on tags; learn job duties from oral instruction or demonstration; or request supplies or writing.

EXIT MAIN MENU BACK

Math/Language Ability

CAREER SEARCH TIP

CAB

INTEREST AREAS

Different jobs require different levels of strength and endurance. Study the levels listed below and decide which level you would be willing to do on a regular basis.



- 1 - **Sedentary** - Workers at this level generally sit and lift up to 10 pounds and carry objects up to 2 pounds.
- 2 - **Light Work** - If you do light work, you may lift up to 20 pounds and carry objects up to 10 pounds.
- 3 - **Medium Work** - If you do medium work, you may lift up to 50 pounds and carry objects up to 25 pounds.
- 4 - **Heavy Work** - Workers at this level lift up to 100 pounds and carry objects up to 50 pounds.
- 5 - **Very Heavy Work** - If you do very heavy work, you may lift up to 100 pounds and carry objects to 70 pounds.

EXIT MAIN MENU BACK

Work Load

CAREER SEARCH TIP

CAB

INTEREST AREAS

Many jobs require you to continually perform certain physical skills. From the descriptions below locate which skills you would be willing to do on a continuous basis over a long period of time.



- 1 - **CLIMB AND BALANCE**: Can you work in a job which requires you to climb and balance yourself, such as ascending or descending ladders, stairs, scaffolding, ramps, or poles while maintaining your balance?
- 2 - **STOOP AND KNEEL**: Can you work in a job which requires you to stoop, kneel, crouch, or crawl for long periods of time?
- 3 - **REACH AND HANDLE**: Can you work in a job which requires you to reach, hold, grasp, turn, pick up or use your hand to feel the size, shape, and temperature of objects?
- 4 - **TALK AND HEAR WELL**: Can you work in a job which requires you to talk or listen continuously for long periods of time?

EXIT MAIN MENU BACK

Physical Skills

CAREER SEARCH TIP

CAB

INTEREST AREAS

Many people have a preference for work that is either indoors or outdoors. Think about which of the settings described below suit you.



- 1 - **INSIDE** - I would prefer to spend most of my work time indoors and protected from the weather.
- 2 - **OUTSIDE** - I would prefer to work most of the time outdoors and exposed to the weather.
- 3 - **BOTH INSIDE AND OUTSIDE** - I would prefer a job in which I am inside 50% of the time and outside 50% of the time.
- 4 - **NO STRONG PREFERENCE** - I really have no preference if I work inside or outside.

EXIT MAIN MENU BACK

Indoor/Outdoor

CAREER SEARCH TIP

CAB

INTEREST AREAS

Review the work environments described below. In which conditions would you be willing to work on a regular basis?



- 1 - On a regular basis would you work in a very cold place, such as a cold storage room?
- 2 - Would you work in a very hot place, such as close to a hot stove or furnace on a regular basis?
- 3 - Would you work in a wet and humid place, such as a Greenhouse?
- 4 - Would you work in a place with loud noise or vibrations, such as one with loud machinery?
- 5 - Would you work in a hazardous or dangerous situation, such as fighting fires, or demolishing a building?
- 6 - On a regular basis would you work in a place where you were exposed to fumes, odors, or dust, such as working in a welding shop or in a chemical plant?

EXIT MAIN MENU BACK

Work Environment

CAREER SEARCH TIP

CAB

INTEREST AREAS

Different occupations require different amounts of education and training. Review the options listed below. What is the longest period of time you are willing to spend on training and education after you leave high school?



- 1 - Short demonstration time only
- 2 - Beyond short demonstration, up to 30 days
- 3 - Over 30 days, up to 3 months
- 4 - Over 3 months, up to 6 months
- 5 - Over 6 months, up to 1 year
- 6 - Over 1 year, up to 2 years
- 7 - Over 2 years, up to 4 years
- 8 - Over 4 years, up to 10 years
- 9 - Over 10 years

EXIT MAIN MENU BACK

Education Level

CAREER SEARCH TIP

CAB

THE MULTIMEDIA CD

CAREER ASSESSMENT BATTERY



-  INTRODUCTION
-  ASSESSMENT
-  OOH
-  MANAGEMENT

NOTE!
THESE MUST BE INSTALLED THE FIRST TIME YOU USE THIS PROGRAM.

