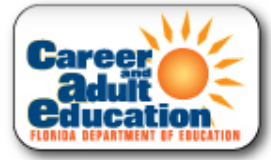




Florida CHOICES Assessments Information QUICK REFERENCE GUIDE FOR PROFESSIONALS



Florida CHOICES contains five assessments. These assessments help students discover careers related to their interests, work values, skills and other traits. Find them in Florida CHOICES and create reports on your users' results.

WHAT ASSESSMENTS ARE AVAILABLE ON FLORIDA CHOICES?

Florida CHOICES includes the following five assessments:

1. Interest Profiler
2. Career Cluster Survey
3. Basic Skills Survey
4. Transferable Skills Checklist
5. Work Values Sorter

WHERE DO I FIND THE ASSESSMENTS AND WHERE CAN I LEARN MORE ABOUT THEM?

The Assessments are located on the **Career Planning** tab in the **Learn About Yourself** section.

To prepare yourself to administer assessments, the following steps are recommended:

1. Go to the Florida CHOICES Professional Manual. This is located in the Professional Center on the **Resources** tab. Read the appropriate section for the assessment you plan to administer.
2. Take any assessment you plan to administer first using your student shadow account. Review the results and locate them in the **Career Planning Portfolio** section of **Your Portfolio**.

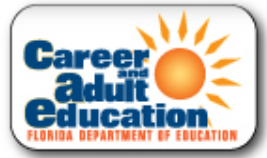
HOW CAN I RUN A REPORT ON MY STUDENTS' ASSESSMENT RESULTS?

1. Go to the **Professional Center**.
2. Click on the **Reports** tab.
3. Click **Create a new Report**.
4. On the **Choose Report Type** screen, click the name of the assessment you want for your report.
5. On the **Choose Criteria** screen, select any option to filter your report (if desired).
6. Click **Continue**.
7. On the **Choose Time Frame** screen, click the radio button next to the desired time frame.
8. On the **Finalize Report** screen, you can indicate whether or not you would like your report to include graphs by clicking the radio button for **YES** or **NO**.
9. Click **Create Report**.
10. Note that you can click on any data in your report that appears as a link to display a list of students or users in that category. Note, too, that you can print, save or export your report using one of the links provided in the upper right hand corner.

See next page for Assessment Summary Chart.



Florida CHOICES ASSESSMENTS SUMMARY CHART



This chart is a summary of information about the assessments on Florida CHOICES as indicated in the Florida CHOICES Professional Manual.

ASSESSMENT	TOPIC	DESCRIPTION	GRADES	TIME NEEDED	NUMBER OF QUESTIONS
Interest Profiler	Interests	Figure out what interests you have and match them to careers	HS	10 to 20 minutes	60
Career Cluster Survey	Interests	Match your interests and personal qualities to Career Clusters to explore future options	MS or HS	15 to 25 minutes	236 questions grouped into 3 checklists; activities, personal qualities and school subjects
Basic Skills Survey	Skills	The goal of this survey is to help you assess your basic skills and match them to career options	HS	10 to 15 minutes	203 skill statements grouped into 10 skill clusters
Transferable Skills Checklist	Skills	The goal of this survey is to help you figure out what transferable skills you have now – or which ones you plan on developing – and match them to career options.	HS	30 minutes	237 skill statements grouped into 25 skill clusters
Work Values Sorter	Work Values	Find your work values and match them to career options.	HS	5 to 15 minutes	20

See previous page for Florida CHOICES Assessment Information.