

16.20 Career Interest Assessment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide Career Interest Assessments to eligible participants.

Procedure:

Career Interest Assessments is a specialized program that assists the participants in identifying vocational assets, aptitudes, interests and potential barriers to employment.

The Human Resources Department or other county or state agencies typically refer participants for a Career Interest Assessment.

Upon receipt of a referral, an initial interview will be conducted with the participant to obtain pertinent information regarding the participant's background, work history, etc. The Career Services staff member, the participant and the referring counselor will collaborate to identify a vocational interest.

Within the first week of admission to the Career Interest Assessment Program the assigned Career Services staff member and the program participant will formulate the initial Individual Plan. This plan may be modified as necessary by the Career Services staff member, participant and/or referring counselor. The participant must approve any changes before implementation begins.

The participant will participate in a Career Interest Assessment, which may consist of career surveys, aptitude testing, community-based assessments, work samples, labor market/occupational information and informational interviews.

In order for the participant to exit the service, the following discharge criteria must be met:

- The participant successfully completes the program by establishing a minimum of two potential vocational goals.
- The participant has demonstrated an inability to perform the tasks of the Career Interest Assessment and can no longer benefit from continued service.

Upon completion of services, a final Career Interest Assessment report and log notes are sent to the referring agency summarizing services rendered and the outcomes of the assessments. Included in the report are recommendations for any further services deemed necessary and appropriate by the participant and the Career Services team.