

Job Planning Software

Revised 07/2015

Career Exploration Software

O'NET Interest Profiler – This interest inventory is part of the Dept of Labor website program. The Interest Profiler aids an individual in identifying their interests and how the interest relates to the world of work. Individuals answer questions relating to important interest areas. The profile scores will identify individual's strongest work-related interests. The interest is identified by SOC codes.

O'NET Work Importance Locator – The Work Importance Locator is part of the Dept of Labor website and can assist an individual to learn about their work values and delineate what is important to them in a job. When the locator is completed the results will be identified by six work values. These scores identify the importance each of the work values are to the person completing the importance locator. In addition to the scores, the individual will be directed to a list of occupations that are linked with their work values. The O'NET work values are identical to the values found in QE2.

Nebraska Career Connection – NE Career Connections is a website free of charge and available to all residents within the state of Nebraska. The website connects a variety of career exploration, career planning, jobs, education, planning, and training resources designed for Nebraska. The website is: (www.nebraskacareerconnections.org). Each office has a username and password that can be found in the Job Planning Resource Guide.

- Software Compatibility: Mac and PC
- Languages: English
- Grade Level: 8th grade reading level
- Program recommended for: Individuals who want to complete career exploration, obtain employment information, learn tips on seeking and maintaining employment, etc.
- Administration Time: Depends upon how the client chooses to utilize the

- program. May utilize for a short time to review a certain topic, or may spend hours reviewing relevant data for their career search.
- Password: Passwords for each office can be found in the Job Planning Resource Guide; NE Career Connection

Vocational Assessment Software

CareerScope –The CareerScope is a self-administered, computer-based interest and aptitude assessment system. The aptitude test measures six constructs. The six areas are: General Learning Ability, Verbal Aptitude, Numerical Aptitude, Spatial Aptitude, Form Perception, and Clerical Perception. The report summarizes the client's interest and aptitudes to identify occupations an individual may be best suited for. The CareerScope is a web-based administration.

- Languages: English; Spanish
- Reading Level: 4th grade reading level, and ability to use a computer mouse or learn how to use a mouse
- Program recommended for: Individuals who need to assess their aptitudes and interests to assist them in identifying possible career goals.
- Administration Time: 1 hour
- OnLine Version User ID: Name of the VR Office (i.e. Scottsbluff, OmahaSouth, Lincoln1, etc.)
- Password: password

Perceptual Memory Task – The Perceptual Memory Task (PMT) is used to understand fundamental perceptual memory processes and their relationship to learning skills acquisition, vocational potential, and specific neuropsychological disabilities. The PMT assesses overall level of memory functioning, comparison of relative strengths in visual, auditory and conceptual memory processes. The PMT is also designed for identifying training strategies. A computerized report can be generated for understanding results.

- Software Compatibility: PC/Fusion
- Password: password
- Languages/Reading: No reading required only verbal instructions
- Program recommended for: Students and Adults

- Administration Time: 45 minutes
- Scoring Option: Self-scoring, however a computer report can be generated and staff are encouraged to use the report
- Vendor: McCarron Dial Systems Phone: 214-634-2863

StrengthsFinder – The StrengthsFinder 2.0 book and the web-based assessment aids clients in looking at their strengths as it relates to their personal life and employment. The assessment is particularly helpful to administer when client's feel they have no strengths or have a low self-esteem. It can also be helpful when clients have difficulty relating to others and to help the client realize all individuals bring strengths to a relationship.

The StrengthsFinder measures the presence of talents in 34 general areas. The assessment presents 180 items to the respondent. The descriptors are placed as if anchoring polar ends of a continuum. The respondent is then asked to choose from that pair the statement that best describes him or her, and also to what extent that chosen option is descriptive. The respondent is given 20 seconds to respond to a given pair of descriptors before the system moves on to the next pair. Upon completing the Clifton StrengthsFinder assessment, respondents receive a report displaying their top five (most dominant) themes. The respondent has the opportunity to delve into those themes to discover his or her greatest talents.

