

Arapahoe/Douglas Works!

Introduction to the Business Assessment Center (BAC)

Arapahoe/Douglas Works!
Workforce Center
www.adworks.org
303.636.1160

X @adworks303

in Arapahoe/Douglas Works!

Arapahoe/Douglas Works! is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



Thank you for choosing to attend our
Introduction to the BAC workshop
brought to you by the Arapahoe/Douglas
Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on.

"To ensure compliance with current A/D Works! Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently."

Objectives

To Learn...

- **What is the Business & Assessment Center?**
- **What are the different assessments the Business & Assessment Center offers?**
- **How to navigating the A/D Works! website to schedule appointments**

Office Locations

Centennial Workforce Center

Tuesday - Friday (8:00 a.m. – 3:00 p.m.)
6974 S. Lima St.
Centennial, CO 80112
303.636.1160

Aurora Workforce Center

Monday - Tuesday (8:00a.m. – 3:00 p.m.)
15400 E. 14th Pl.
Aurora, CO 80011
(Chambers & 14th)
303.636.1160



What is Arapahoe/Douglas Works! Business & Assessment Center?



Arapahoe Douglas Works! Business Assessment Center

The **Business & Assessment Center** offers professional assessment(s) to both employers and job seekers.

Why?

- Understanding unique strengths and skills.
- Whether you are just starting out.
- Wondering if another career would suit you better.



**Assessments assist you in exploring your different options
and careers that are open to you!**

The **Business & Assessment Center** Basics

The workforce center is for everyone!

The **Business & Assessment Center (BAC)** offer a variety of assessments to assist the job seekers and businesses, including:

- Barriers Assessment
- Upskilling Assessments(s)
- Aptitude Assessment(s)
- Interest Profiler(s)
- Personality Assessment(s)



Business Assessment Center

Assessments We Offer

- **Aptitude Assessments**

- SHL/Kenexa (Prove It)
- Testing Adults for Basic Education (TABE)

- **Barriers Assessment**

- Barriers to Employment Inventory Success Assessment

- **Personality Assessments**

- High 5 Test
- 16 Personalities

- **Interest Profiler Assessments**

- My Next Move
- Self-Directed Search
- YouScience

- **Upskilling Tools (Assessments)**

- Custom Guide
- LinkedIn Learning
- Northstar Digital Literacy

Business Assessment Center

Aptitude Assessment - SHL

Evaluate candidate fit, readiness, and potential with an unmatched portfolio of skills, assessments, and job simulations.

- **Cognitive Assessment**

- Measures your potential to learn, adapt, and perform in any role with Verify, an interactive cognitive assessment

- **Skills and Simulations**

- Scale skills assessments and simulations test that measure practical application and knowledge

- **Job Focused Assessments**

- Focused comprehensive online assessments that measure job specific competencies



Business Assessment Center - Aptitude Assessment Testing For Adult Basic Education

