

Ohio's Workforce System Instructional Documentation Subject: Adding or Updating WorkKeys® Credential Information Date: 02/24/2011

The Workforce System 'Education History' screen has been enhanced to capture a job seekers WorkKeys® credential information. As you may know WorkKeys® is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. These skills are valuable for any occupation and at any level of education.

Procedure:

When to Use this procedure

Use this procedure to add or update WorkKeys® on the LE Education History screen.

Before You Begin Procedure:

Step I:

Log into the Workforce system and select a seeker record that you would like to add or update WorkKeys® assessment information.

Step II:

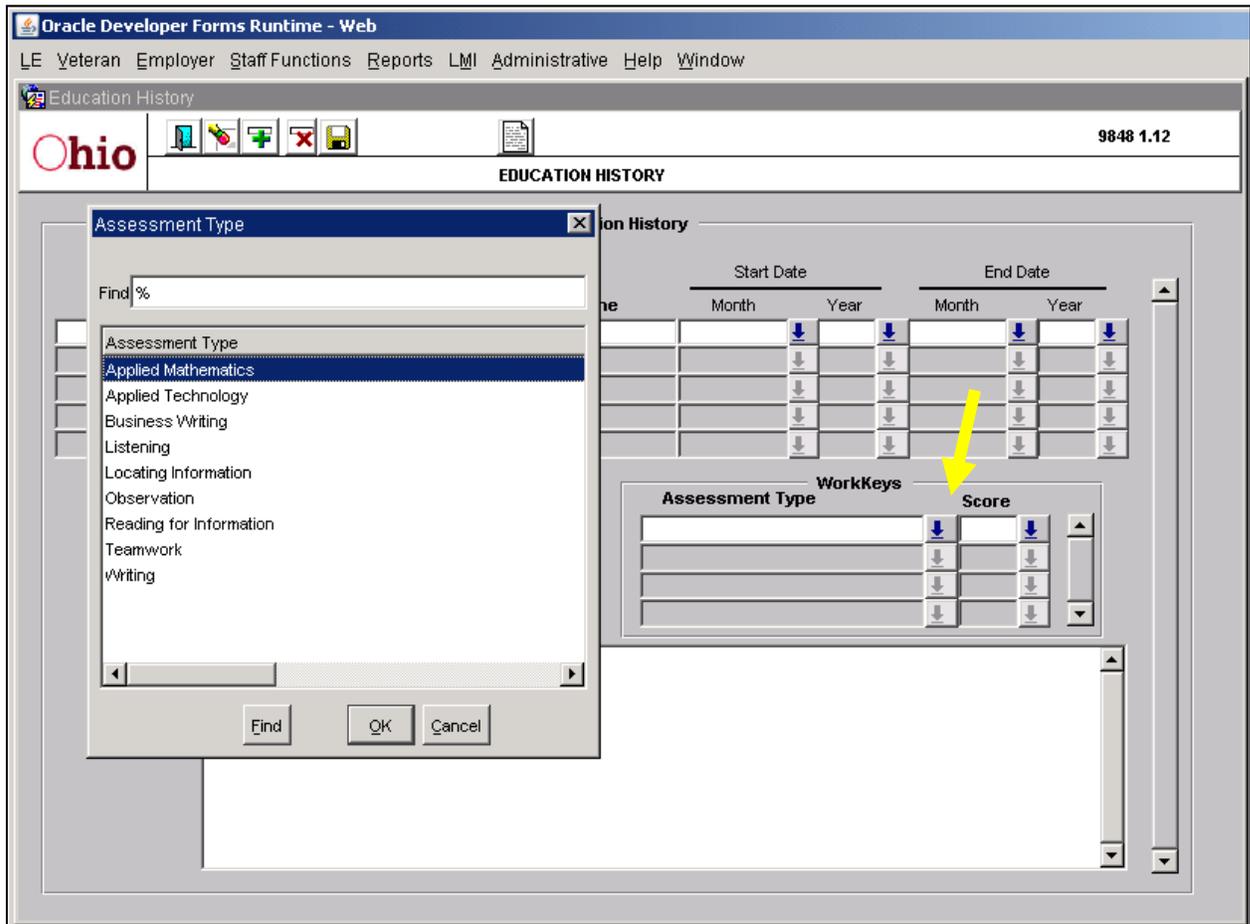
Click on the "Education History" selection from the LE options menu.