- Software Compatibility: PC or Mac
- Assessment Information: StrengthsFinder 2.0 Book, with web address and access code
- Languages/Reading: English
- Program recommended for: Students and Adults
- Administration Time: 45 minutes
- Scoring Option: Computer Generated Report
- Vendor: Obtain the StrengthsFinder Books with web-based assessment code from Cheryl Ferree or Janet Drudik

Kenexa Prove It! – Kenexa provides an evaluation of clients by obtaining accurate information regarding a client's potential for success within a work environment. The program features over 700 validated assessments for clerical software; call center, financial, healthcare, industrial, legal, and technical job classifications. The program simulates desktop applications. Each test

contains questions for basic, intermediate, and advanced skill levels. The program is web based and the website is: <http://www.proveit2.com/general>

The account information:

Username: 9cbhfc47

Password: proveit

Company ID: 9cbhfc47

- Software Compatibility: PC or Mac
- Languages: English, Spanish, French and Italian
- Reading Level: 8th grade
- Administration Time: Each test has approximately 45 questions and takes approximately 25 minutes to complete

R. D. Craig –There are two assessments with R. D. Craig. The two tests are the typing assessment and the data entry assessment.

- Typing Assessment – A speed and accuracy assessment of keyboarding skills to evaluate client’s skills for competitive employment. The program is an excellent resource to evaluate competitive typing speed. There are four standard text tests that can be administered. Many employers and employment services will accept results of this test. Institutions using this program are Workforce Development, University of Nebraska and city/county government. This is not a program that should be used as a typing tutor. This instrument should be used for assessment of skills or to assess the development of keyboarding skills.
 - Software Compatibility: PC
 - Languages: English
 - Program recommended for: Individuals who want to work in a competitive clerical occupation where keyboarding skills are required.
 - Administration Time: Test times can be adjusted from 3-20 minutes. A printed summary of results are available once the test is completed
 - Password: 540102541
- Data Entry Assessment – A data entry speed and accuracy assessment to evaluate client’s skills for competitive employment. There are five standard texts including both alpha and numeric tests. Many

employers and employment services will accept results of this test. Institutions using this program are Workforce Development, University of Nebraska and city/county government. This activity can also be used as a skill development activity. By changing the choice to Form Vs an individual can work for extended periods of time to build skills in a data entry area. This instrument should be used for assessment of skills or to assess the development of data entry skills. In order to obtain a manual and a copy of test materials information must be downloaded from the Internet.

- Software Compatibility: PC
- Languages: English
- Program recommended for: Individuals who want to work in a competitive clerical occupation where data entry skills are required.
- Administration Time: Test times can be adjusted from 3-20 minutes. A printed summary of results is available once the test is completed
- Password: 181921903

Tutorial Software

Kenexa Prove It! - Kenexa Prove It has developed a series of interactive tutorials to complement the Microsoft Office assessment offering. These learning exercises are provided as a value-added solution, at no cost. The program is web based and the website is: <http://www.proveit2.com/general>

Kenexa account information:

Username: 9cbhfc47

Password: proveit

Company ID: 9cbhfc47

Mavis Beacon Teaches Microsoft Office – This program helps master the features of Microsoft Office programs so clients can be more productive. The program has a number of exercises designed to build skills and efficiency. Clients can learn how to take advantage of Microsoft Word, Excel, Outlook, PowerPoint, and Access.

GCF LearnFree.org – GCF Learn Free Center offers free online tutorials for various skills and abilities. Relevant courses are Computer Basics, Internet, Office 2003, Office 2002 (XP), Office 2000, Office 97,

OpenOffice and Life Skills. The website is www.gcflearnfree.org.

- Software Compatibility: PC or Mac
- Languages: English and Spanish
- Program recommended for: People interested in learning basic skills.
- Administration Time: Skill building program so administration time/skill building activities will vary