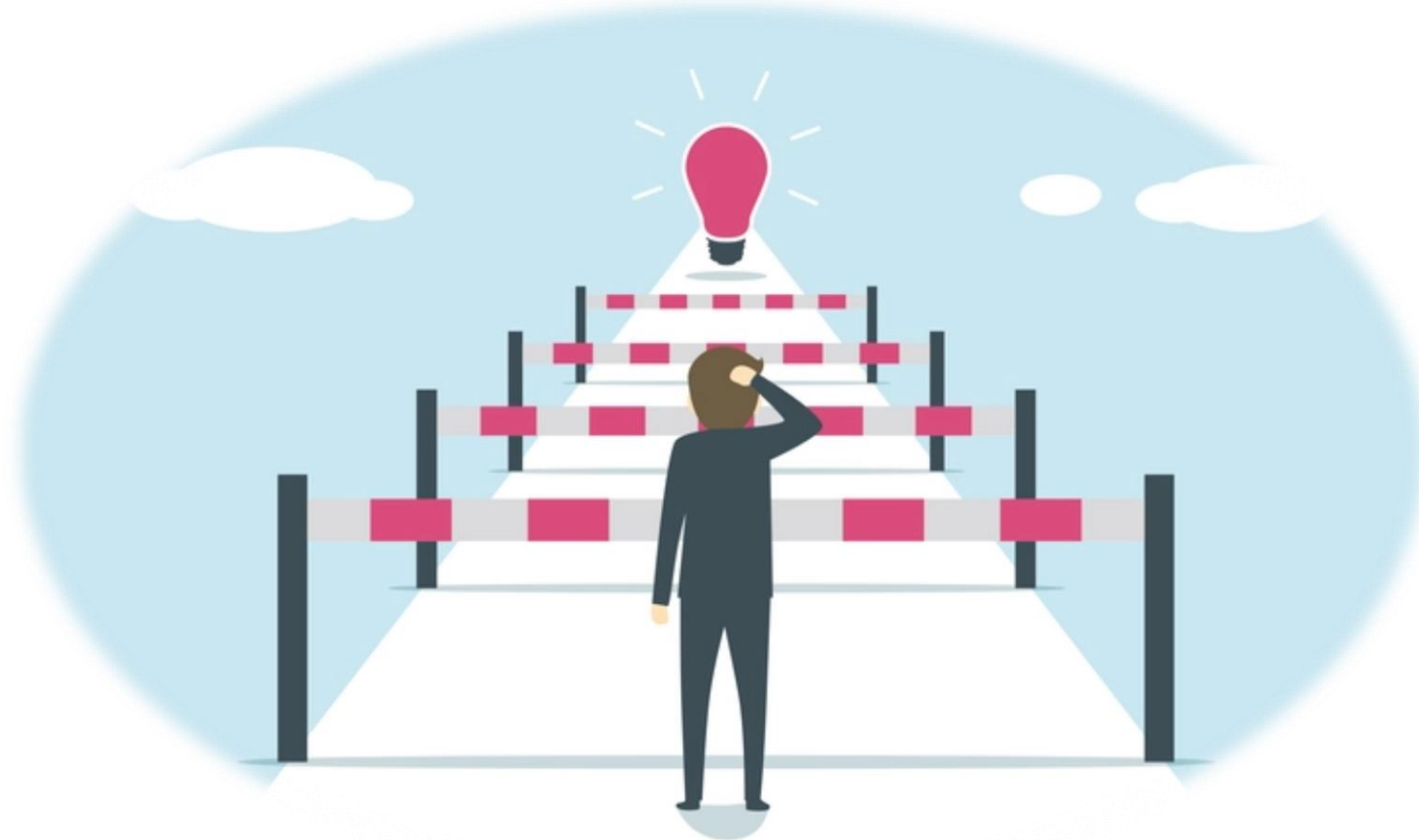


Tests of Adult Basic Education



TABE® is an academic-based, nationwide assessment that provides valid and reliable measurement of the skills that adults need to succeed, both on the job and in life. **TABE®** 11&12 is aligned with College and Career Readiness (CCR) standards and complies with today's rigorous Workforce Innovation and Opportunity Act (WIOA) regulations. **TABE®** is powered by DRC INSIGHT™, a secure, powerful, and reliable online testing engine.

Business Assessment Center Barrier Assessment



Business Assessment Center - Barrier Assessment Barriers to Employment Success Inventory (BESI)

Barriers to Employment Success Inventory (BESI) gives you a quick and easy way to identify the hurdles and obstacles that stand in the way of job success. Though it takes only **20 to 30 minutes** to complete, this powerful inventory not only helps conduct a more effective job search, and it also helps you understand how to be successful on the job as well.

Test takers rate 50 simple statements covering five categories:

- Personal and Financial
- Emotional and Physical
- Career Decision-Making and Planning
- Job-Seeking Knowledge
- Education and Training

After you have identified barriers, BESI suggests ways to overcome them and helps develop an employment success plan that can be used in groups or individual career counseling meetings.

The image shows the front cover of the 'Barriers to Employment Success Inventory (BESI) Fifth Edition' manual. The cover is white with blue and grey accents. At the top, the title 'Barriers to Employment Success Inventory' is written in blue, with 'BESI Fifth Edition' in a smaller font to the right. Below the title, a blue banner contains the subtitle 'Identify Barriers to Getting and Keeping a Job' and the author's name 'John J. Liptak, EdD'. A form for 'Name', 'Date', 'Phone', and 'Email' is located in the middle. Below the form, there is a section titled 'About the BESI' with introductory text. At the bottom, there is a blue button that says 'Open the BESI to get started with Step 1.' and the JIST logo.

Barriers to Employment Success Inventory
BESI
Fifth Edition

Identify Barriers to Getting and Keeping a Job
John J. Liptak, EdD

Name _____ Date _____
Phone _____ Email _____

About the BESI

Whether you are struggling to secure a job or to advance in your current position, many types of barriers can stand in the way of fulfilling your aspirations. These potential barriers include personal and financial issues, emotional and physical problems, poor decision-making and career planning, inadequate job-seeking knowledge, and insufficient education and training.

The *Barriers to Employment Success Inventory (BESI)*, Fifth Edition, is designed to help you identify and explore the types of potential barriers that are keeping you from getting a good job, enjoying employment success, and advancing in your career. By gauging your level of concern about each obstacle, you can recognize your major barriers, engage in actions to help you overcome these barriers, and develop an employment success plan.