-  INSTALL ADOBE READER (for OOH)
-  INSTALL CAREER ASSESSMENT SOFTWARE

EXIT 

WELCOME TO THE CAREER ASSESSMENT BATTERY

The Career Assessment Battery will help you determine some of your interests, abilities and needs as they relate to jobs. This is not a test, but an inventory to help you find out more about yourself and how your choices relate to different careers. You should make your choices as honestly as possible so the results reflect your interests and how you feel about your abilities.



As you work through the Career Assessment Battery Activities, keep in mind that your choices will be analyzed by a computer program. Your response to certain statements will greatly affect the type and level of occupations that the computer program will generate.

If you are primarily interested in college level jobs, you must rate yourself as above average or higher on the following activities: Math and Language Abilities; Aptitudes; Data, People and/or Things.

Also note that if you say you want occupations which allow you to work both inside and outside, the number of jobs in your report will be greatly reduced. Most jobs are primarily inside or outside, but not both.

EXIT MAIN MENU NEXT PAGE

INTRODUCTION

CAB

INTEREST AREAS THAT WILL BE ASSESSED



- Work Interest Areas
- Work Activities
- School Subjects
- Aptitudes
- Work Situations
- Data/People/Things
- Math/Language Abilities
- Work Load
- Physical Skills
- Indoor/Outdoor
- Work Environment
- Education Level

Choose an area for more information.

EXIT MAIN MENU BACK

INTRODUCTION CAB

INTEREST AREAS

All jobs can be organized into twelve Work Interest Areas. Study the twelve areas shown below. You may have more than one Work Area in which you are interested.



-  **ARTISTIC:** Creative expression of feelings or ideas.
 -  **SCIENTIFIC:** Conducting experiments, doing research, diagnosing and treating diseases of humans and animals, or working with laboratory technology.
 -  **NATURE:** Working with plants and animals usually in an outdoor setting.
 -  **PROTECTIVE:** Using authority to protect people and property.
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 -  **SELLING:** Selling products, services, or ideas.
 -  **SERVICES:** Providing services to others, usually on a one-to-one basis.
 -  **HUMANITARIAN:** Helping others with their problems and needs.
 -  **LEADERSHIP/MANAGEMENT:** Having the responsibility for planning work, teaching, and managing other people.
 -  **PHYSICAL FEATS:** Performing physical activities or feats in front of an audience.
- EXIT MAIN MENU BACK

Work Interest Areas

CAREER SEARCH TIP

CAB

HOW TO USE THE OOH

Click on the "OOH-CD" icon below to start the application. The file WELCOME.PDF and search index (if available) will load automatically.

To navigate through the OOH documents use the SEARCH feature.

A search may be initiated at any time while in the software application by clicking on the search icon on the toolbar (looks like a pair of binoculars in front of a sheet of paper). This will open the ADOBE SEARCH panel. Enclose phrases in quotes, i.e. "Table 1-1".

After a search is initiated, a QUERY RESULTS box will be displayed showing the names of all of the documents that contain the searched word or phrase. Highlight the document to be retrieved and click on VIEW. The selected document will be opened.

Additional Acrobat Reader 3.0 software features are explained in the WELCOME.PDF file and in the On-Line Help Guide.



