Department of Workforce Development State of Wisconsin

Division of Vocational Rehabilitation

Vocational Evaluation Assessment Report

(with/without Work Sample)

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Report must be filled in completely and submitted within **five (5) days** of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

|  |  |
| --- | --- |
| Report Month | Report Year (YYYY)     |
| Consumer IRIS Number (9 Digits)      | Service Provider Name (10-Character Abbreviation)      |
| Consumer Name (As Listed on Purchase Order)      | Service Authorization Date (MM/DD/YYYY)      |
| Report Date      | Report Author      |
| Purchase Order (PO) Number      |

|  |
| --- |
| **Consumer Evaluation Requirements** |
| * Testing must be completed in person.
* Testing components must be individualized to meet the needs of the consumer, including individual learning style, ability, and disability factors.
* The testing must be done in a quiet and conducive environment.
 |
| **Consumer Work Sample Requirements** |
| * Testing must be completed in person.
* The testing components must be individualized to meet the needs of the consumer including individual learning style, ability and disability factors.
* The testing must be done in a quiet and conducive environment.
* Work samples must be done in an environment that matches as close as possible to a competitive work environment.
 |
| **Reporting Requirements** |
| * Vocational Interest tests to include one or more of the following:
	+ Career Decision Making System
	+ Wide Range Interest and Occupational Test
	+ Reader Free Interest Test
	+ Career Occupational Preference System
	+ Self-Directed Search
	+ World of Work Inventory
	+ Strong Interest Inventory
	+ Campbell Interest and Skills Test
* Achievement or ability tests to include one or more of the following:
	+ Tests of Adult Basic Education
	+ Wide Range Achievement Test IV
	+ Wechsler Individual Achievement Test III (WIAT III) [tests up to 12th grade level]
	+ Peabody Individual Achievement Test-Revised-Normative Update (PIAT-R/NU) [tests up to the 12th grade level]
* Personality and values tests to include one or more of the following:
	+ Career Orientation Placement and Evaluation Survey
	+ Myers-Briggs Type Indicator (MBTI)
	+ Career Decision Making System
* Aptitude tests to include one or more of the following:
	+ General Aptitude Test Battery
	+ Differential Aptitude Test
	+ Career Ability Placement Survey
	+ World of Work Inventory
 |
| * Other tests administered and reason for administering.
* Date and duration of the work sample, if applicable.
* A description of each test, why it was selected for the consumer, and testing environment.
* All results, vocational and training recommendations, and observations made, including work behavior, learning style, multi-step task completion, social interaction, and vocational soft skills.
* Specific referral questions addressed.
* Vocational assets and limitations identified as a result of the testing experience.
* Transferable Skill Analysis: Catalogue of skills, aptitudes, and knowledge gained through experience or training, including specific positions and titles, which the consumer can apply to future employment.
* [Local and statewide labor market](https://www.jobcenterofwisconsin.com/wisconomy/) information for recommended vocational goal and related occupations, including outlook, wage potential, and education and training needs.
* A description of accommodations made to the testing materials or testing environment.
* The impact of validity/reliability if the testing instrument used has not been normed or administered on individuals with that specific disability, age, or cultural background.
* Recommendations for short- and long-term vocational or training goals.
* Barriers to be addressed.
* Options for consumer action toward implementing recommendations.
 |

**Please copy and paste your report below this line. The report must cover, at a minimum, all reporting requirements listed above before payment.**