



Notice of Comprehensive and Specialized Assessment Tool Use – WIOA Title I

To better assist you, our staff will carry out a thorough assessment to understand more about you, your employment goals, and any potential barriers you may face. You may be asked questions such as the type of job you're interested in, whether you're looking for full-time or part-time work, any challenges that could affect your ability to find and maintain employment, and your level of education. Additionally, you will be asked to complete a valid and reliable assessment. Three things you should know:

1. The assessment tool is used to get the best possible information about you such as your career likes, personality, and job readiness.
2. The results of the test are confidential. Only the staff that need to, will know the results.
3. Staff will use the information with you to create a career pathway or service plan that is specific to your needs and interests identified in the assessment process.

In addition to the initial assessment, I will be asked to complete the following assessment tools:

<input type="checkbox"/> Comprehensive Adult Student Assessment Systems (CASAS)	<input type="checkbox"/> Test of Adult Basic Education (TABE)
<input type="checkbox"/> Traitify	<input type="checkbox"/> My Next Move
<input type="checkbox"/> Strength Finders	
<input type="checkbox"/> Other: _____	

Staff will be happy to assist, if you need help completing the assessments.

This Notice of Comprehensive and Specialized Assessment Tool Use has been explained to me, and I have had the opportunity to ask questions. I understand how and why assessments, including valid and reliable assessment tool(s), will be used and that the information collected will be confidential.

Applicant/Participant Printed Name _____

Applicant/Participant Signature _____ Date _____

Staff Signature _____ Date _____

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.