OOH

EXIT MAIN MENU

CAB

THE VIDEO

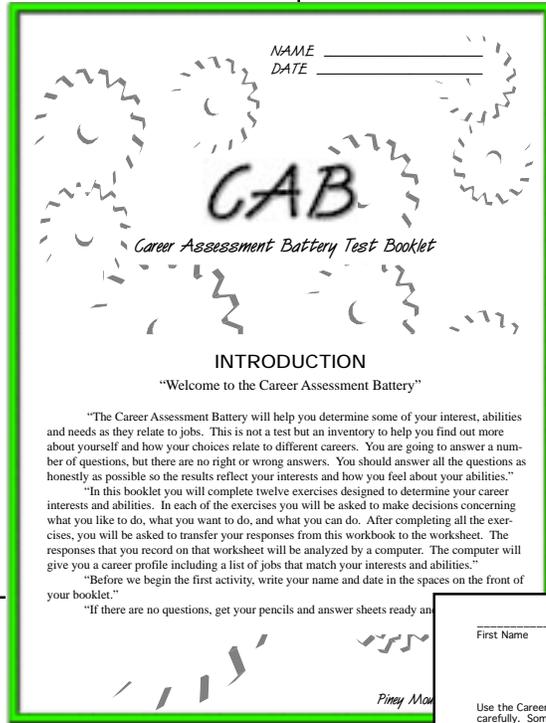
Each participant is provided with a reproducible assessment booklet. This reproducible booklet contains career situations from which the participant will make selections based on interests, needs and abilities.

A video is used to explain what the participant should do, then presents real work situations and narration correlated to the assessment booklet. The participant does not need to read all of the information in the booklet. They simply circle the number beside the situation they prefer.

ACTIVITY ONE: WORK AREAS

In this activity, you will be given descriptions of 12 work areas. Circle the number or letter beside each area that you would like to do. Select at least 1 area, but no more than 6.

1. ARTISTIC
2. SCIENTIFIC
3. NATURE
4. PROTECTIVE
5. MECHANICAL
6. INDUSTRIAL
7. BUSINESS DETAIL
8. SELLING
9. SERVICES
- X. HUMANITARIAN
- Y. LEADERSHIP/MANAGEMENT
- Z. PHYSICAL FEATS



All responses are transferred by the participant to a worksheet or our optical scan sheet. This information is analyzed by our computerized group processing software program. All results are saved and may be printed at your convenience. (See *Computer Assessment* on page 6 for a description of our group processing software program.)

CAB Career Assessment Battery

Refer to the numbers and/or letters circled in your Career Assessment Battery Booklet to fill in the corresponding spaces listed on the right side of this form. Follow the directions carefully for each of the 12 activities. All of the activities require at least one or two answers. If you make any mistakes, the computer will not be able to correctly analyze your career preferences.

MARKING INSTRUCTIONS
Use a No. 2 pencil only.
Erase clearly any answer you wish to change.
Make no stray marks.

	AGE	FI
1. WORK AREAS: Choose at least 1 area but no more than 6 areas.	1-12	1-6
2. WORK ACTIVITIES: Choose at least 2 areas but no more than 5 areas.	1-12	1-5
3. SCHOOL SUBJECTS: Choose at least 1 area. You may choose up to 12 areas.	1-12	1-12
4. APTITUDE 1 / GENERAL LEARNING: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 2 / VERBAL ABILITY: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 3 / NUMERICAL ABILITY: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 4 / SPATIAL: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 5 / FORM PERCEPTION: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 6 / CLERICAL PERCEPTION: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 7 / MOTOR COORDINATION: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 8 / FINGER DEXTERITY: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 9 / MANUAL DEXTERITY: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 10 / EYE/HAND/FOOT COORDINATION: Choose 1, 2, 3, or 4.	1-4	1-4
4. APTITUDE 11 / COLOR DISCRIMINATION: Choose 1, 2, 3, or 4.	1-4	1-4
5. WORK SITUATIONS: Choose at least 1 area but no more than 5 areas.	1-5	1-5
6. DATA: Choose 1, 2, or 3.	1-3	1-3
6. PEOPLE: Choose 1, 2, or 3.	1-3	1-3
6. THINGS: Choose 1, 2, or 3.	1-3	1-3
7. MATH ABILITY: Choose 1, 2, 3, or 4.	1-4	1-4
7. LANGUAGE ABILITY: Choose 1, 2, 3, or 4.	1-4	1-4
8. WORK LOAD: Choose 1, 2, 3, 4, or 5.	1-5	1-5
9. PHYSICAL SKILL / CLIMB AND BALANCE: Choose 1 or 2.	1-2	1-2
9. PHYSICAL SKILL / STOOPE AND KNEEL: Choose 1 or 2.	1-2	1-2
9. PHYSICAL SKILL / REACH AND HANDLE: Choose 1 or 2.	1-2	1-2
9. PHYSICAL SKILL / TALK & HEAR WELL: Choose 1 or 2.	1-2	1-2
9. PHYSICAL SKILL / SEE WELL: Choose 1 or 2.	1-2	1-2
10. INDOOR / OUTDOOR: Choose 1, 2, 3, or 4.	1-4	1-4
11. WORK ENVIRONMENT / COULD: Choose 1 or 2.	1-2	1-2
11. WORK ENVIRONMENT / HOT: Choose 1 or 2.	1-2	1-2
11. WORK ENVIRONMENT / WET AND HUMID: Choose 1 or 2.	1-2	1-2
11. WORK ENVIRONMENT / LOUD AND NOISY: Choose 1 or 2.	1-2	1-2
11. WORK ENVIRONMENT / DANGEROUS: Choose 1 or 2.	1-2	1-2
11. WORK ENVIRONMENT / FUMES, DUSTS OR GREASE: Choose 1 or 2.	1-2	1-2
12. EDUCATION LEVEL: Enter 1 choice.	1-12	1-12

