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Abstract

The Diagnostic Employability Profile (DEP) is a comprehensive employability assessment system designed for use in vocational rehabilitation facilities. The DEP consists of 6 components that assess work attitudes and habits, occupational aptitudes and interests, vocational personality characteristics, employability maturity, and job seeking skills. The 6 components can be used separately or in selected combinations with other assessment tools.

The Diagnostic Employability Profile

The Diagnostic Employability Profile (DEP) is a comprehensive assessment system for use in vocational rehabilitation facilities that serve persons with severe handicaps. Developed with the support of a 5-year Research and Training Center grant from the National Institute on Disability and Rehabilitation Research, the DEP consists of six component instruments:

- 1) The Work Personality Profile (WPP) is an observer rating instrument for use in simulated work settings that results in a micro-computer-generated profile on 11 primary dimensions of work performance and 5 higher-order scales.
- 2) The Occupational Report (OR) is a micro-computer-generated report that profiles the assessee's vocational aptitudes and interests and lists occupational groups that are feasible for the individual.
- 3) The Vocational Personality Report (VPR) is a micro-computer-generated report that profiles the assessee's scores on 7 personality/psychopathology scales and 9 vocational/occupational scales.
- 4) The Employability Maturity Interview (EMI) is a brief screening instrument that is administered in a structured interview for the purpose of evaluating readiness for the vocational rehabilitation planning process.
- 5) The Work Performance Assessment (WPA) is a work simulation measuring task-related and interpersonal aspects of job retention skills in terms of behavioral ratings of responses to 19 common supervisory and co-worker demands.
- 6) The Job Seeking Skills Assessment (JSSA) is a behavior rating approach to assessing capabilities to complete a standard job application and job interview.

The Work Personality Profile

Particularly appropriate for evaluating general employability, situational assessment is widely used in workshop and facility settings. Specifically, situational assessments yield a realistic sample of the individual's responses to a wide variety of stimuli relevant to task performance and interpersonal relationship demands on the job. A recent survey of

employers underscored the importance of interpersonal task performance and teamwork skills for an employee's tenure on the job.

Rehabilitation clients must, therefore, either possess job maintenance skills upon entering services or develop them as a result of work adjustment interventions. The major reason for developing the Work Personality Profile (WPP) was to make available for research and service applications a comprehensive observational instrument for assessing critical work role requirements.

Features of the WPP

- \*\*\*The Work Personality Profile (WPP) is a work behavior rating instrument for use in situational assessment in work centers, comprehensive facilities, and employment settings.
- \*\*\*The WPP assesses those capabilities that satisfy fundamental work role requirements, i.e., work attitudes, values, habits, and behaviors that are essential to achievement and maintenance of suitable employment.
- \*\*\*The WPP possesses the advantages of comprehensive coverage, behavioral orientation, diagnostic function, and direct rating format.
- \*\*\*The WPP consists of 58 items that are completed by vocational evaluators using a standard 4-point scale. It requires 5-10 minutes to complete following an observation period of one week.
- \*\*\*WPP results are reported on a profile form that includes 11 primary work behavior categories and 5 second-order factor scales. Both raw scores and normative percentile scores are reported.
- \*\*\*The WPP instrument, scoring key, profile report form, normative table, and directions for administration and scoring as well as reliability and validity evidence, are contained in the WPP Manual.
- \*\*\*The WPP is also available on a floppy disk that generates the score profile directly from ratings on the 58 items. Written in BASIC for MS DOS machines, the WPP will run on most IBM compatible machines.

Resource. Bolton, B., & Roessler, R. (1986) Manual for the Work Personality Profile. Fayetteville, AR: Arkansas Research and Training Center in Vocational Rehabilitation.

The Occupational Report

Assessment of vocational aptitudes and occupational interests is central to the vocational rehabilitation (VR) planning process. To achieve successful job placement, which is the ultimate goal for VR services, suitable occupations must be located for persons with handicaps. The Occupational Report (OR) was developed to facilitate this goal by translating an

individual's aptitudes and interests into lists of feasible occupational areas.

