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.

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| 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 | |

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| **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.**