First Name _____ Last Name _____ (Please Print) _____ / ____ / ____
Date

CAREER ASSESSMENT BATTERY WORKSHEET

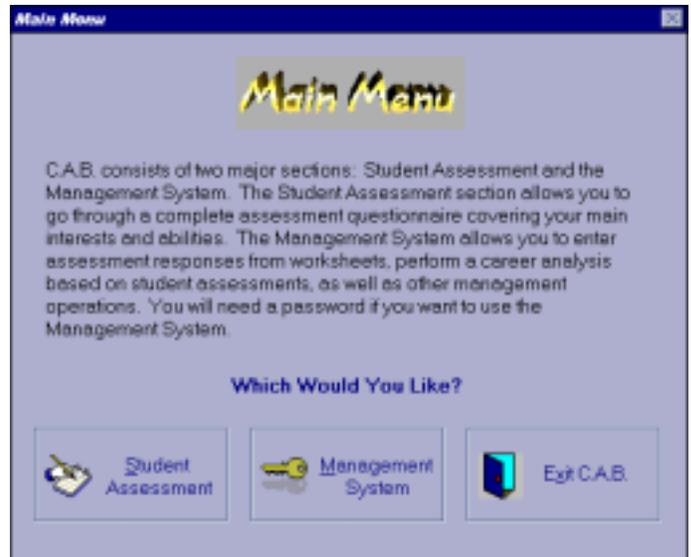
Use the Career Assessment Battery Booklet to fill in the blank spaces provided below. Follow the directions carefully. Some activities require that you fill the whole line. Be sure these are filled in completely. Some activities require at least one or two answers. You are allowed one answer per space on a line. Do NOT fill any line with more answers than can be placed in the space(s) provided. Be sure you have done this correctly. If you make any errors on your worksheet, the computer will not be able to analyze your career interests.

