



## Assessment Tools – How to Use

### 1. Department of Labor:

Free On-line Assessment Tools:

#### Interest Profiler:

The results will identify your strongest interests in terms of six areas: Realistic, Investigative, Artistic, Enterprising, Social, and Conventional. This instrument is self-assessment career exploration tool that can help people discover the types of work activities and occupations that they would like and find exciting. Users identify and learn about broad interest areas most relevant to themselves.

#### To Access and Use this Tool

Go to America's Career InfoNet, online at [www.acinet.org](http://www.acinet.org)

- Click on career tools....Career exploration....Assess yourself....Take assessments

Select Interest Profiler (IP)

#### Interest Profiler:

In overview section, click on 'computerized version'

Select 'Computerized Interest Profiler' in drop down box

Near bottom of the screen, click on CIP-Software to download the file.

(You will get a screen asking you to register, which you may do, but if you choose not to, simply scroll down to the bottom of that screen and click on 'download without registering'.)

Save the file and remember where you put it.

Go back to your stored file, click on the file to start the installation process. You will get a screen asking 'which programs do you want to install?' Check Interest Profiler Standard. You may get an option during process to put an icon on your desktop - go for it, it will make these tools easy to find.

To take the Interest Profiler, either click on the icon (if you have it saved on your desktop) or open your ONET Assessment Tools file and click on ip.exe

To complete, you will respond to 180 questions asking whether you like or dislike an activity, or are unsure.

Next, you will be asked about Job Zone, which represents different levels of training, experience, or education. The Profiler generates a list of occupations that best match your interest and level of training, education and experience.

Print out your results when you are done.

## **2. Clifton's Strength Finder:**

Two books can be used: "Living your Strengths" (faith based) and "Strengths Finder 2.0" (business based. ) The CSF is an online measure of personal talent that identifies areas where an individual's greatest potential for building strengths exists. By identifying top talent themes, the CSF provides a starting point for people to identify specific personal talents, and the related supporting materials help them discover how to build upon their talents to develop strengths within their roles.

You will need to buy one of these books, prices range from \$16 to \$25. In the book, you will be given an access code that you enable you to log in for a 35 minute assessment that will your identify five talent themes where you are likely to excel. The list of talent themes for both books is the same; the difference is in the applications described. "Living your Strengths" will provide faith based applications while "Strengths Finder" will provide business focused applications.

Either book will provide the rich data that will people to make meaningful decisions for moving forward. Knowledge is power!

**Action Item:**

- Buy one of these books
- Access the assessment and complete it
- Print out your results

**Integrating Data from Diverse Sources:**

- *Consider the results you got from the Clifton Strength Finder, together with the data you got from the Interest Profiler.*
  - Think about your own understanding of what you do well
  - Think about your current job/career, where you have been successful.
  - Think about what the data means for you and your career
  - Look for common themes and patterns to begin to integrate the data. Be prepared to share and discuss your insights.

**3. Hogan's Personality Inventories:**

- Hogan Personality Inventories provide detailed insight into the personality traits that enable leaders and managers to be successful, while also helping them understand the traits that might limit their leadership effectiveness in times of stress (potential derailers).
- These tools can help people make strategic choices about their career options so that they can maximize their potential for success.
- The inventories are completed on line, and take 60 – 90 minutes.
- Costs range from \$80 - \$300, depending on the amount of detail included in the report
- Detailed and specific feedback will be given on the results
- If you are interested in these inventories, contact Joan Bischoff at [joan@mailingaddress.org](mailto:joan@mailingaddress.org) or 704 892 6425 for further details.