Arapahoe/Douglas Works!

Introduction to the Business Assessment Center (BAC)

Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Thank you for choosing to attend our **Introduction to the BAC** workshop brought to you by the Arapahoe/Douglas Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on. “To ensure compliance with current A/D Works!

Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently.”
Objectives

To Learn...

• What is the Business & Assessment Center?
• What are the different assessments the Business & Assessment Center offers?
• How to navigating the A/D Works! website to schedule appointments
Office Locations

Centennial Workforce Center
Tuesday - Friday (8:00 a.m. – 3:00 p.m.)
6974 S. Lima St.
Centennial, CO 80112
303.636.1160

Aurora Workforce Center
Monday - Tuesday (8:00a.m. – 3:00 p.m.)
15400 E. 14th Pl.
Aurora, CO 80011
(Chambers & 14th)
303.636.1160
What is Arapahoe/Douglas Works! Business & Assessment Center?
The **Business & Assessment Center** offers professional assessment(s) to both employers and job seekers.

**Why?**

- Understanding unique strengths and skills.
- Whether you are just starting out.
- Wondering if another career would suit you better.

Assessments assist you in exploring your different options and careers that are open to you!
The Business & Assessment Center (BAC) offer a variety of assessments to assist the job seekers and businesses, including:

- Barriers Assessment
- Upskilling Assessments(s)
- Aptitude Assessment(s)
- Interest Profiler(s)
- Personality Assessment(s)
Business Assessment Center
Assessments We Offer

• **Aptitude Assessments**
  - SHL/Kenexa (Prove It)
  - Testing Adults for Basic Education (TABE)

• **Barriers Assessment**
  - Barriers to Employment Inventory Success Assessment

• **Personality Assessments**
  - High 5 Test
  - 16 Personalities

• **Interest Profiler Assessments**
  - My Next Move
  - Self-Directed Search
  - YouScience

• **Upskilling Tools (Assessments)**
  - Custom Guide
  - LinkedIn Learning
  - Northstar Digital Literacy
Evaluate candidate fit, readiness, and potential with an unmatched portfolio of skills, assessments, and job simulations.

- **Cognitive Assessment**
  - Measures your potential to learn, adapt, and perform in any role with Verify, an interactive cognitive assessment

- **Skills and Simulations**
  - Scale skills assessments and simulations test that measure practical application and knowledge

- **Job Focused Assessments**
  - Focused comprehensive online assessments that measure job specific competencies
TABE® is an academic-based, nationwide assessment that provides valid and reliable measurement of the skills that adults need to succeed, both on the job and in life. TABE® 11&12 is aligned with College and Career Readiness (CCR) standards and complies with today’s rigorous Workforce Innovation and Opportunity Act (WIOA) regulations. TABE® is powered by DRC INSIGHT™, a secure, powerful, and reliable online testing engine.
Business Assessment Center
Barrier Assessment
Barriers to Employment Success Inventory (BESI) gives you a quick and easy way to identify the hurdles and obstacles that stand in the way of job success. Though it takes only **20 to 30 minutes** to complete, this powerful inventory not only helps conduct a more effective job search, and it also helps you understand how to be successful on the job as well.

Test takers rate 50 simple statements covering five categories:

- Personal and Financial
- Emotional and Physical
- Career Decision-Making and Planning
- Job-Seeking Knowledge
- Education and Training

After you have identified barriers, BESI suggests ways to overcome them and helps develop an employment success plan that can be used in groups or individual career counseling meetings.
• Interest Profilers are helpful self-assessments and career exploration tools that can help you discover the type of work activities and occupations that you would enjoy and find exciting. These assessments are based upon Hollands Code.

• Holland’s Personality Codes are based on a theory developed by John Holland, known as RIASEC theory, that both people and work environments can be classified according to six basic types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. These personality types are known together as RIASEC.
The **O*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work.

You can find out what you like to do.

The **O*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.
The SDS is based on a theory developed by John Holland, known as **RIASEC** theory, that both people and work environments can be classified according to six basic types: **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional**. These personality types are known together as **RIASEC**.

- Offers benefits across all readiness levels. Additionally, it offers information about your competencies, occupational areas and the types of environments one might thrive.
Business Assessment Center
Interest Profiler Assessment – YouScience

YouScience is the science of **YOU** – how the mind is wired, what makes the mind tick, the skills and knowledge that set someone apart. Exploring talent and a path that’s right for the customer.

- YouScience Discovery is designed to reveal both natural abilities and personal interests.
- YouScience profile includes in-depth details about what makes the individual unique and matches to more than 500 careers, and detailed career information, i.e., like a day in the life, e-salary, and how to get there.
Business Assessment Center
Upskilling Assessment(s)
Upskilling is focused on helping job seekers become more knowledgeable and develop new competencies that relate to their current position, while reskilling is about equipping workers to switch lanes and move into new roles within an organization.
Custom Guide gives you the opportunity to take on-line self-paced computer software classes. You can learn what you want, at your own pace, and from any computer with internet access.

Featured Training:

- **Business Skills**: Business Writing, Email Etiquette, QuickBooks, Time Management
- **Microsoft**: Windows, SharePoint, Word, Excel, PowerPoint, Project, Outlook, Teams, Office 365, OneDrive, OneNote, Access
- **Google**: Gmail, Chrome, Docs, Drive, Meet, Sheets, Slides, Workplace
Learn in-demand skills with 16,000+ online courses taught by real-world professionals.

**Unlimited Access**
- Choose what you’d like to learn from our extensive subscription library

**Expert Instructors**
- Learn from industry experts who are passionate about teaching

**On Your Own Schedule**
- Switch between your computer or mobile device
Northstar Digital Literacy tests your computer skills. You can build skills in key areas and demonstrate your knowledge by earning certificates and badges.

<table>
<thead>
<tr>
<th>Essential Computer Skills</th>
<th>Essential Software Skills</th>
<th>Using Technology in Daily Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Computer Skills</td>
<td>Microsoft Word</td>
<td>Social Media</td>
</tr>
<tr>
<td>Internet Basics</td>
<td>Microsoft Excel</td>
<td>Information Literacy</td>
</tr>
<tr>
<td>Using Email</td>
<td>Microsoft PowerPoint</td>
<td>Career Search Skills</td>
</tr>
<tr>
<td>Windows</td>
<td>Google Docs</td>
<td>Accessing Telehealth Appointments</td>
</tr>
<tr>
<td>MAC OS</td>
<td></td>
<td>Your Digital Footprint</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supporting K-12 Distance Learning</td>
</tr>
</tbody>
</table>
Business Assessment Center

Personality Assessment

Type A Personality Characteristics

Strengths
- Embraces change
- Ambitious
- Passionate
- Highly competitive

Weaknesses
- Stubborn
- Workaholic
- Easily angered
- Intolerant
HIGH5 is a free strengths test that helps people to find out what they are naturally good at and helps individuals to apply their natural talents for higher life satisfaction and improved mental health.
16 Personalities helps describe who you are and why you do things the way you do.

- Learn how different personalities can affect the approach to career choices.
Most results are instant and are based upon completion of the assessment.

You can schedule a follow-up appointment with the Business Assessment Center Career Services Advisor to discuss your results and how this will affect your Career Plans.
Thank you for attending our workshop today.

• We’d appreciate your feedback. Please click on the link below to access our workshop evaluation.

• We especially enjoy your personal comments.


To reach a BAC Career Services Advisor, link: https://book.appointment-plus.com/dbdm7jgy/#/book-appointment/select-a-location