The conceptual framework upon which the OR is based is the U. S. Department of Labor's (DOL) "Counselor Assessment/Occupational Exploration System." The key to the DOL's System is the Guide for Occupational Exploration, which organizes all 12,000 occupations in the U. S. labor force according to their predominant interests and essential aptitudes. Thus, standardized measures of occupational interests and vocational aptitudes are required to accurately identify suitable occupations.

#### Features of the OR

\*\*\*The Occupational Report (OR) is a computer-generated report that provides occupational information essential in planning vocational rehabilitation services.

\*\*\*Input data required by the OR include:

(a) raw scores from the USES Interest Inventory, and (b) raw scores from either the General Aptitude Test Battery (GATB) or the Non-Reading Aptitude Test Battery (NATB).

\*\*\*The OR generates: (a) an occupational interest profile with 12 interest areas ranked from high to low, (b) an occupational aptitude profile with 9 aptitudes ranked from high to low, (c) a list of work groups for which the client has suitable (high level) aptitudes for success, and (d) a list of work groups for which the client has minimal (medium level) aptitudes for success.

\*\*\*The OR may generate a list of supplementary work subgroups for which individuals who function below minimal aptitude levels possess employment potential.

\*\*\*Written in BASIC for MS DOS machines, the OR will run on most IBM compatible machines. Arrangements to administer the GATB, NATB, and USES-II must be made with the local office of the state employment service.

Resource. Bolton, B. (1987). Manual for the Occupational Report. Fayetteville, AR: Arkansas Research and Training Center in Vocational Rehabilitation.

#### The Vocational Personality Report

The goal of psychometric assessment in vocational rehabilitation counseling is to generate information relevant to case planning that will lead to successful employment for persons with disabilities. Comprehensive assessment in rehabilitation must address all aspects of the client's vocational capabilities, *i.e.*, general abilities, occupational skills, temperamental traits, vocational interests, and work values.

The employability counseling model upon which the Vocational Personality Report (VPR) is based derives from five theoretical formulations of the vocational adjustment process. These are best known by the primary investigators' names: Rene Dawis, William Gellman, David Hershenson, John Holland, and Walter Neff.

#### Features of the VPR

\*\*\*The Vocational Personality Report (VPR) is a

computer-generated report that provides information useful in vocational rehabilitation service planning.

\*\*\*Input data required by the VPR are 16 raw scores from the Sixteen Personality Factor Questionnaire-Form E (16 PF-E), an inventory designed for persons with low-level language skills.

\*\*\*The VPR generates scores on 16 vocationally-relevant factors: five normal personality scales, two psychopathology scales, three vocational interest scales, and six occupational scales.

\*\*\*All 16 scores are represented on the sten (standard ten) scale based on a broadly representative normative sample of almost 1,000 vocational rehabilitation clients.

\*\*\*Written in BASIC for MS DOS machines, the VPR will run on most IBM compatible machines. Copies of the 16 PF-E booklets, answer sheets, scoring keys, and Manual must be purchased from the Institute for Personality and Ability Testing, Champaign, IL.

Resource. Bolton, B. (1987). Manual for the Vocational Personality Report. Fayetteville, AR: Arkansas Research and Training Center in Vocational Rehabilitation.

#### The Employability Maturity Interview

One of the most important tasks facing rehabilitation clients is the selection of an appropriate vocational goal. If this decision is to result in worker satisfaction and satisfactoriness, it must be based on an accurate understanding of the relationship of abilities, interests, and values to characteristics of the work role. Although the vocational choice process is an extremely important phase of rehabilitation, little attention has been devoted to developing a brief measure to determine client readiness for such planning.

Previous research underscores the need for a readiness instrument, but it does not specify the format for such a measure. To meet this need, the Employability Maturity Interview (EMI) was developed.

#### Features of the EMI

\*\*\*The Employability Maturity Interview (EMI) is a 10-item structured interview developed to assess readiness for the vocational rehabilitation planning process.

\*\*\*Agreement between EMI scorers is high; average inter-rater correlations exceeded .90. Split-half reliability estimates for the EMI total score approached .80.

\*\*\*The construct validity of the EMI was confirmed by predicted relationships between EMI scores and intelligence, achievement, vocational interest in work, and an independent measure of employment potential.