1. **WORK AREAS**-Look over your selections and choose at least one area, but no more than six areas. Enter the numbers or letters you circle in the spaces to the right.
2. **WORK ACTIVITIES**-Select at least two activities, but no more than five, to enter on your worksheet. Enter the numbers or letters you circle in the spaces to the right.
3. **SCHOOL SUBJECTS**-Select at least one subject to enter. You may enter all twelve subjects if you like them all!
4. **APTITUDES**-You must place all eleven aptitude ratings in the space provided on your worksheet. Begin with General Learning. Place the rating (1, 2, 3, or 4) you gave yourself on General Learning in the first space. Now place your rating for Verbal Aptitude in the second space. Continue until you have recorded all your ratings for the eleven aptitudes. Be sure to fill each space with a rating.
5. **WORK SITUATIONS**-Select at least one situation, but no more than five to enter in the spaces to the right.
6. **DATA/PEOPLE/THINGS**-Fill in your rating (1, 2, or 3) for "Data" in the first space. Then fill in your rating for "People," in the second space and finally your rating for "Things." You must fill all three spaces.
7. **MATHEMATICS AND LANGUAGE ABILITY**-Enter your rating for Mathematical Ability in the first space. Enter your rating for Language Ability in the second space. Fill both spaces.
8. **WORK LOAD**-Enter your choice (1, 2, 3, 4, or 5) in the space provided to the right.
9. **PHYSICAL SKILLS**-Enter your response (1 or 2) to the first item (CLIMB AND BALANCE) in the first space. Next enter your response (1 or 2) to the second item (STOOP AND KNEEL) in the second space. Continue until you have recorded your answers for all five skills.
10. **INDOOR/OUTDOOR**-Enter your choice for this area (1, 2, 3, or 4). You must fill this space.
11. **WORK ENVIRONMENT**-Place your choice to the first question (1 or 2) in the first space. Place your choice to the second question in the second space. Continue until you have entered choices for all 6 spaces.
12. **EDUCATION LEVEL**-Enter the choice you circled for education and training.

COMPUTER ASSESSMENT

The software version contains two programs: one for the person taking the inventory; and one for the counselor or teacher. When an individual takes the survey directly on the computer, all results are analyzed, saved and printed. The counselor/teacher program allows access to all records and can only be opened with a password. The software is available for stand-alone computers and network labs.

Select “**Student Assessment**” to take the inventory on the computer, or select “**Management System**” to enter/edit participant data and print reports.



Select “**Management System**” in the main menu, then type in your password. This screen will appear.

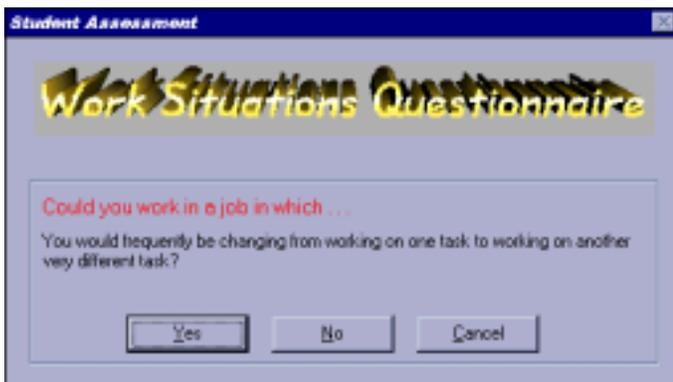
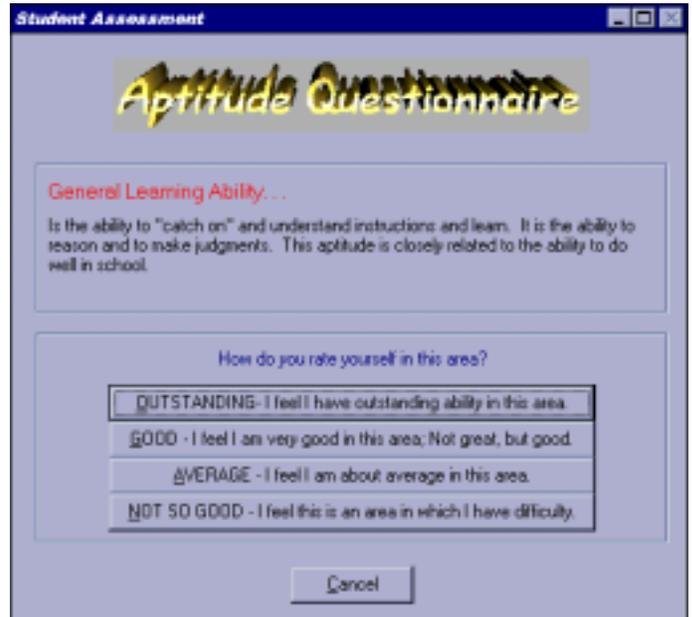
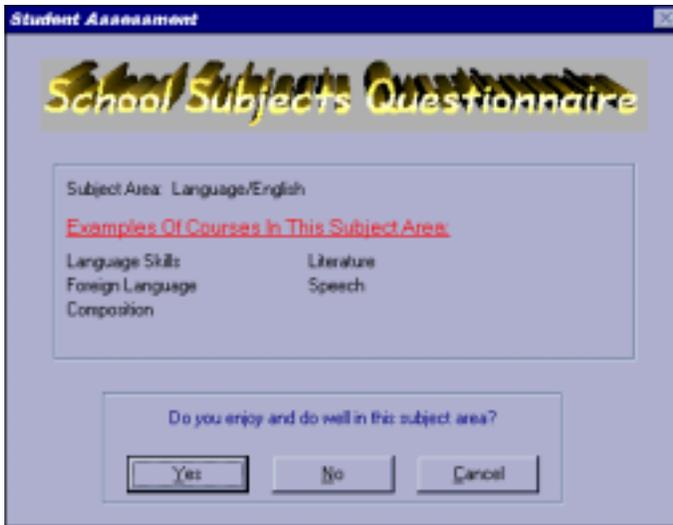


