

**YOUTH ADMINISTRATIVE BULLETIN NO. 5
CHANGE 1**

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: OBJECTIVE ASSESSMENT

EFFECTIVE: July 1, 2008

I. BACKGROUND:

The Workforce Investment Act Section 129 (c)(1)(A) and Federal Regulation 664.405 (a)(1) require that all youth participants be provided an Objective Assessment (OBJ). The OBJ is an evaluation of skill levels and service needs, by review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional jobs) and support service needs.

II. POLICY:

An initial Objective Assessment must be completed on all WIA youth participants after eligibility and suitability are determined. The Objective Assessment must take a client-focused approach and evaluate the needs of the participant without regard to services or training programs already available in the Local Workforce Investment Area. The Objective Assessment will be an ongoing process and must be routinely revisited and amended as circumstances change, goals are achieved, and/or additional needs are identified.

The assessment process is a multifaceted approach which shall include:

1. Structured Interviews
2. Paper and Pencil Tests
3. Behavioral Observations
4. Interest Inventories
5. Career Guidance Instruments
6. Aptitude/Skill Assessment
7. Basic Skills Test.

Information obtained during the Objective Assessment should be recorded in SKIES according to the attached Objective Assessment Instruction, which is designed to ensure that the elements assessed and the various results, findings, and outcomes of the assessment are captured and documented appropriately.

Attachment: 1. Objective Assessment Instruction