Be aware that the *BESI* is not a test; there are no right or wrong responses. The self-assessment is arranged in steps. Follow the directions for each step, and be sure to respond to each question.

Open the *BESI* to get started with Step 1.

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A free administrator's guide is available at <https://jist.com/resources/support-materials>.

JIST
CAREER SOLUTIONS

Business Assessment Center Interest Profiler Assessments



- Interest Profilers are helpful self-assessments and career exploration tools that can help you discover the type of work activities and occupations that you would enjoy and find exciting. These assessments are based upon Hollands Code.
- Holland's Personality Codes are based on a theory developed by John Holland, known as **RIASEC** theory, that both people and work environments can be classified according to six basic types: **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional**. These personality types are known together as **RIASEC**.

BAC: Interest Profiler Assessment – MyNextMove



- The **O*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work.
- You can find out what you like to do.
- The **O*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.

BAC: Interest Profiler Assessment – Self Directed Search (SDS)

- The SDS is based on a theory developed by John Holland, known as **RIASEC** theory, that both people and work environments can be classified according to six basic types: **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional**. These personality types are known together as **RIASEC**.
- Offers benefits across all readiness levels. Additionally, it offers information about your competencies, occupational areas and the types of environments one might thrive.



BAC: Interest Profiler Assessment – YouScience

YouScience is the science of **YOU** – how the mind is wired, what makes the mind tick, the skills and knowledge that set someone apart. Exploring talent and a path that's right for the customer.

- YouScience Discovery is designed to reveal both natural abilities and personal interests.
- YouScience profile includes in-depth details about what makes the individual unique and matches to more than 500 careers, and detailed career information, i.e., like a day in the life, e-salary, and how to get there.

The logo for YouScience, featuring the word "YouScience" in a blue, stylized font. The "Y" is large and loops around the "o". The "Science" part is in a smaller, sans-serif font. A registered trademark symbol (®) is at the end.

Business Assessment Center Upskilling Assessment(s)



Business Assessment Center Upskilling Assessments

Upskilling can be described as the **process of learning additional skills.**

Upskilling is focused on helping job seekers become more knowledgeable and develop new competencies that relate to their current position, while reskilling is about equipping workers to switch lanes and move into new roles within an organization.



BAC: Upskilling Assessments – Custom Guide

Custom Guide gives you the opportunity to take on-line self-paced computer software classes. You can learn what you want, at your own pace, and from any computer with internet access.

Featured Training:

- **Business Skills:** Business Writing, Email Etiquette, QuickBooks, Time Management
- **Microsoft:** Windows, SharePoint, Word, Excel, PowerPoint, Project, Outlook, Teams, Office 365, OneDrive, OneNote, Access
- **Google:** Gmail, Chrome, Docs, Drive, Meet, Sheets, Slides, Workplace



BAC: Upskilling Assessments – NorthStar Digital Literacy

Northstar Digital Literacy tests your computer skills. You can build skills in key areas and demonstrate your knowledge by earning certificates and badges.



Essential Computer Skills	Essential Software Skills	Using Technology in Daily Life
Basic Computer Skills	Microsoft Word	Social Media
Internet Basics	Microsoft Excel	Information Literacy
Using Email	Microsoft PowerPoint	Career Search Skills
Windows	Google Docs	Accessing Telehealth Appointments
MAC OS		Your Digital Footprint
		Supporting K-12 Distance Learning

Business Assessment Center

Personality Assessment

Type A Personality Characteristics



Strengths

Embraces change

Ambitious

Passionate

Highly competitive



Weaknesses

Stubborn

Workaholic

Easily angered

Intolerant

BAC: Personality Assessment – High5Test

HIGH **5** TEST



HIGH5 is a free strengths test that helps people to find out what they are naturally good at and helps individuals to apply their natural talents for higher life satisfaction and improved mental health.

BAC: Personality Assessment – 16 Personalities

16 Personalities helps describe who you are and why you do things the way you do.

- Learn how different personalities can affect the approach to career choices.



Business Assessment Center

Scheduling Assessments



<https://www.adworks.org/job-seekers/career-exploration/business-and-assessment-center/>



Business Assessment Center Results



- Most results are instant and are based upon completion of the assessment.
- You can schedule a follow-up appointment with the Business Assessment Center Career Services Advisor to discuss your results and how this will affect your Career Plans.

Thank you for attending our workshop today.

- We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.
- We especially enjoy your personal comments.



Workshop Evaluation, link:

<https://fs8.formsite.com/adworks/Evaluations/index.html>

To reach a BAC Career Services Advisor, link:

<https://book.appointment-plus.com/dbdm7jgy/#/book-appointment/select-a-location>