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The main window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "LE", "Veteran", "Employer", "Staff", "Functions", "Reports", "LMI", "Administrative", and "Help". The "LE" menu is open, showing a list of options: "Jobs Released From Veteran Priority", "Performance Reminder", "Job Search", "Select Job Seeker", "SkillsLink Assessment", "Mini Registration", "Basic Intake", "Seeker Assessment", "REA Assessment", "Job Matching", "Seeker Services", "Education History" (highlighted with a yellow arrow), "Job Placement", "Correspondence", "Group Correspondence", and "Post Exit & Wages". The main content area shows the "Seeker Data" form for a participant with ID 10228 1.196.1.3. The form includes fields for "Seeker Status Date" (02/22/2011), "Mailing Address" (125 Sunshine Lane, COLUMBUS, OH 43219), "City" (COLUMBUS), "State" (OH), "Zip" (43219), "Age" (35), "Email Address", "Phone", "Fax", and "Emergency Contact". The "Employment Status at Participation" section has radio buttons for "Employed", "Employed, but Received Notice of Termination of Employment or Military Separation", and "Not Employed". The "Job Match" is set to "ACTIVE". The "Staff Office" is "25-1 CENTRAL OFFICE" and the "Staff" is "SMITH, LORI". The "Program Type" is "LABOR EXCHANGE". The "Program Involvement" table shows "Status" as "ACTIVE", "Status Date" as "02/22/2011", "Start Date" as "02/22/2011", and "Close Date" as blank.

From the Education History screen, you may enter Degree/Certificate/ Other information, or WorkKeys®.

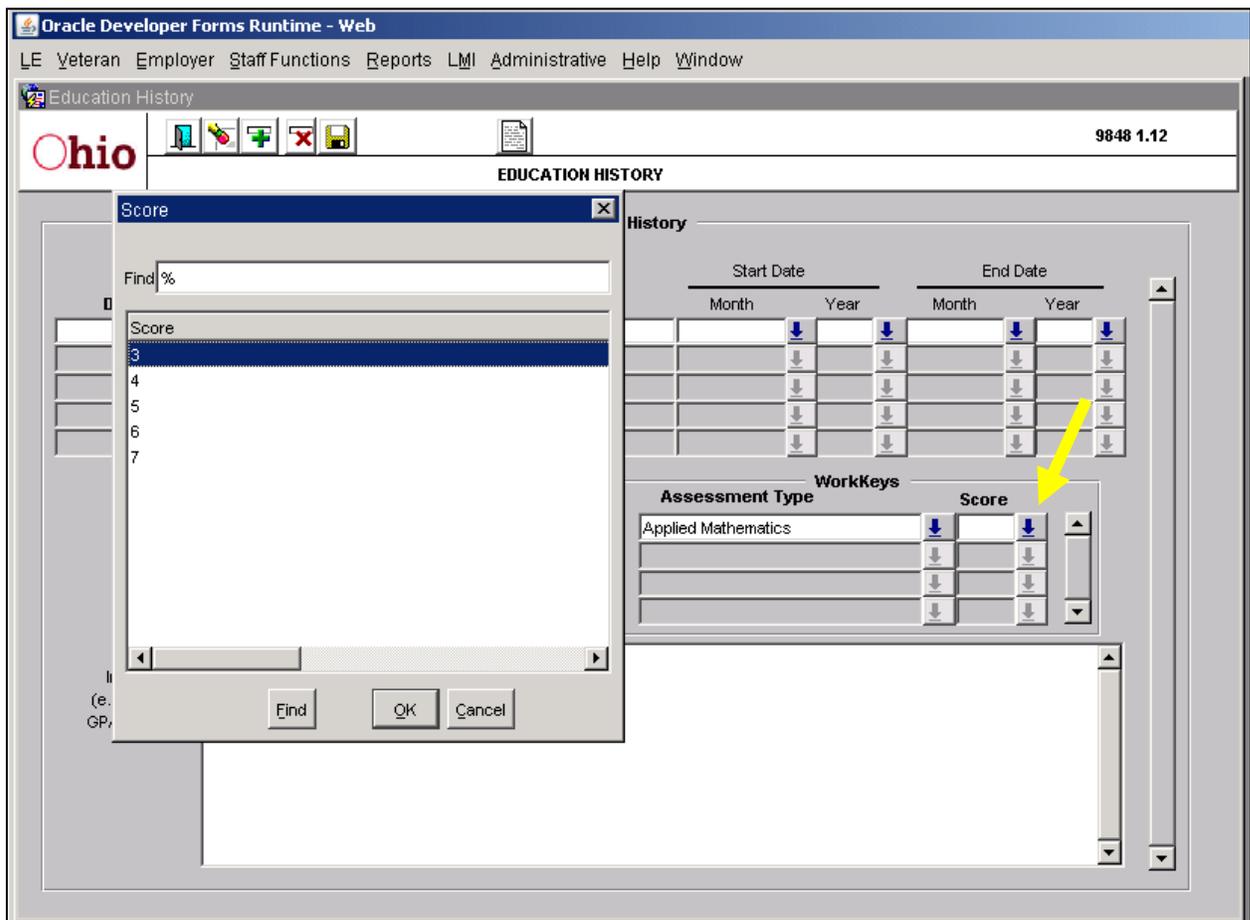
Step III:

To enter a job seekers WorkKeys® information select the blue arrow to get the list of 9 assessments that are available.



Step IV:

Now select the blue arrow in the score column to get a list of the scores that are available. **Note: Each assessment type has its own set of test score ranges that are available for that particular assessment.**



Adding Additional Assessments

Step I:

To enter a new assessment click on the blue arrow under "Assessment Type" to make the next row available.

Oracle Developer Forms Runtime - Web
LE Veteran Employer Staff Functions Reports LMI Administrative Help Window

Education History 9848 1.12

Ohio

Insert New Record

EDUCATION HISTORY

Education History

Degree/Certificate/Other	School/Program Name	Start Date		End Date	
		Month	Year	Month	Year

City

State

Country

Related Information (e.g., minors, GPA, honors)

WorkKeys	
Assessment Type	Score
Applied Mathematics	4
Business Writing	0
Listening	
Locating Information	3

Step II:

To enter an additional assessment after you've entered 4, you must click on the last assessment you entered, in this case it would be "Observation", and click the green plus across the top.

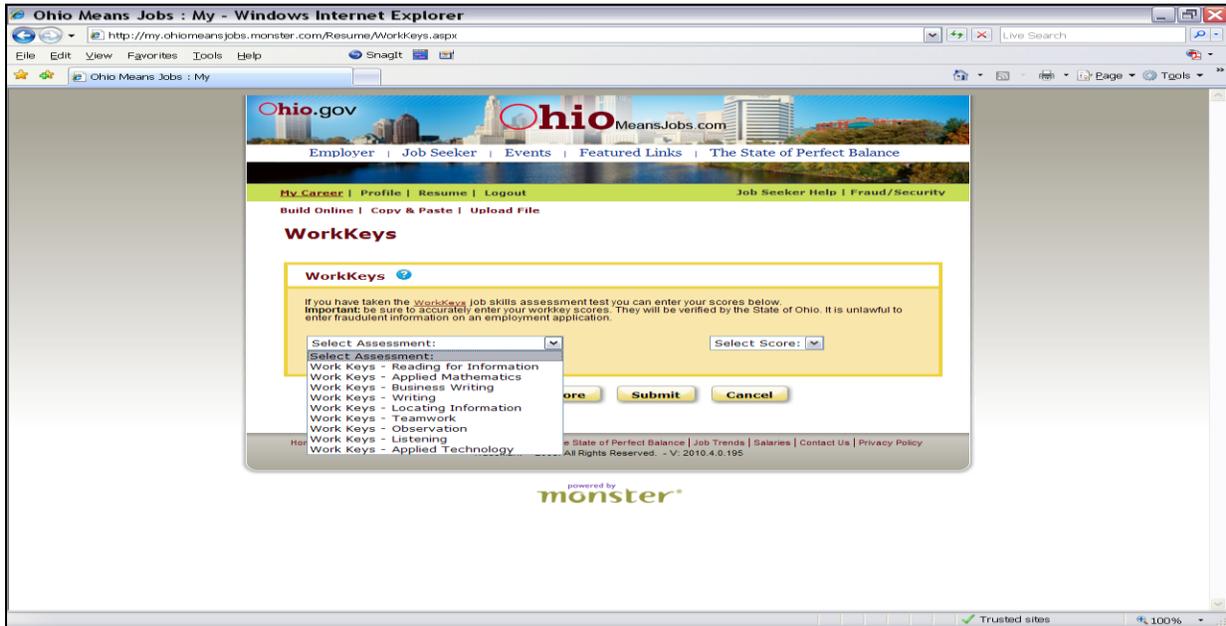
The screenshot shows the Oracle Developer Forms Runtime Web interface. The main window is titled "Education History" and contains a table for recording assessment data. A dialog box titled "Assessment Type" is open, showing a list of assessment types: "Assessment Type", "Applied Technology", "Reading for Information", "Teamwork", and "Writing". The "Teamwork" option is currently selected. A yellow arrow points to the green plus icon in the dialog box's toolbar. The main form includes a table with columns for "Name", "Start Date" (Month, Year), and "End Date" (Month, Year). Below this table is a "WorkKeys" section with a table for "Assessment Type" and "Score".

