
Vocational Evaluation Glossary

academic achievement - The results of learning or teaching; the level or specific skills acquired as a result of learning or educational endeavors. Most often either standardized or teacher-developed tests are administered to determine these levels or skills of an individual. Usually these tests are designed to "test" or measure via only one modality, that of paper-and-pencil or computer screening devices. (Fry & Botterbusch, 1988)

aptitude – A combination of abilities and other characteristics, whether native or acquired, that are indicative of an individual's ability to learn or develop proficiency in some particular area if appropriate education or training is provided. (Mitchell, n.d.)

The following aptitudes can be measured:

G - Intelligence - General learning ability or the ability to "catch on" or understand instructions and underlying principles; the ability to reason and make judgments.

V - Verbal Aptitude -The ability to understand meaning of words and use them effectively. The ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and paragraphs.

N - Numerical Aptitude – The ability to perform arithmetic operations quickly and accurately.

S - Spatial Aptitude – The ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects.

P - Form Perception – The ability to perceive pertinent detail in objects or in pictorial or graphic material. The ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

Q - Clerical Perception – The ability to perceive pertinent detail in verbal or tabular material. The ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.

K - Motor Coordination – The ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed.

F - Finger Dexterity –The ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.

M - Manual Dexterity – The ability to move the hands easily and skillfully. The ability to work with the hands in placing and turning motions.

(U.S. Department of Labor, 1970)

assistive technology (device) - Any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. (Technology- Related Assistance for Individuals with Disabilities Act, 1988) SYN: Rehabilitation technology.

background information - Pertinent information on an individual obtained prior to the start of the assessment process from the individual; from lay persons such as relatives, friends, former employers; or from professionals such as physicians, psychologists, counselors, social workers, or other vocational evaluators. (Fry & Botterbusch, 1988, edited 1993)

behavior - Any directly observable and measurable activity of an individual or group of individuals within a physical and social environment. (Fry & Botterbusch, 1988)

career assessment - Any process of measurement which: is used to identify individual characteristics and education, training, and placement needs; contributes to the career planning process and; provides the individual with insight into their career potential. The types of career assessment include: itemized assessment, exploratory assessment, focused assessment, community-based assessment and comprehensive career assessment.

career assessment report - A well-planned, carefully written document that communicates vital career-related information about an individual. It is a permanent record of significant career data observed as the individual and the evaluator interact in various types of work and work-like situations. The report puts the assessment plan, action, results, reasons, and interpretation of the assessment in writing. It often includes description of the individual's physical capacities, learning ability, personal characteristics, social competence, and worker traits as they compare to minimum requirements of selected jobs or work areas. The report includes recommendations for the future and may also provide a prescriptive-descriptive sequence of experiences that are aimed at maximizing the individual's potential. (Fry & Botterbusch, 1988, edited 1993, 2001)

career exploration - A process whereby a person is exposed to work experiences and occupational information intended to increase knowledge of the world of work. (Fry & Botterbusch, 1988)

certified in vocational evaluation (CVE) - An individual certified in vocational evaluation by the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES) and who has met the published standards of the Commission in areas such as: job analysis, occupational information, interviewing, individualized vocational evaluation planning, work samples, psychological testing, learning style, situational assessment, functional living skills, functional limitations of disability, and report development.

(Commission of Certification of Work Adjustment and Vocational Evaluation Specialists, 1992)

client follow-up - Supportive assistance provided to an individual following career assessment. Such services also provide feedback to the organization and may provide the employer with needed assistance in maintaining the individual's employment. (Fry & