

Job Seeker

Assessment – Initial Employment

Assessment is a process of gathering, reviewing, and analyzing information about a Job Seeker. The information is used to determine when and if a Job Seeker requires and is eligible for intensive services and/or training services in order to enter the world of work. Job Seekers requiring intensive and/or training services receive an Initial Employment Assessment to meet his or her needs, interests, and aptitudes within the limitations of the current labor market.

To generate the automated Seeker Service, Initial Assessment, complete all data fields identified with an asterisk.

An Assessment addresses two distinct areas. The first one, Initial Employment, auto-fills with data recorded in the Job Seeker > Core Services > Basic > Employment History and Desired Employment and Education/Skills. The second area, Comprehensive Assessment, records more personal life style situations relating to training and employment. The screens in this section may auto-fill with information recorded in Job Seeker > Core Services under the same titles.

Click > IA? button on the Tool Bar for information on required data fields to produce a system generated Initial Assessment Service.

Create New Service:

The data field Create New Service checkbox displays when the selected Job Seeker has a recorded system-generated Seeker Service, Initial Assessment, and 90 days lapsed since the last system-generated initial assessment service. This displays only through the Employment History tab, although it applies to the Initial Assessment. When the selected seeker does not have a recorded system-generated seeker service, 'Create New Service' does not display. The User check marks the Create New Service data field when all elements of an Initial Assessment are provided. An Initial Assessment may be provided more than once, however, the answer to the question may remain the same.

When selected, the system determines if 90 days has passed since the last system generated Initial Assessment Seeker Service and all required elements are recorded through SKIES to generate this service, again. When both conditions are met (no limit), SKIES generates another Initial Assessment service. When check marked and saved, the data field clears or unchecks automatically.

Last Initial Assessment Date:

The Last Initial Assessment Date displays only through the Employment History tab, although it applies to the Initial Assessment as a whole. The User views the date of the last system generated seeker service for Initial Assessment.

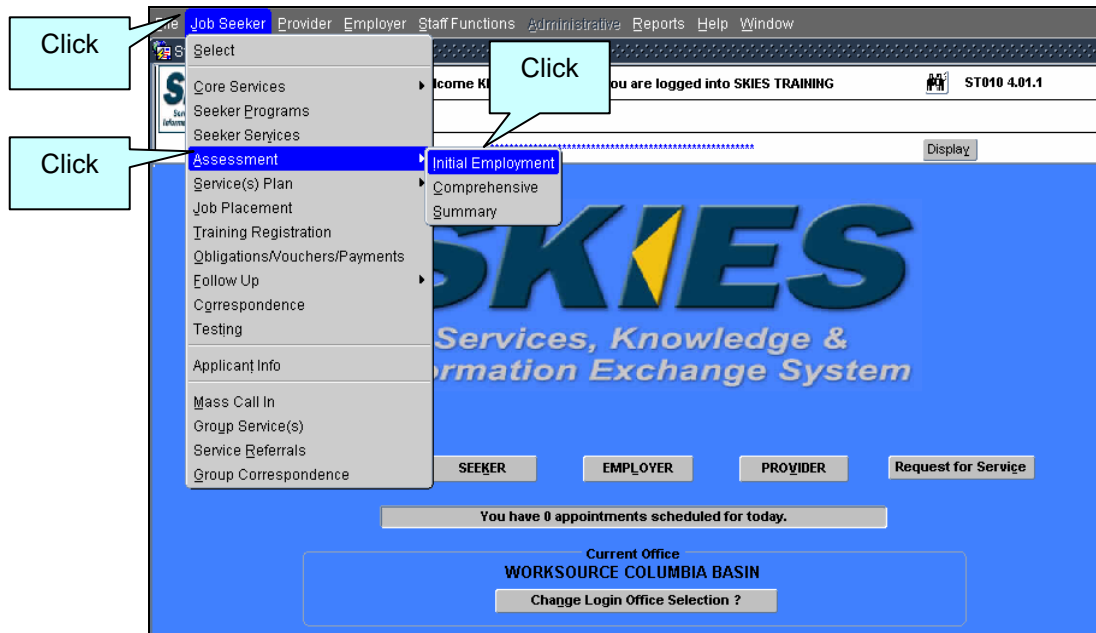
Assessment - Initial - Employment History Tab

The Initial Assessment covers two basic areas:

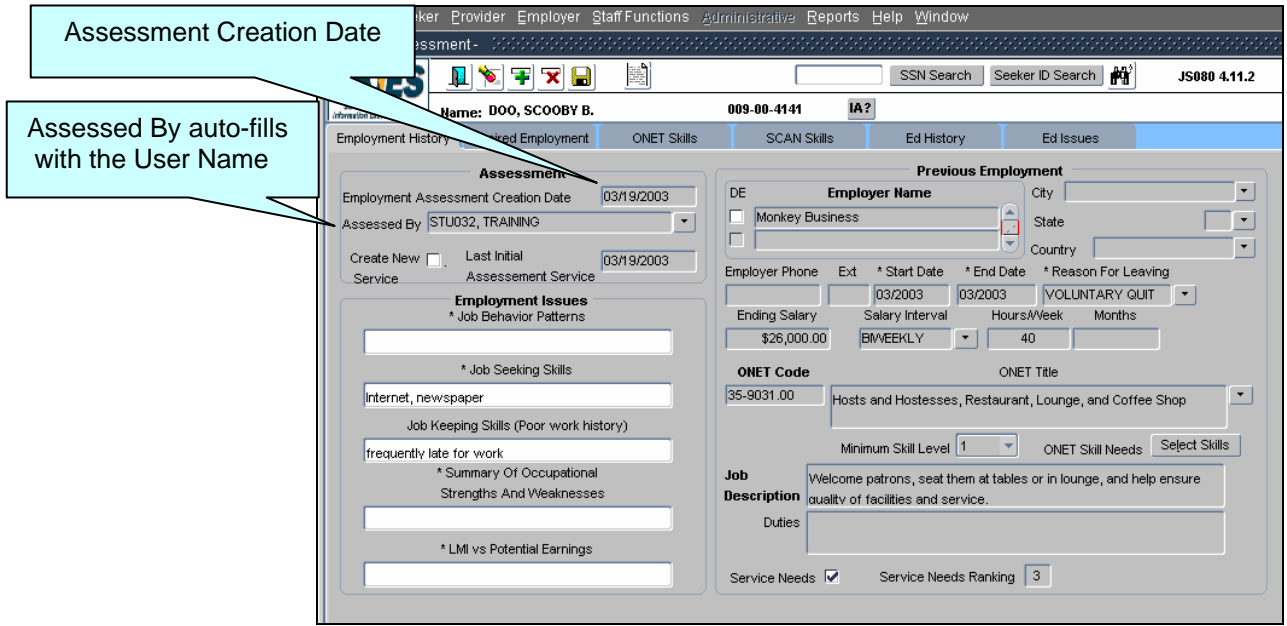
- Employment (employment history, desired employment, and skills)
- Education (education certificates and educational history including educational issues and additional achievement information)

Start SKIES Welcome Screen

Step 1 Select a Job Seeker. On the Menu Bar, click > Job Seeker > Assessment > Initial Employment > Employment History.



The **Initial Assessment** screen displays. The **Employment History** screen auto-fills from data recorded on the **Job Seeker > Core Service** screen under the same titles. The Assessment Creation Date auto-fills with today's date. To backdate, type over the data (date cannot be greater than today's date). The Assessed By defaults to the User Name. To change the Assessed By, click on the arrow for a drop down list. Click to select the name.
Click > OK.



Assessment

<p>Assessment Creation Date</p>	<p>Auto-fills with today's date or the date of the last assessment. To change the date, type over the data (date cannot be greater than today's date) using mmddyyyy format.</p>
<p>Assessed By</p>	<p>Defaults to the User (person who is logged-in).</p>

- Step 2 Job Behavior Patterns: Double click in the Job Behavior Patterns data field. The Editor displays. Enter Job Behavior Patterns – poor work history, job skipping, goal setting, cooperative, family support, etc.
- Step 3 Job Seeking Skills: Double click in the Job Seeking Skills data field. The Editor displays. Enter Job Seeking Skills - newspapers, telephone calls, Résumé, interviewing, over come low self-esteem, and cope with effects of discrimination, etc.
- Step 4 Job Keeping Skills: Double click in the Job Keeping Skills data field. The Editor displays. Enter Job Keeping Skills - punctuality, reliability, ability to accept supervision, get along with co-workers, and work history, etc.
- Step 5 Summary of Occupational Strengths and Weaknesses: Double click in the Summary data field. The Editor displays. Enter Occupational Strengths and Weaknesses – prioritize, interests, values, personality characteristics, realistic goals, etc.

Step 6 LMI vs Potential Earnings: Double click in the LMI vs Potential Earnings data field. The Editor displays. Enter LMI vs Potential Earnings – diminishing occupations, increasing occupations, residence, realistic goals, and salary & shift, etc.

Employment Issues

Job Behavior Patterns	Enter Job Behavior Patterns using free form text - poor work history, job skipping, goal setting, cooperative, family support, etc. * Required
Job Seeker Skills	Enter Job Seeker Skills using free form text - newspapers, telephone calls, résumé, interviewing, over come low self-esteem, and cope with effects of discrimination, etc. * Required
Job Keeping Skills	Enter Job Keeping Skills using free form text - punctuality, reliability, ability to accept supervision, get along with co-workers, and work history, etc.
Summary of Occupational Strengths and Weaknesses	Enter a Summary of Occupational Strengths and Weaknesses using free form text - prioritize, interests, values, personality characteristics, realistic goals, etc. * Required
LMI vs. Potential Earnings	Enter Labor Market Information <u>versus</u> Potential Earnings using free form text - diminishing occupations, increasing occupations, residence, realistic goals, and salary & shift, etc. * Required

Step 7 The Previous Employment section of this screen auto-fills with data/information from the **Core Services-Employment History** screen. Add and/or modify information on this screen, as needed.

Click in the Employer Name data field and enter the Employer Name. City, State, and County are required. When all fields are used, click to highlight a data field and click > Plus (+) Icon. The scroll bar activates.

The screenshot shows the 'Previous Employment' form. The 'Employer Name' field contains 'walt disney inc'. Other fields are empty or partially filled. The 'City' dropdown is set to 'LOS ANGELES', 'State' is empty, and 'Country' is 'UNITED STATES'. The 'Start Date' is '09/1980' and 'End Date' is '04/2003'. The 'Salary Interval' is 'YEAR' and 'Hours/Week' is '60'. The 'ONET Code' is '39-3099.99' and the 'ONET Title' is 'Entertainment Attendants and Related Workers, All Other'. The 'Minimum Skill Level' is '3' and 'ONET Skill Needs' is 'Select Skills'. The 'Job Description' is 'All entertainment attendants and related workers not listed separately.' and 'Duties' is empty. The 'Service Needs' checkbox is unchecked.

The screenshot shows the 'Previous Employment' form. The 'Employer Name' field contains 'universal studios'. Other fields are filled. The 'City' dropdown is set to 'LOS ANGELES', 'State' is 'CA', and 'Country' is 'UNITED STATES'. The 'Start Date' is '09/1980' and 'End Date' is '04/2003'. The 'Ending Salary' is '\$100,000.00', 'Salary Interval' is 'YEAR', and 'Hours/Week' is '60'. The 'ONET Code' is '39-3099.99' and the 'ONET Title' is 'Entertainment Attendants and Related Workers, All Other'. The 'Minimum Skill Level' is '1' and 'ONET Skill Needs' is 'Select Skills'. The 'Job Description' is 'All entertainment attendants and related workers not listed separately.' and 'Duties' is empty. The 'Service Needs' checkbox is unchecked.

Step 8 Enter the location of the job (City). Click on the arrow next to the State data field. Click to select the State. The Country field auto-fills.

Step 9 Enter the Employer 10-digit Phone Number (and Ext), including the area code.

Step 10 Enter the Start Date and the End Date using mmddyyyy format.

Step 11 Click on the arrow right of the Reason for Leaving data field. A drop down list displays. Click to select the [Reason for Leaving](#) or Still Employed.

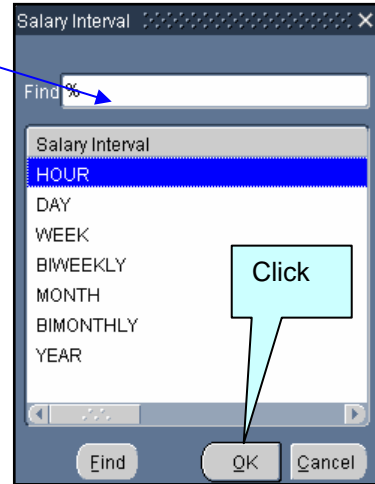
The screenshot shows a dropdown menu titled 'Reason For Leaving'. The menu is open, displaying a list of options: 'LACK OF WORK', 'VOLUNTARY QUIT', 'DISCHARGED', 'LABOR DISPUTE', 'RETIRED', and 'STILL EMPLOYED'. The 'LACK OF WORK' option is highlighted in blue. A blue arrow points from the 'Reason for Leaving' field in the previous screenshot to this dropdown menu. A callout box with the word 'Click' points to the 'OK' button at the bottom of the dropdown menu. The 'Find %' field is empty. The 'End', 'OK', and 'Cancel' buttons are visible at the bottom.

Step 12 Click > OK.

Step 13 Enter the monetary value of the Ending Salary. Do not use a \$. Use a decimal point when necessary.

Step 14 Click on the arrow right of Interval. A drop down list displays. Click to select the Interval. Click > OK.

Step 15 Enter the Hours/Week (# of hours per week worked) and Months (# of months worked).

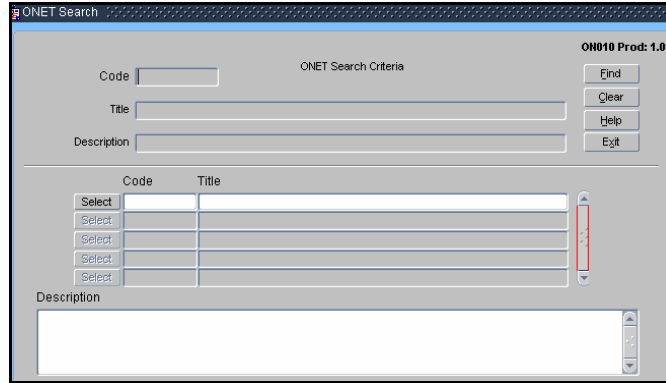


Step 16 Enter the number of Months worked on this job.

Step 17 Enter the Trade Act or NAFTA petition number (or enter during validation).