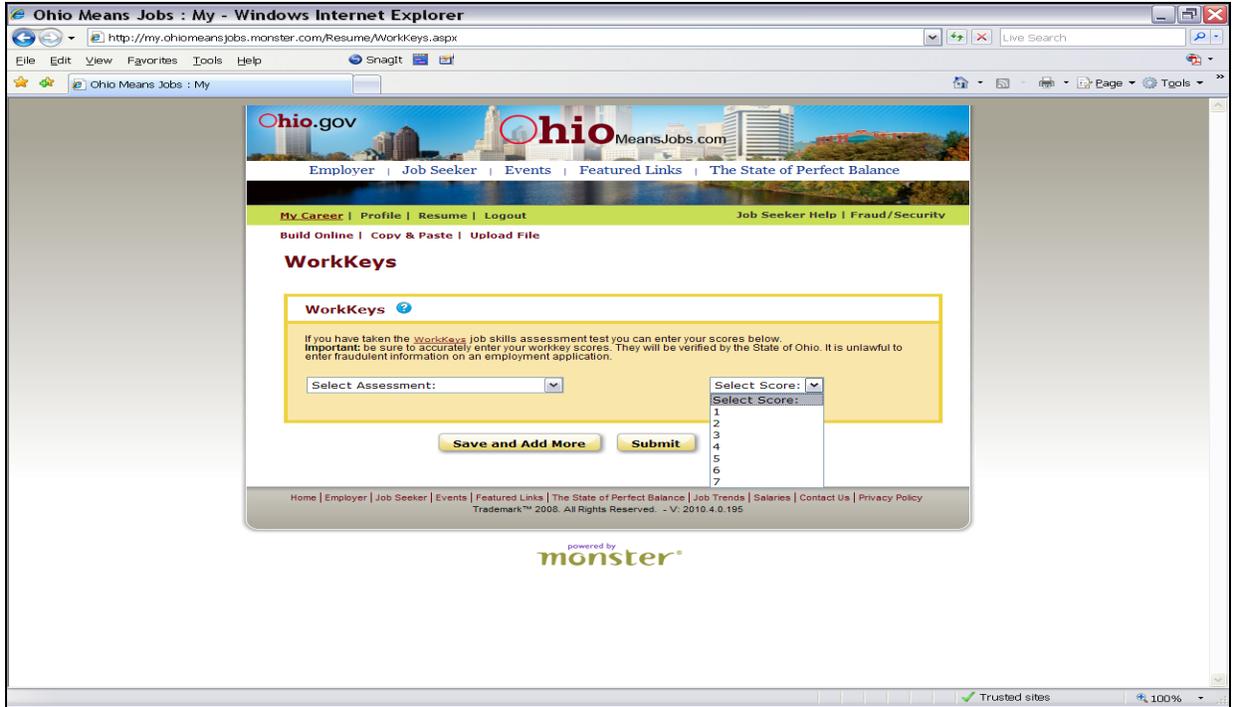
Name	Start Date		End Date	
	Month	Year	Month	Year
	↓	↓	↓	↓
	↓	↓	↓	↓
	↓	↓	↓	↓
	↓	↓	↓	↓
	↓	↓	↓	↓

Assessment Type	Score
Listening	↓ 3 ↓
Locating Information	↓ 3 ↓
Observation	↓ 3 ↓
	↓ ↓

TIP: You'll notice that as you add assessments. They'll disappear from the options list. IF you need to update assessments that have already been entered, click on the drop down arrow beside that assessment and choose a new score.

