

Administering and Interpreting Career Assessments

Course Outline

Course Developer(s)

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Course Format

Two weeks, 10 hours per week

Course Prerequisites

Current and/or past experience as a career and employment practitioner and/or in a related field.

Course Description

This course provides an overview of several assessment tools commonly used to facilitate career decision-making (i.e., tools that assess skills, interests, values, and personal style), including assessment selection, administration, interpretation, and integration of results. In addition, this course will consider the assessment process.

Please note: Participants in this course will need to purchase a package of self-assessment tools/tests available through our online store. The focus of this course is on “A” level assessment tools (i.e., tools that do not require graduate level training in statistics and psychometrics). Commonly used “B” level assessment tools (e.g., those that require specialized training or a graduate degree in psychology) will also be introduced. However, it is important to note that completion of this course will not qualify you to administer/interpret “B” level assessment tools.

Course Objectives

General:

Participants will develop/enhance their career assessment knowledge and skills.

Learning Objectives:

Upon successful completion of this course, students will be able to:

- Explain to clients, employers, and funders the benefits and limitations of using psychometric assessment tools
- Articulate ethical considerations in using standardized and informal assessment tools
- Select appropriate assessment instruments based on client need, program design, quality of instrument, cost, availability, and counsellor qualification level
- Assess clients’ skills, interests, values, personality characteristics, and attitudes
- Provide an integrated interpretation of assessment results



Required Texts / Supplies

Sheppard, B. C. & Mani, P. S. (Eds.) (2014). *Career development practice in Canada*. Toronto, ON: CERIC. (eBook or Print available from [CERIC](#)).¹

Participants in this course will need to purchase a package of self-assessment tools/tests available through our [online store](#).

Optional Text

Neault, R. (2012). *Time to reflect: Understanding yourself* (3rd ed.). Aldergrove, BC: Life Strategies.²

Additional Readings

Throughout the course, relevant readings will be posted on our website. Plan to spend a minimum of 2-3 hours per week on the readings.

Course Completion Requirements

Students must achieve an overall grade of at least 80% to successfully complete a course. If absent or offline for more than 48 consecutive hours, students are required to contact the instructor.

Participation	25%
Selecting Assessments	25%
Case Consultation	15%
Integrated Self-Assessment Report	35%

Online Instruction Overview

This online course will be conducted using the “Moodle” course management system. Registered students will receive log-in instructions by email the Monday prior to the course start date. This system relies on asynchronous discussion forums (i.e., students post when it’s convenient for them, not during a scheduled time slot). However, from time to time, we may schedule live “chats” using online message/conferencing applications (e.g., Skype, GoToMeeting).

Facilitated e-learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, students’ active participation in the discussion forums (i.e., checking in and briefly posting once or twice per day to each open discussion) enriches learning and is required for successful course completion.

Operational Requirements

As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

¹ The Sheppard & Mani (2014) textbook is a required reading throughout the Career Management Professional Program. Students taking individual courses, therefore, may only refer to a chapter or two; however, this resource is a wonderful addition to your professional toolkit.

² We recommend purchasing Neault, R. (2012). *Career strategies for a lifetime of success* (3rd ed.). Aldergrove, BC: [Life Strategies](#) (PDF or print) if you’re completing a full certificate as it includes all “Time to” chapters.



Although there are no scheduled classes, students will be expected to spend a similar amount of time on this course as they would in a classroom-based environment of 20 hours.

Documents will be posted in Word, PowerPoint, and PDF —students must be able to download these documents and also upload similar documents.

Accommodation

If you have a disability that needs accommodation for this course, please let us know and we will work with you to more effectively meet your needs.