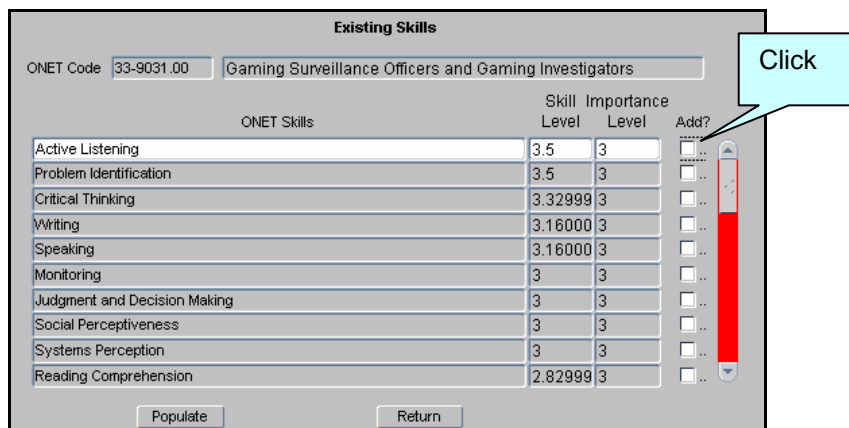


Step 18 Click on the arrow right of O*NET Title field. Use the O*NET Search to select an O*NET Title. The O*NET Title, O*NET Code and Job Description auto-fill.



*Note: When an O*NET Code is selected and is not appropriate, click on the arrow right of O*NET Title field. Use the O*NET Search to select a different O*NET Title. The newly selected O*NET Code and O*NET Title auto-fill; however, the Description of the previously selected O*NET Code does not change. To modify Description, place the cursor in the Description data field and left mouse click. The text highlights. Press > DELETE key. Reselect another O*NET Code and the Description of the new O*NET Code populates.*

- Step 19 Enter the Duties of the job.
- Step 20 Check mark Service Needs when YES. Leave blank when NO.
- Step 21 Click on the arrow right of the Minimum Skill Level. Click to select the Skill Level.
- Step 22 Click > SAVE.
- Step 23 Click > SELECT SKILLS button right of the O*NET Skill Needs data field. The **O*NET Existing Skills** screen displays. The **Existing Skills** screen is a list of skills, skill level, and the level of importance of the skill compared to the chosen occupation.



- Step 24 Check mark in the Add? column when the skill applies to the

Experience the Job Seeker has in the occupation. When all Existing Skills are selected, click > POPULATE button. The information auto-fills the Existing Skills section of the O*NET Skills tab.

Step 25 Click > SAVE. The data/information auto-fills the **Core Services Employment History** screen. Data/Information entered on either screen automatically updates the other.

Step 26 Click > Door to exit.

Employment History

Employer Name	Auto-fills with data/information recorded on the Employment History screen.
City	Auto-fills. Click on the arrow for a search screen. Click to select.
State	Select from a list (defaults to WA).
Country	Select from a list (defaults to USA).
Employer Phone	Enter a 10-digit number (include area code).
Start Date	Enter month and year using mmyyyy format. * Required
End Date	Enter month and year using mmyyyy format. * Required
Reason for leaving	Click on the arrow for a drop down list. Click to select a reason. Click > OK. * Required
Ending Salary	Enter a monetary value (do not use \$, may use decimal point for cents).
Salary Interval	Click on the arrow for a drop down list. Click to select the Interval. Click > OK.
Hours/Week	Enter a numerical value.
Months	Enter the number of months with this Employer, doing this job.
Trade Petition	Enter Trade Act or North American Free Trade Agreement (NAFTA) petition number – or – enter during validation.
O*NET Code	Select one code from a list of O*NET Codes.
O*NET Title	Auto-fills with information from the O*NET Code selected.
Minimum Skill Level	Click on the arrow for a drop down list. Click to select a number from 1 through 7.

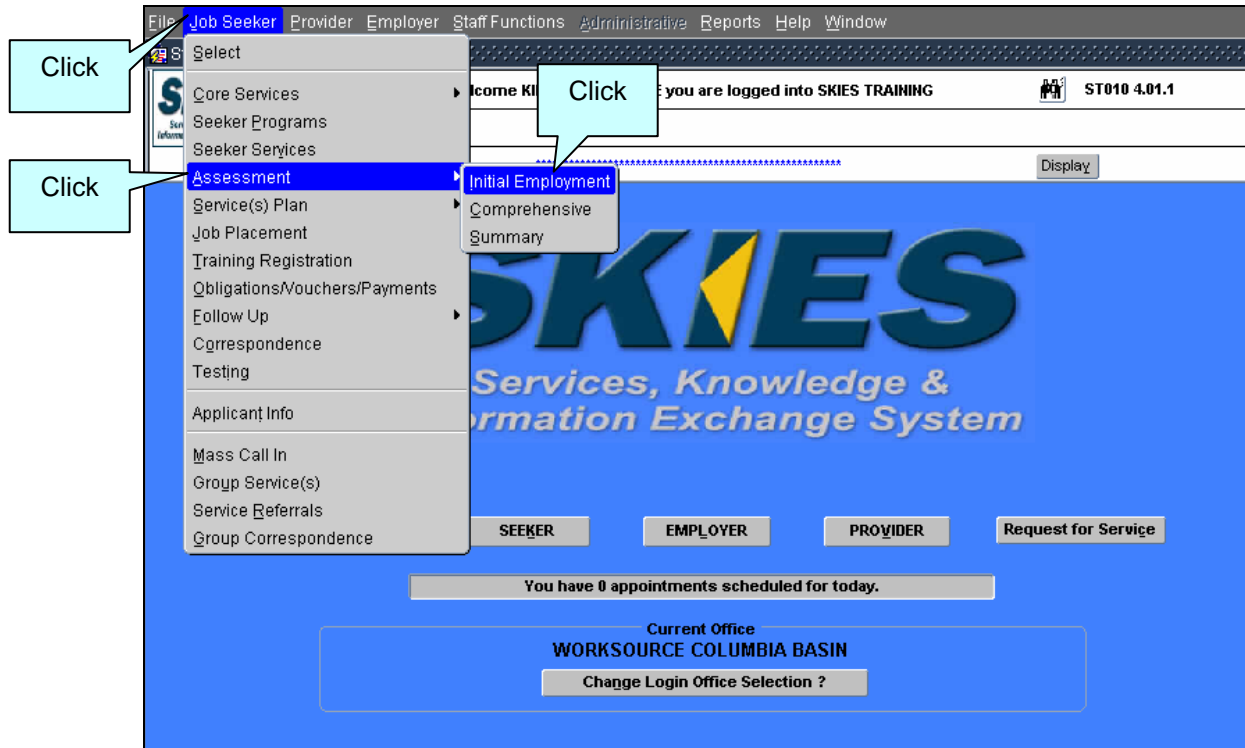
	The number identifies the skill level from the O*NET Code selected. Click > OK.
Select Skills (button)	Click for a pop-up screen. Click to select the job skills based on the selected O*NET Code.
Job Description	Auto-fills from the O*NET Code.
Duties	Describe the duties of the job.
Service Needs Indicator	When check marked, the Service Need is added to the Service Needs list on the Service(s) Plan.
Service Needs Ranking	When Service Needs indicator is check marked YES, the field prompts to rank the need from 1 to five, per the ROMA barrier definitions. Rank defaults to "1" (most severe) when a number is not selected. The Service Needs list displays on the Service(s) Plan.

Job Seeker

Assessment - Initial - Desired Employment Tab

Start SKIES Welcome Screen

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Assessment > Initial Employment > Employment History > Desired Employment.



The **Employment Assessment - Desired Employment** screen displays. The data fields on the Desired Employment screen auto-fill from data recorded on the **Job Seeker > Core Services > Basic > Desired Employment** screens. The Assessment Creation Date auto-fills with the today's date. To change the date, type over the data (date cannot be greater than today's date). The Assessed By auto-fills with the User logged into the system. To change the Assessed By, click on the arrow for a drop down list. Click to select a Name. Click > OK.

The screenshot shows the 'Initial Assessment - Desired Employment' form in the SKIES system. The form is organized into several sections:

- Assessment:** Includes 'Employment Assessment Creation Date' (03/19/2003) and 'Assessed By' (STU032, TRAINING).
- Employment Questions:** Contains radio button options for 'No', 'Input', 'Yes', and 'No' for three questions:
 - * Does Seeker Have Ability To Identify An Employment Goal?
 - * Is Seeker Interested In Non-Traditional Employment?
 - Is Seeker A Dislocated Worker?
- Employment Objective:** Features a text field for the '* Objective Statement' with the value 'Seeking fulfilling accountant position.'
- Desired Employment:** Includes a table for O*NET codes and job titles, and fields for 'Months Exp' (0) and 'Last Year Worked' (2003). It also has a 'Minimum Skill Level' dropdown (set to 1) and a 'Select Skills' button.
- Salary and Location:** Includes 'Min. Starting Salary' (\$32,000.00), 'Salary Interval' (YEAR), and 'Desired Work Location' (County: CLARK, ADAMS; Statewide; Anywhere).

Step 2 In the Employment Questions section, click > YES or NO. The system automatically defaults to 'No Input.'

- Does Seeker have Ability To Identify An Employment Goal?
- Is Seeker Interested in Non-Traditional Employment?
- Employment Status (auto fills from Core Services > Basic > General screen).
- Is Seeker as Dislocated Worker?

Step 3 Enter the Objective Statement and/or modify as necessary. This field auto-fills from **Job Seeker > Core Services > Desired Employment** screen. The Objective Statement is the goal from the Service(s) Plan and the Employment Plan.

Step 4 Enter the O*NET Code. Use the O*NET Search Criteria screen to find code.

Step 5 Click > SELECT SKILLS button. A screen activates to select Needed Skills for a specific O*NET Code. Check mark in the Add? the data field when the skill(s) is necessary for desired employment or an occupation. Select all Needed Skills. Click > POPULATE button. The Needed Skills section auto-fills.

Step 6 Enter the number of Months Experience the Job Seeker has in the occupation and the last year worked.

- Step 7 Enter the Minimum Starting Salary the Job Seeker will accept. This may auto-fill from the Job Seeker **Desired Employment** screen.
- Step 8 Click to select Commission when the Job Seeker will accept commission. Click both Commission and Piece Rate when the Job Seeker will work Piece Rate.
- Step 9 Click to select Piece when the Job Seeker will accept a Piece Rate position.
- Step 10 Click on the arrow next to the County field. A drop down list displays. Click to select a County or Counties where the Job Seeker prefers to work. When Statewide or Anywhere selected, County not available.
- Step 11 Check mark Statewide when Job Seeker is willing to work anywhere in the state (Washington).
- Step 12 Click to select Anywhere when the Job Seeker is willing to work anywhere.
- Step 13 Click > SAVE.
- Step 14 Click > Door to exit.

Desired Employment

Fields	Data
Employment Assessment Creation Date	Auto-fills with today's date. To change, click to highlight and type over.
Assessed by	Defaults to the User (person who is logged-in).
Does Seeker Have Ability to Identify An Employment Goal?	* Required (for Initial Assessment)
Is Seeker Interested In Non-Traditional Employment?	* Required (for Initial Assessment)
Employment Status	Auto-fills from Job Seeker > Core Services > Basic/General.
Is Seeker a Dislocate Worker?	Auto-fills from Job Seeker > Core Services > Basic/Program Data.
Service Needs	When check marked, User must enter a Service Needs Ranking.
Objective Statement	Auto-fills from Job Seeker > Core Services > Basic/Desired Employment. User can modify.
Desired Employment O*NET Code	Enter at least one Desired Employment – or – auto-fills from Job Seeker > Core Service > Basic/Desired Employment.
Months Exp	Months of experience on the job. Will accept -0-
Last Year Worked	Last year worked on the job (yyyy format). Not required.
Minimum Skill Level	Click to select level from 0 – 7.
O*NET Skill Needs	Click > SELECT SKILLS button. Click to select the needed skills.
Min Starting Salary	Auto-fills from Job Seeker > Core Services > Basic/Desired Employment. User can modify.
Salary Interval	Auto-fills from Job Seeker > Core Services > Basic/Desired Employment. User can

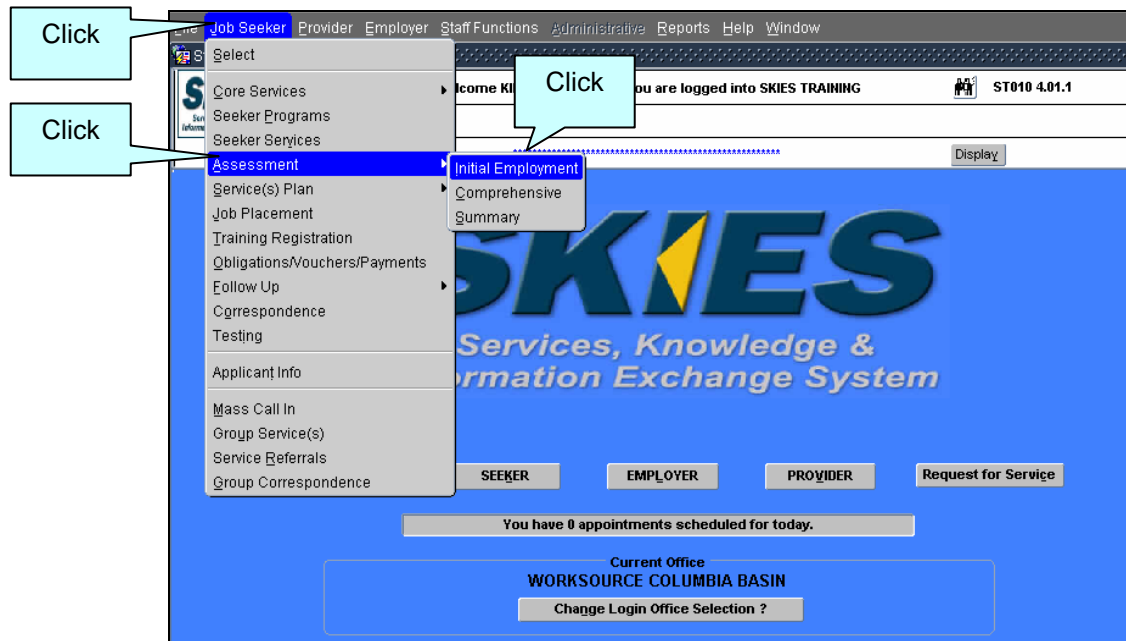
	modify. Click for a drop down list to make a selection
Commission or Piece Rate	Click to select when Job Seeker willing to work commission or piece rate.
Unpaid	Must select when Job Seeker willing to work piece rate.
Desired Work Location – County	Auto-fills from Job Seeker > Core Services > Basic/Desired Employment. May select additional or delete.
Statewide	Willing to work statewide?
Anywhere	Wiling to work anywhere?

