

Maryland State Department of Education
Division of Rehabilitation Services
Career Assessment Desk Reference

Service Descriptions

Itemized Assessment (and Itemized Hybrid Assessment)

An individual assessment tool or method used to answer **one** specific referral question.

Examples of possible referral questions:

- Please administer _____ test (typing, CASAS, etc.).
- Can this person type ____ wpm?
- Can this person alphabetize?
- What is this person's mechanical aptitude?
- What are this person's scores on a practice GED test?

Investigative Assessment (Virtual)

Needed to determine an individual's vocational/career interests.

Examples of possible referral questions:

- What are this person's vocational interests, strengths and temperaments?
- What are this person's career interests?
- Does this person have any transferable skills given their work history?
- This person is unable to participate in an in-person assessment at this time and would like to begin the process of identifying a vocational goal. Please assist him/her in identifying areas of vocational interest.

Focused Assessment (and Focused Hybrid Assessment)

Needed to determine feasibility of a **particular job, career or career cluster**. Can include real or simulated work.

Examples of possible referral questions:

- Can this person learn and perform the duties and tasks of a secretary? Welder? Auto mechanic?
- Does this person possess the skills, temperaments, and behaviors to work in a management position?

Exploratory Assessment (and Exploratory Hybrid Assessment)

Designed to provide information on the **next step in long-range planning** for the individual. Includes investigation and education in jobs and job clusters, taking into consideration the individual's interests, needs, abilities and functional capacities.

The Exploratory Assessment is appropriate for an individual with minimal or no work history unless they meet the criteria for a Comprehensive Assessment in terms of severity of disability and need for one-on-one assistance to participate.

Examples of possible referral questions:

- What are this person's vocational strengths, needs and options?
- What are this person's transferable skills?
- Are his/her interests aligned with projected labor market needs?
- What are this person's general aptitude, academic achievement levels and vocational options?

Note: Referral questions addressing lack of work exposure and the desire for simulated or real work to explore multiple career areas should be accommodated in an Exploratory Career Assessment process.

Community-Based Assessment

A holistic assessment of an individual's interests needs and abilities **in a job/worksite setting located in the community**.

Recommended for individuals for whom standardized testing may not provide an accurate or valid reading or employment skills and potential. Includes situational assessment, on-the-job evaluations, job try-outs or trials and supported employment assessment.

Examples of possible referral questions:

- Does this person demonstrate appropriate daily living behaviors in the community?
- How much training/support would this person need to be competitively employed?
- Does this person demonstrate appropriate work behaviors on the job?
- Can this person multitask?
- How does this person respond to job stress? Co-workers? Supervision? Time of day?
- What type of work can this person do in the most integrated work setting possible?

Comprehensive Assessment (and Comprehensive Hybrid Assessment)

A **holistic, broad-based intensive process** which is grounded in the use of **real or simulated work** and uses a combination of all typical assessment methods with the possible exception of a community-based assessment.

A Comprehensive Assessment is appropriate for a client who requires **one-on-one assistance/services** because of one or more of the following:

- Client's reading comprehension is below a 4th grade level.
- Client requires a scribe (cannot write or type).
- Client cannot be served in a group setting.
- Client has very limited/no speech and/or requires alternative communication devices.
- Client does not speak English and requires a foreign language interpreter.
- Client is totally blind and cannot read Braille or use Assistive Technology (screen reader, etc.).

It is appropriate for individuals with the most significant disabilities who:

- Would have difficulty handling the reading or motor activity required to independently perform the paper/pencil assessment activities typically utilized as part of an Exploratory Career Assessment.
- Have sensory impairments which require significant accommodation to enable their participation.
- Due to the nature of their disability can no longer perform the type of work that they previously performed and meet one or more of the criteria described in this section.
- Due to their disability, require an extended period of observation to determine their work behaviors.

Example of possible referral question:

- Due to a severe injury resulting in significant motor impairment, this individual needs to change careers, what can this person do?

Note: Referral questions related to stamina should be addressed through a Functional Capacity Evaluation, Community-Based Assessment or Employee Development Services.