

## Skills Assessment

This assessment is to help us learn about your basic computing; problem solving; and English reading, writing, and speaking skills so we may provide appropriate services.

Customer Name: [REDACTED]

Customer/OSOS ID: [REDACTED]

- a. Do you have a high school diploma (HSD) or High School Equivalency (HSE) (e.g., GED or TASC)?  Yes  No  Currently in high school (Does not include HSE programs)
- b. Can you follow basic written instructions and diagrams with little or no help?  Yes  No
- c. Can you fill out basic medical forms and job applications?  Yes  No
- d. Without the help of a calculator, can you add, subtract, multiply, and divide with whole numbers up to 3 digits?  Yes  No
- e. Can you do basic tasks on a computer, which does not include the use of a cell phone (e.g., search for files, upload/download documents or use the internet)?  Yes  No
- f. Can you use business computer software (e.g., email or word processing such as Microsoft suite, spreadsheets)?  Yes  No
- g. Do you speak and read English well enough to obtain and maintain a job that requires English?  Yes  No

Customer Signature: [REDACTED]

Date Signed: [REDACTED]

### Staff Use Only:

Was the individual able to complete the Skills Assessment without help?  Yes  No

Name of Career Navigator/Counselor: [REDACTED]

Career Navigator/Counselor Signature: [REDACTED]

Date Signed: [REDACTED]

## Staff Instructions for Use of the Basic Skills Assessment

- Use a safe tone and create a setting for potentially sensitive information.
- Manage expectations for the customer and ensure they know in advance what to expect during the assessment.
- Allow the customer ownership of the process. Show them that they have choices in the process and how this is an opportunity for them to learn more about themselves.
- Let the customer complete the assessment independently with minimal help.
- When discussing the results and next steps, adopt a strengths-based approach. Acknowledge the achievements and do not allow the focus to be solely on the deficiencies.
- Use the process to connect with the customer.

### Staff Use Only

For WIOA program(s), select Yes/No:	Yes	No
1. Is any question on the Basic Skills Assessment answered "No"? (Questions a. through f. on page 1)	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the customer need help to complete the Basic Skills Assessment?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the customer an English Language Learner?	<input type="checkbox"/>	<input type="checkbox"/>
4. If the answer to questions 1, 2, or 3 is "Yes", the customer would benefit from improving their basic skills and is categorized as Basic Skills Deficient for WIOA.	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Adult Priority of Service:</b> If question 4 is "Yes", mark "Yes" in this row as the customer should be included in Adult Priority of Service. Offer appropriate services and complete data validation and case management system data entry.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Only for Youth Program customers who are "Not Attending School" (Out of School):</b>		
5. Does the youth have a HSD/E? (Question a. of the Basic Skills Assessment)	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the youth low-income?	<input type="checkbox"/>	<input type="checkbox"/>
7. If the answer to questions 4, 5 and 6 is "Yes", mark "Yes" in this row. The youth has the Basic Skills Deficiency barrier that will make them eligible.	<input type="checkbox"/>	<input type="checkbox"/>