- ✦ The “**List Student Names**” option allows you to generate a complete or partial listing of students’ names currently stored in the data base.
- ✦ The “**Enter Student Assessment Data**” option allows you to add new student profiles to the data base, edit existing student information, and delete individual student profiles from the data base.
- ✦ With the “**List/Review Student Data**” option, you can generate a complete or partial listing of students’ profile information for review.
- ✦ The “**Analyze Student Data**” option will analyze all or selected students’ data profiles and print a summary of the analysis to your printer. Also includes a new option for Hard To Serve Populations!
- ✦ The “**Delete All Students**” option allows collective deletion of **ALL** student profiles stored in the data file.



COMPUTER ASSESSMENT

The following screens are only a small sampling of the activities and questionnaires from the 12 areas used to complete this assessment.



COMPUTER ASSESSMENT

Student Assessment

Math/Language Questionnaire

How do you rate yourself in mathematics?

OUTSTANDING - I feel I have outstanding ability in this area.

GOOD - I feel I am very good in this area; Not great, but good.

AVERAGE - I feel I am about average in this area.

NOT SO GOOD - I feel this is an area in which I have difficulty.

Student Assessment

Education and Training Questionnaire

Select the longest period of training and education (not counting grade school and high school) you are willing to complete.

Short Demonstration Time Only

Beyond Demonstration, Up To 30 Days

Over 30 Days, Up To 3 Months

Over 3 Months, Up To 6 Months

Over 6 Months, Up To 1 Year

Over 1 Year, Up To 2 Years

Over 2 Years, Up To 4 Years

Over 4 Years, Up To 10 Years

Over 10 Years

Student Assessment

Physical Demands Questionnaire

Which of the following could you do on a regular basis?

Lift up to 10 pounds and carry objects up to 2 pounds (rederitary work)

Lift up to 20 pounds and carry objects up to 10 pounds (light work)

Lift up to 50 pounds and carry objects up to 25 pounds (medium work)

Lift up to 100 pounds and carry objects up to 50 pounds (heavy work)

Lift over 100 pounds and carry objects up to 70 pounds (very heavy work)

Student Assessment

Environmental Conditions Questionnaire

In which of the following surroundings would you prefer to work?

Inside - Spend Most Of The Time Protected From The Weather

Outside - Spend Most Of The Time Exposed To The Weather

No Strong Preference

Student Assessment

Environmental Conditions Questionnaire

Would you be willing to work in a ...