Job Seeker

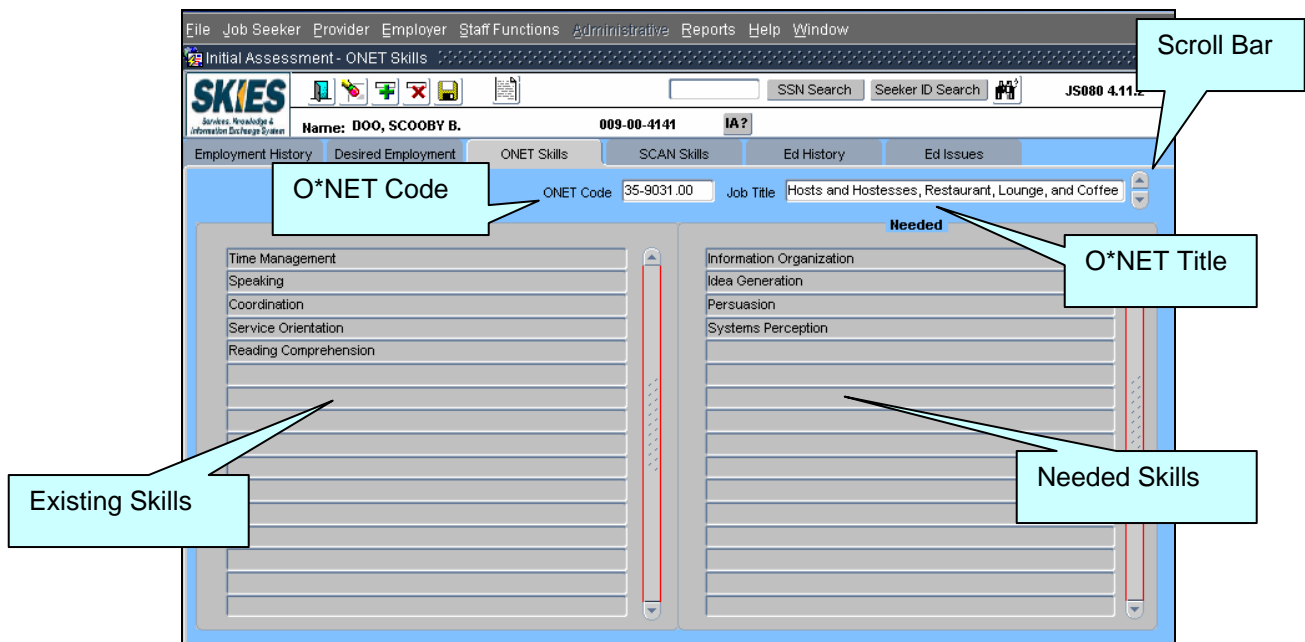
Assessment - Initial Assessment - O*NET Skills Tab

Start SKIES Welcome Screen

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Assessment > Initial Employment > Employment History/O*NET Skills.



The **Initial Assessment - O*NET Skills** screen displays.



The data/information on the **O*NET** screens is view-only and automatically populates from data selected on the **Job Seeker > Core Services > Basic/Employment History and Desired Employment** screens. The Job Seeker existing skills display on the left and the needed skills display on the right. This screen is view-only.

Step 2 Click > Door to exit.

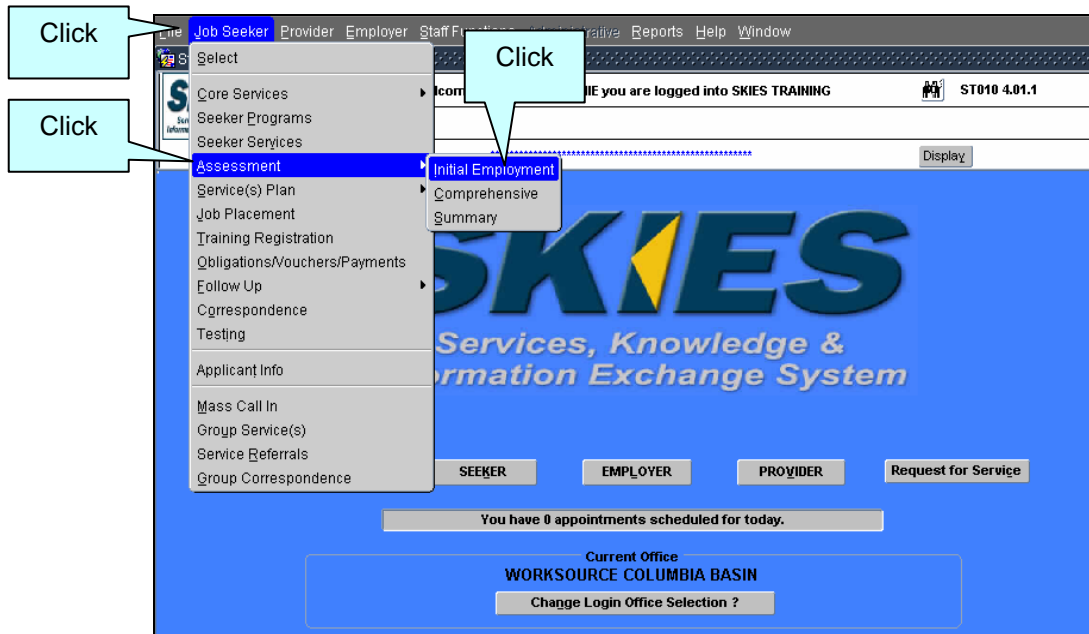
Job Seeker

Assessment - Initial Assessment - SCAN Skills Tab

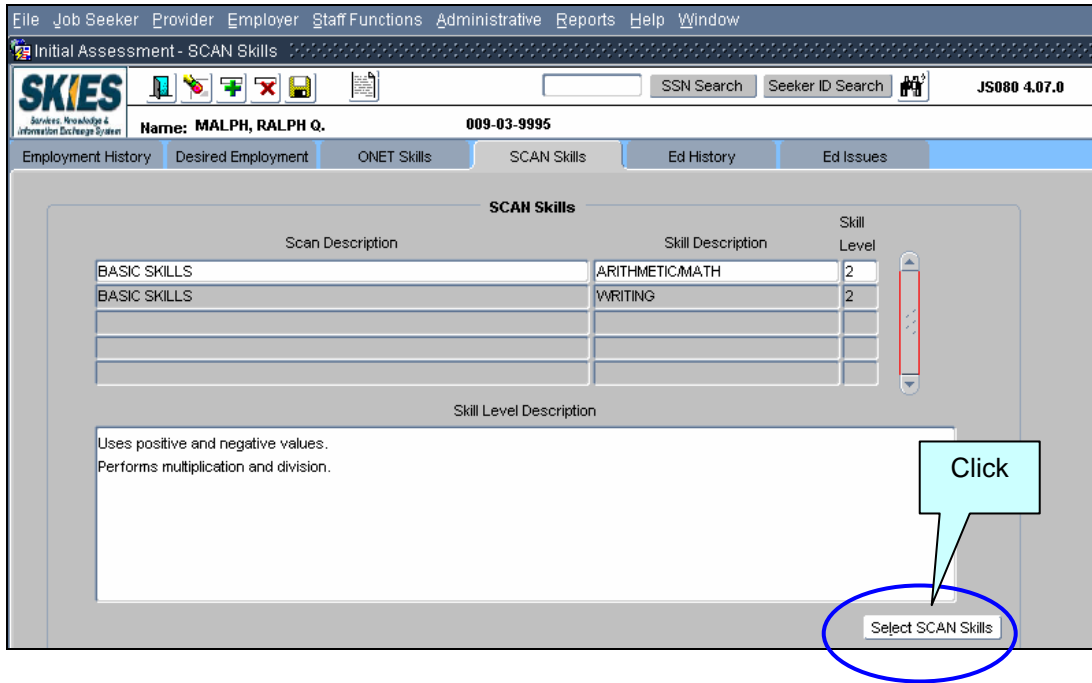
The Secretary's Commission on Achieving Necessary Skills (SCANS) identified 'Workplace Know-How' as containing five competencies and a three part foundation of skills and personal qualities needed for solid job performance. The three part foundation includes: Basic Skills, Thinking Skills, and Personal Qualities. The five competencies include Resources, Interpersonal, Information, Systems, and Technology.