\*\*\*The EMI has promising utility as a brief screening instrument to identify those VR clients needing additional vocational exploration and employability services.

\*\*\*The EMI is a 6-page self-contained instrument which consists of the following: structured interview questions and response blanks, instructions for administering and scoring the EMI, EMI norms, and scoring criteria.

Resource. Roessler, R., & Bolton, B. (1987). Manual for the Employability Maturity Interview. Fayetteville, AR: Arkansas Research and Training Center in Vocational Rehabilitation.

#### The Work Performance Assessment

Making an appropriate vocational choice, acquiring the requisite technical skills, and mastering job seeking demands are major accomplishments. But, these achievements also lay the groundwork for yet another challenge, that of maintaining employment. Because long-term employment is a function of problem-solving skills, adaptability to environmental demands, positive work habits, and interpersonal skills, assessment tools are needed which indicate the extent to which rehabilitation clients possess these job maintenance skills.

Involving significant investments of time, effort, and money, situational assessment is an approach for which more cost effective alternatives should be sought. One feasible alternative situational assessment is the Work Performance Assessment (WPA), a brief work simulation designed to evaluate job maintenance.

#### Features of the WPA

- \*\*\*The Work Performance Assessment (WPA) is an efficient alternative to multi-week situational assessment methods.
- \*\*\*Using three work samples (sorting food service items), the WPA measures trainee responses to 19 common work demands in four categories: responding to supervision, completing job tasks, cooperating with other workers, and socializing on the job.
- \*\*\*Requiring one hour to administer, the 19 WPA demands are presented by a supervisor (evaluator) to two trainees.
- \*\*\*The WPA may be scored by completing either (a) an 83 item behavior rating form or (b) the Work Personality Profile.
- \*\*\*When the WPA rating form is used, a total score is generated by calculating the proportion of behavioral criteria demonstrated in responding to the 19 work demands.
- \*\*\*Interrater reliability of the WPA rating form is acceptable, although multiple ratings/administrations are recommended for the most reliable performance estimate.
- \*\*\*Research indicates the presence of administrator effects on WPA scores which underscores the need for careful administrator training.

Resource. Roessler, R., Hinman, S., & Lewis, F. (1987). Manual for the Work Performance Assessment. Fayetteville, AR: Arkansas Research and Training Center in Vocational Rehabilitation.

#### The Job Seeking Skills Assessment

No comprehensive assessment of client employability skills is complete without an evaluation of job seeking skills. Virtually all clients seeking jobs must contend with completing an employment application form and with presenting themselves for a job interview. Since employers stress independent completion of the job application and job interview, these two tasks are critical, and often the most problematic, for job seekers with disabilities.

Assessment of client job seeking skills has typically received little systematic attention during the evaluation process, even though training in this area is recognized as an important vocational rehabilitation service. The Job Seeking Skills Assessment (JSSA) provides rehabilitation practitioners with a standard procedure for assessing clients' abilities to complete a job application form and participate in the employment interview.

#### Features of the JSSA

- \*\*\*The JSSA is a standardized procedure for evaluating rehabilitation clients' job application and job interview skills.
- \*\*\*The job application assessment uses a standard employment application form to evaluate 5 features: neatness/legibility, spelling, completeness, whether answers are printed, and whether directions are followed (accuracy).
- \*\*\*The job application assessment is objectively scored using detailed guidelines for judging the adequacy of the evaluatee's skills.
- \*\*\*The job interview assessment follows a standard sequence of questions that cover the range of topics comprising the typical employment interview.
- \*\*\*The job interview assessment is scored on 19 content components (e.g., introduces self, describes job skills, and asks relevant questions) and 14 style components (e.g., maintains eye contact, speaks clearly, dresses appropriately, and displays enthusiasm).

Resource. Hinman, S., Means, B., Parkerson, S., & Odendahl, B. (1987). Manual for the Job Seeking Skills Assessment. Fayetteville, AR: Arkansas Research and Training Center in Vocational Rehabilitation.

#### Additional Information

For additional information about the Diagnostic Employability Profile write to the Publications Department, Arkansas Research and Training Center in Vocational Rehabilitation, P.O. Box 1358, Hot Springs, Arkansas 71902.