Very cold place, such as a cold storage room? Yes No

Very hot place, such as close to a hot stove or furnace? Yes No

Wet and humid place, such as a laundry? Yes No

Place with loud noise or vibrations, such as one with loud machines? Yes No

Hazardous or dangerous situation, such as installing and repairing electrical lines, or demolishing a building? Yes No

Place where you are exposed to fumes, odors, or dust, such as working in an automobile body shop or in a chemical plant? Yes No

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Student Name: Johnny Future Student I.D. #1

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The data listed below shows your preferred interest and ability levels. Please check the following data against your worksheet for any errors:

C. Work Areas: Artistic(1), Scientific(2), Nature(3), Humanitarian(X)
 D. Work Activities: Develop Business Relationships(3), Do Scientific And Technical Tasks(4), Do Unusual And Creative Tasks(6), Lead, Plan, And Manage Others' Work(9)
 E. School Subjects: Language/english(1), Science(3), Art(6), Marketing(X)
 F. Aptitudes: General Learning Ability - Outstanding(1)
 Verbal Aptitude-Outstanding(1)
 Numerical Aptitude-Good(2)
 Spatial Aptitude-Good(2)
 Form Perception-Outstanding(1)
 Clerical Perception-Average(3)
 Motor Coordination-Good(2)
 Finger Dexterity-Good(2)
 Manual Dexterity-Good(2)
 Eye/hand/foot Coordination-Good(2)
 Color Discrimination-Outstanding(1)
 G. Work Situations: Plan And Direct Entire Activities(3), Influence Opinions And Attitudes(5)
 H. Data-People-Things: Data-Complex Level Preferred(1), People-Moderate Level Preferred(2), Things-Moderate Level Preferred(2)
 I. Math & Language Ability: Mathematics-Good(2), Language-Outstanding(1)
 J. Work Load: Sedentary Work (10 Pounds Or Less)(1)
 K. Physical Ability: Climb/balance(1), Stoop/kneel(2), Reach/handle(3), Talk/hear Well(4), See Well(5)
 L. Indoor/Outdoor Inside(1)
 M. Work Environment: Cold Temperatures(1), Hot Temperatures(2), Hazardous Situations(5), Places With Fumes And Odors(6)
 N. Education and Training: Over 4 Years, Up To 10 Years(8)

Section I below provides a list of occupational clusters which match your indicated career interests and abilities. If no career clusters match your selections, you may have been inconsistent with your answers. Consult your counselor about changing your answers and generating a new report. Section II lists specific occupations matching these preferences. It is possible to have a cluster area listed in Section I for which there are no specific occupations listed in Section II. If this is the case, it means that further analysis of the cluster determined that no specific occupations in the cluster related to your interests.

You may find that you have been inconsistent or unrealistic with your answers, or that you have underestimated yourself. If so, redo the workbook exercises and ask your counselor to generate a new report.

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Section I - Career Clusters Relating To Your Assessment

Cluster Name	Page # In GOE	Rating Scale		
		Looks Great	Looks Good	Not Interested
LITERARY ARTS	96			
PERFORMING ARTS: DRAMA	103			
PERFORMING ARTS: MUSIC	106			
PERFORMING ARTS: DANCE	109			
PHYSICAL SCIENCES	122			
LIFE SCIENCES	125			
MEDICAL SCIENCES	128			
SOCIAL SERVICES	416			

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Section I - Instructions

- Based on your workbook answers, the analysis has identified the list of career clusters that appears above. These clusters relate to your interests and abilities. On the right-hand side of each cluster, is "PAGE # IN GOE". The "Guide For Occupational Exploration" (GOE) contains a complete cluster description. Using this page number, look up each cluster and read the description.
- After reading the GOE cluster description, place a check mark under the rating that best describes how you feel about that cluster.