Start SKIES Welcome Screen

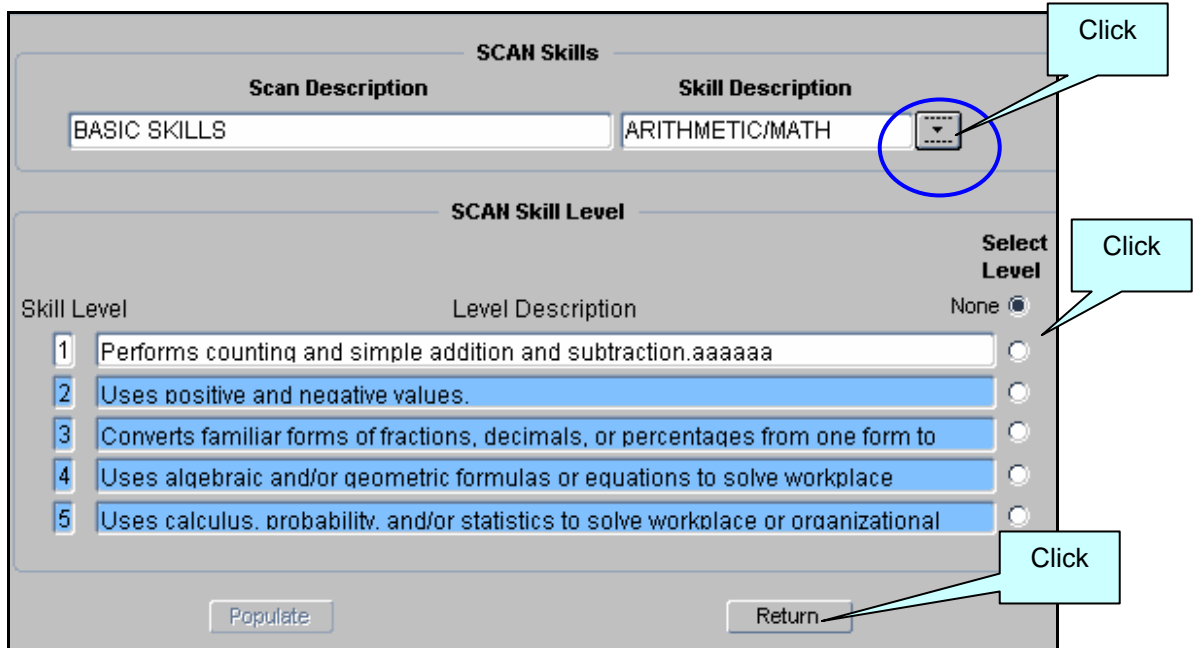
Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Assessment > Initial Assessment > Employment History > SCAN Skills.



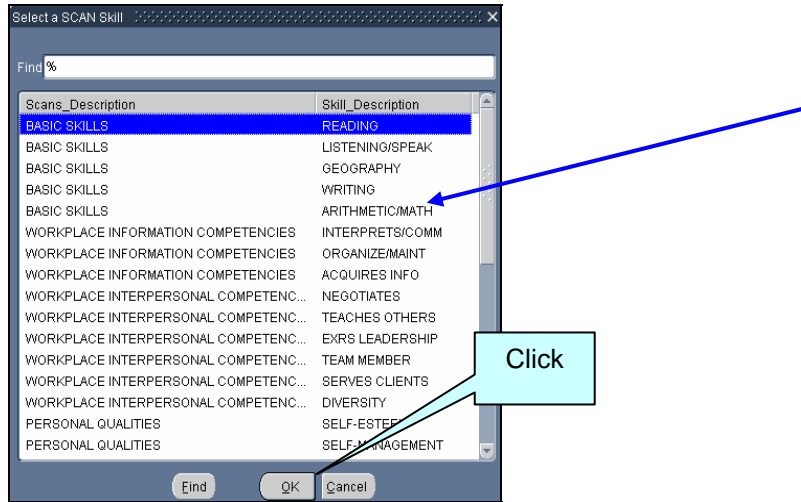
The **Initial Assessment - SCAN Skills** screen displays.



Step 2 Click > SELECT SCAN SKILLS button. The **SCAN Skills** screen displays. (The SCAN/Skill Description fields auto-fill.)

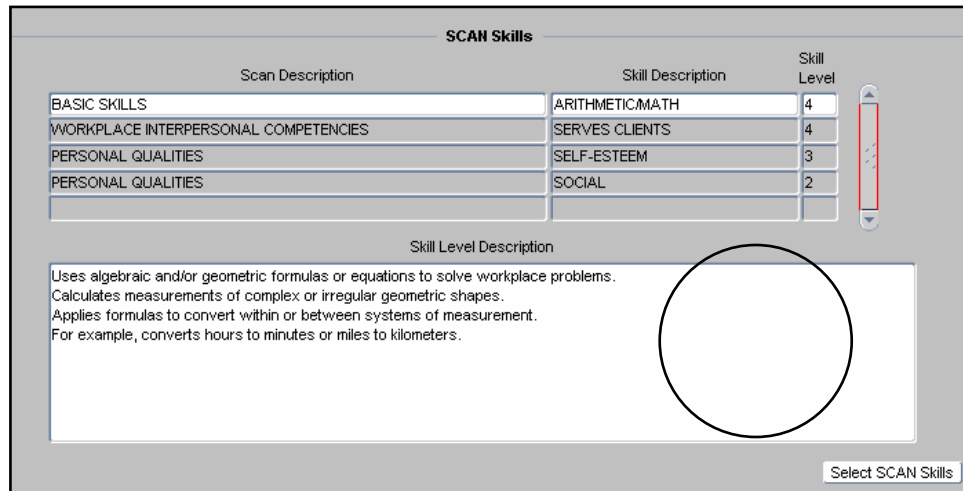


Step 3 Click on the arrow right of the Skill Description field. A drop down list displays. Click to select. Click > OK.



Step 4 Select a SCAN Skill level and click on the appropriate radio button (Rank Expertise from 1 through 10 - 10 is expert.). Double click on the Level Description line to view a complete skill level description. SKIES allows one skill level and one description at a time. There is no limit to the number of entered SCAN skills. Click > POPULATE button. Click > RETURN button.