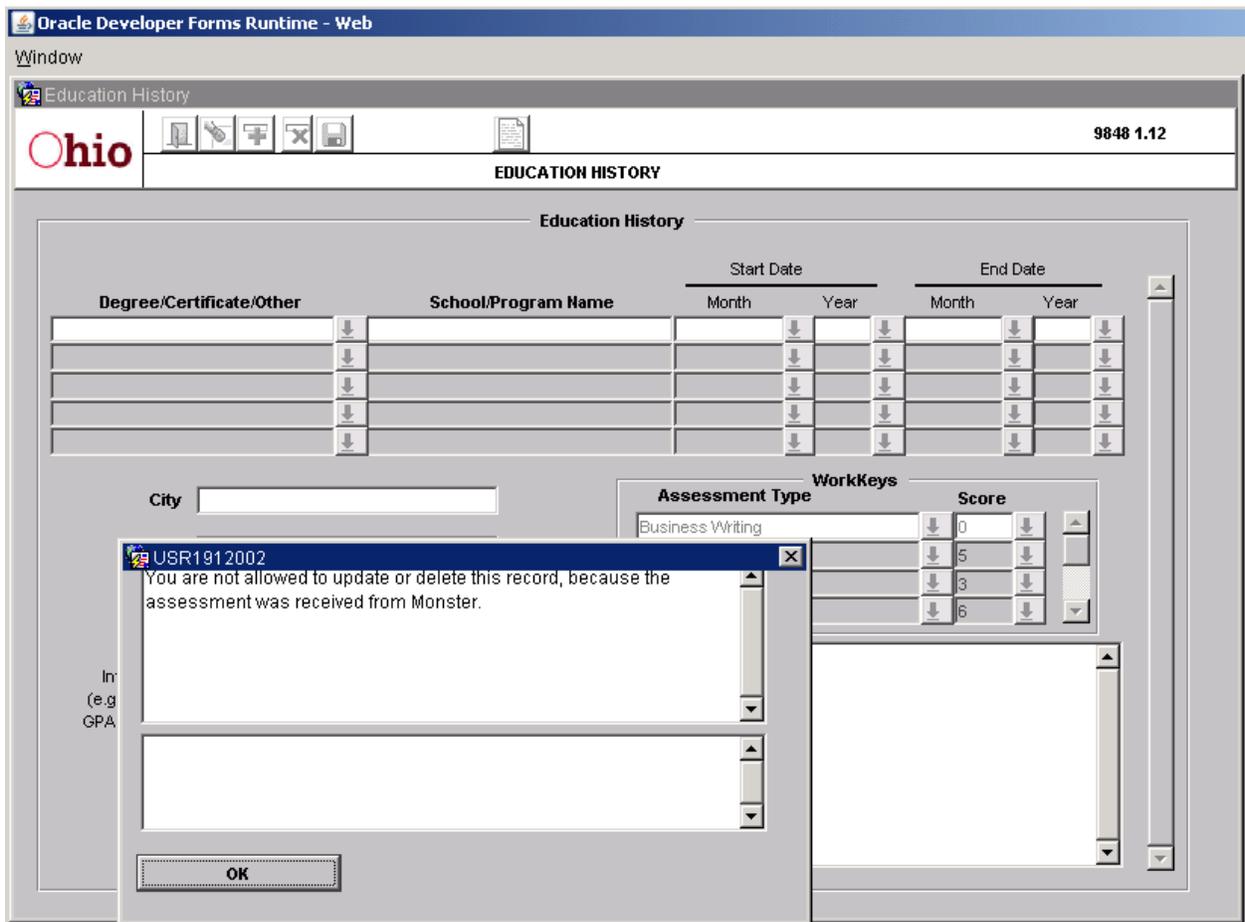
OhioMeanJobs (Monster) also enhanced its seeker registration to allow job seekers the opportunity to input their WorkKeys® credential information. This information is then uploaded to the Workforce system via a nightly batch process. Below are screen shots of the OhioMeansJobs WorkKeys® assessment screens.





Reminder: WorkKeys® credential information that has been uploaded from OhioMeansJobs (Monster) to the Workforce System via the nightly batch cannot be updated through the Education History screen. If you attempt to update an uploaded assessment, you will get the following message:

You are not allowed to update or delete this record, because the assessment was received from Monster.



The seeker must update the score themselves through their OhioMeansJobs Monster account. This information would then be updated in the Workforce System through the next nightly batch process.