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Section II - Specific Occupations Related To Your Interests

Occupation	DOT #	Education Level
BIOMEDICAL ENGINEER	019061010	SAME
MATHEMATICIAN	020067014	SAME
ASTRONOMER	021067010	SAME
METEOROLOGIST	025062010	LESS
ENVIRONMENTAL ANALYST	029081010	SAME
HISTOPATHOLOGIST	041061054	SAME
PARASITOLOGIST	041061070	SAME
COUNSELOR, GUIDANCE	045107010	LESS
PSYCHOLOGIST, COUNSELING	045107026	SAME
RESIDENCE COUNSELOR	045107038	LESS

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Occupation	DOT #	Education Level
VOCATIONAL-REHABILITATION COUNSELOR	045107042	SAME
MEDICAL PHYSICIST	079021014	SAME
CLERGY MEMBER	120007010	SAME
DIRECTOR OF RELIGIOUS ACTIVITIES	129107018	SAME
COPY WRITER	131067014	LESS
EDITORIAL WRITER	131067022	SAME
WRITER, PROSE/ FICTION/NONFICTION	131067046	SAME
SCREEN WRITER	131067050	LESS
CONTINUITY DIRECTOR, BROADCAST	132037010	SAME
EDITOR, PUBLICATIONS	132037022	SAME
BOOK EDITOR	132067014	SAME
DEAF INTERPRETER	137267014	MUCH LESS
RECREATIONAL PROGRAM DIRECTOR	139167010	SAME
DRAMA TEACHER	150027014	LESS
ACTOR/ACTRESS	150047010	LESS
CHOREOGRAPHER	151027010	SAME
DANCE INSTRUCTOR	151027014	LESS
DANCER	151047010	LESS
MUSIC TEACHER	152021010	LESS
CHORAL DIRECTOR	152047010	SAME
SINGER	152047022	SAME
COPYIST	152267010	LESS
PROMPTER	152367010	LESS
MAGICIAN	159041010	LESS
CLOWN	159047010	LESS
COMEDIAN	159047014	MUCH LESS
MIME	159047022	LESS
DIRECTOR, MOTION PICTURE	159067010	SAME
DIRECTOR, TELEVISION	159067014	SAME
PRODUCER, TV & BROADCASTING	159117010	SAME
ANNOUNCER, BROADCASTING	159147010	LESS
DISC JOCKEY	159147014	MUCH LESS
DIRECTOR, RADIO	159167014	LESS
DIRECTOR OF PLACEMENT, EDUCATION	166167014	SAME
PRODUCER, MOTION PICTURE	187167174	SAME
CASEWORKER	195107010	LESS
CASE AIDE, SOCIAL SERVICE	195367010	MUCH LESS

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Section II - Instructions

The above list contains occupations related to your interests. To the right of each occupation is listed the DOT number associated with that occupation.

Using the DOT number, look up each occupation in the "Dictionary of Occupational Titles" (DOT). The DOT provides a description of specific tasks performed in an occupation.

The last column, "EDUCATION LEVEL" indicates whether the occupation's required education and training is the "same", "less" than, or "much less" than you specified.

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Use the worksheet that follows to record ratings for occupations as you review them. Doing so will help you determine the occupations best for you.

HOW TO USE THE WORKSHEET

Step 1 - Locate each job in the OOH and the DOT and read the description. Rate the job under each of the columns using the scale that appears below. Rate each occupation you wish to consider.

Step 2 - After completing step 1, total the points for each job and pick the four occupations having the highest number of points.

Step 3 - Review these four occupations again and determine which ones seem to best relate to your interests.

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Rate each category listed below using the following rating scale:

2-Very Acceptable 1-Acceptable 0-Not Acceptable

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Occupation	Working	Training	Employ.	Type	Total
	Conditions	And Other Qualifications	Outlook	Of Tasks	
BIOMEDICAL ENGINEER					
MATHEMATICIAN					
ASTRONOMER					
METEOROLOGIST					
ENVIRONMENTAL ANALYST					
HISTOPATHOLOGIST					
PARASITOLOGIST					
COUNSELOR, GUIDANCE					
PSYCHOLOGIST, COUNSELING					
RESIDENCE COUNSELOR					
VOCATIONAL-REHABILITATION COUNSELOR					
COPY WRITER					
EDITORIAL WRITER					
WRITER, PROSE/FICTION/NONFICTION					