The **SCAN Skills** screen displays with the SCAN/Skill Description and Skill Level Description fields completed.



Step 5 To delete a SCAN Skill, highlight the skill and click > X icon on the Tool Bar.

Step 6 Click > SAVE.

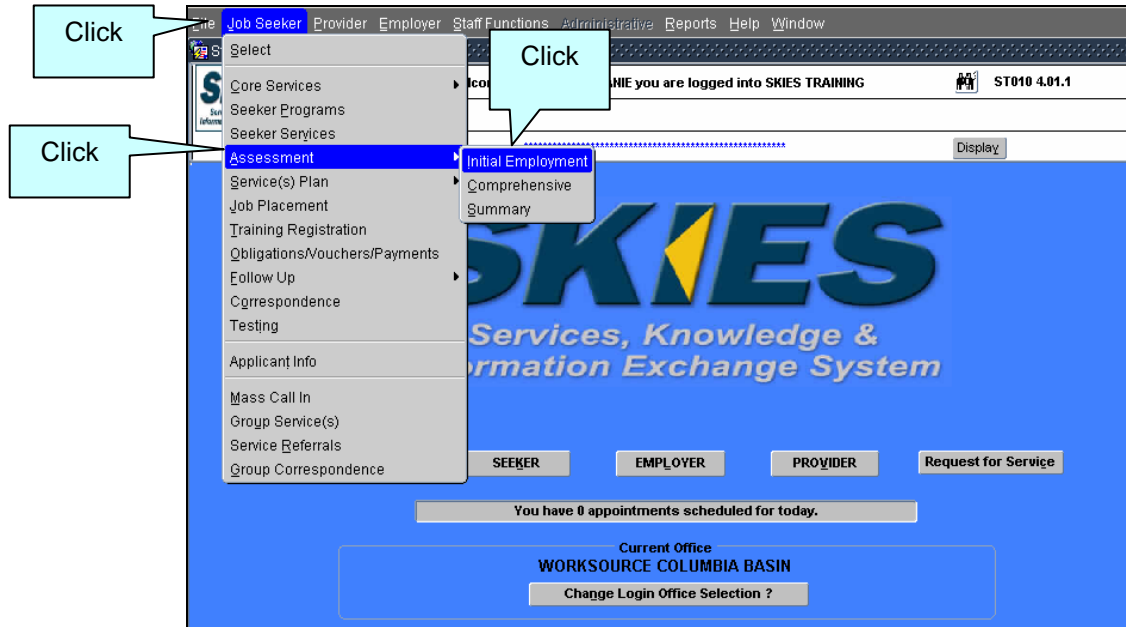
Step 7 Click > Door to exit.

Job Seeker

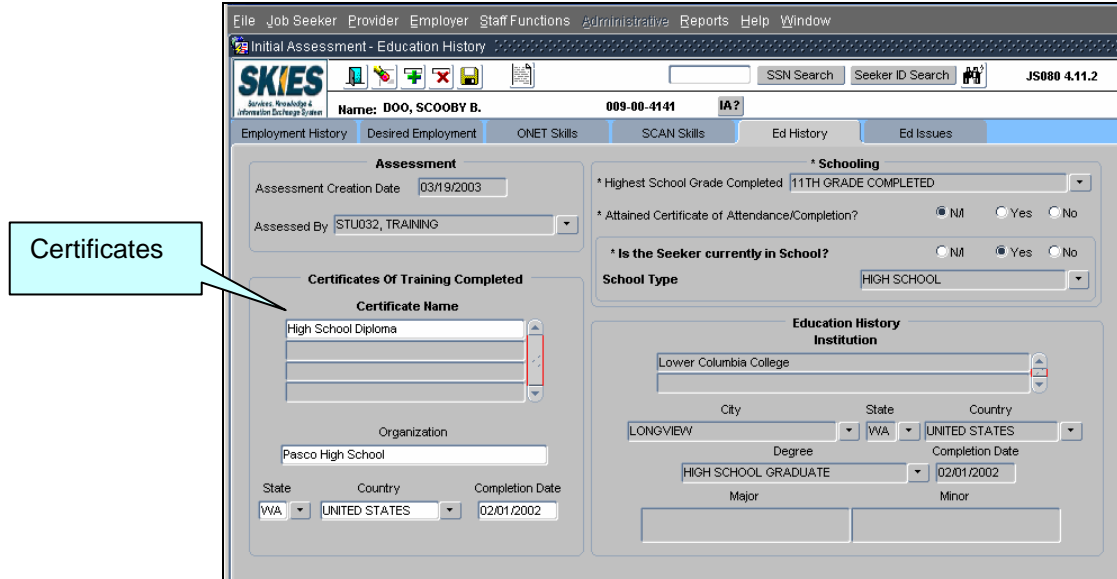
Assessment - Initial Assessment - Education History Tab

Start SKIES Welcome Screen

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Assessment > Initial Employment > Employment History > Education History.



The **Initial Assessment - Education History** screen displays. The Assessment Creation Date auto-fills with the current date. To change the date, type over the data (date cannot be greater than today's date). The Assessed By defaults to the User Name signed into the system. To change the Assessed By, click on the arrow for a drop down list. Click to select the Name.
Click > OK.



Step 2 Certificate information auto-fills with data entered on the **Job Seeker > Core Services > Basic General/Education** screen. Add or delete certificates on this screen.

Enter the name of the Certificate. When all data fields are complete and another data field is needed, click to highlight a field, and click > Plus (+) Sign on the Tool Bar.

Step 3 Enter the name of the Organization awarding the Certificate.

Step 4 Click on the arrow right of the State data field. A drop down list displays. Select the State. Click > OK. United States auto-fills in the Country data field.

Step 5 Enter the Completion Date using mmddyyyy format.

Step 6 In the Schooling section, click on the arrow right of Highest School Grade Completed data field (auto-fills from **Core Services > Basic > Additional** screen). A drop down list displays. Click to select the appropriate level of education.

Note: Required to create or update when Attained Certificate of Completion/Attendance is N/I or No.

Step 7 The Attained Certificate of Completion/Attendance radio button defaults to N/I. Click > YES or NO.

Note: When Highest School Grade Completed is blank; Attained Certificate of Completion/Attendance must be YES.

- Step 8 Is the Seeker currently in school? (auto-fills from the Job Seeker > **Core Services > Basic/Additional** screens.) Click on the appropriate radio button. When YES, the Where? data field activates. Click on the arrow right of the data field for a drop down list. Click to select the type of school. Click > OK.
- Step 9 In the Education History section, enter the name of the institution(s) where the Job Seeker attended.
- Step 10 Click on the arrow right of the City field. A pop-up search screen displays. Use the Find feature. Click to select the City. Click OK.
- Step 11 Click on the arrow right of the State field. A drop down list displays. Click to select the State. Click > OK. United States auto-fills the Country data field.
- Step 12 Click on the arrow right of the Degree field. A drop down list displays. Click to select the Degree. Click > OK.
- Step 13 In the Completion Date field, enter the date using mmyyyy format.
- Step 14 When appropriate, enter the Major and Minor.
- Step 15 Click > SAVE.
- Step 16 Click > Door to exit.

Initial Assessment – Education History

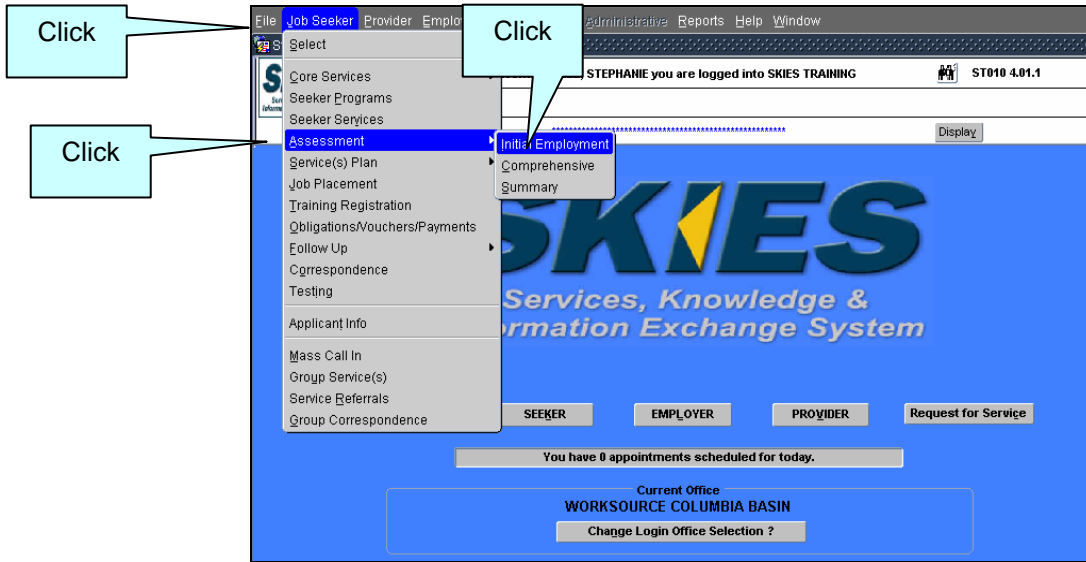
Fields	Data
Assessment Creation Date	Auto-fills with today's date. To change, click to highlight and type over.
Assessed by	Defaults to the User (person who is logged-in).
Certificate Name	Auto-fills from Job Seeker > Core Services > Assessment > Initial Employment/Education History.
Organization	Auto-fills. Enter or delete information.
State	Click to select from a drop down list. Click > OK.
Country	Auto-fills.
Completion Date	Auto-fills or enter using mmddyyyy format.
Highest Grade School Completed	Auto-fills. * Required
Attained Certificate of Attendance/Completion?	Default N/I. Click > YES or NO. * Required
Is the Seeker currently in School?	Default N/I. Click YES or No.
School Type	When previous question is YES, click for a drop down list. Click to select. Click > OK.
Institution	Auto-fills. Enter or delete information.
City	
State	
Country	
Major	
Minor	

Job Seeker

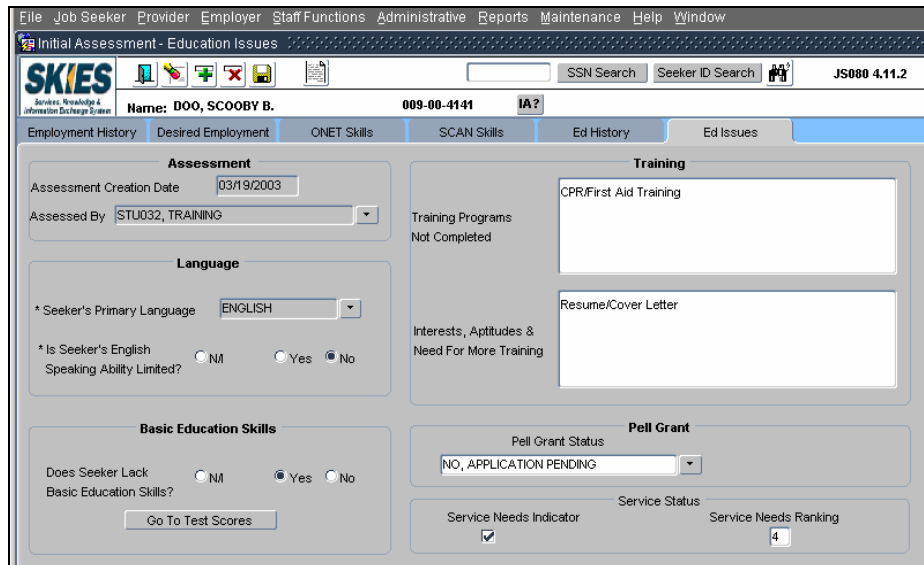
Assessment - Initial Assessment - Education Issues Tab

Start **SKIES Welcome Screen**

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Assessment > Initial Employment > Employment History > Education Issues.



The **Initial Assessment-Education Issues** screen displays. The Assessment Creation Date auto-fills with the current date. To backdate the date, type over the data (date cannot be greater than today's date). The Assessed By defaults to the User Name. To change the Assessed By, click on the arrow for a drop down list. Click to select the Name. Click > OK.



Step 2 In the Language section, click on the arrow next to the Seeker's Primary Language data field. A drop down list displays. Click to select the Language. Click > OK.

"Is Seeker's English Speaking Ability Limited?" Default N/I. The answer may auto-fill from the **Job Seeker > Core Service > Basic/General** screen.

Step 3 In the Basic Education Skills section, answer the question, "Does the seeker lack basic education skills?" Default N/I. Click > YES or NO.

Step 4 Click > GO TO TEST SCORES button. The **Test Assignment and Scoring-Assign** screen displays. See the Job Seeker > [Testing](#) for information to complete the Seeker Test Assignment.

Step 5 In the Training section, enter data/information about Training Programs Not Completed; and Interests, Aptitudes & Need For More Training. Double click for the Editor.

Step 6 Under Pell Grant section, click on the arrow right of the Pell Grant Status field. A drop down list displays. Click to select a Status. Click > OK.

Step 8 Click to check mark the Service Needs Indicator when appropriate. When the Service Needs Indicator field, the Service Needs Ranking data field activates. Enter the rank from one to five per the ROMA Barrier indicator. Rank defaults to '1' (most severe). The Service Needs list displays on the **Service(s) Plan** screen.

Step 9 Click > SAVE.

Step 10 Click > Door to exit.

Assessment – Initial Assessment – Education Issues Tab

Fields	Data
Assessment Creation Date	Auto-fills with today's date. To change, click to highlight and type over.
Assessed by	Defaults to the User (person who is logged-in).
Seeker's Primary Language	Auto-fills when selected on the Job Seeker > Core Services > Basic/General screen. To enter English or to change, click on the arrow. A drop down list displays. Click to select the language. Click > OK. * Required
Is Seeker's English Speaking Ability Limited?	Default N/I. * Required
Does Seeker Lack Basic Education Skills?	Default N/I Click > YES or NO.
Go To Test Scores	Click > Go TO TEST SCORES button to view test scores.
Training Programs Not Completed	Enter the names of any training program the seeker did not complete.
Interests, Aptitudes & Need For More Training	Enter interests, aptitudes & need for more training.
Pell Grant Status	Click on the arrow right of the data field. A drop down list displays, Click to select. Click > OK.
Service Needs Indicator	Does the Job Seeker have any service needs? Click to check mark YES.
Service Needs Ranking	When Service Needs Indicator is check marked, default for Service Needs Ranking is 1 (most severe). Enter the correct Service Needs Indicator (based on the ROMA barrier indicator).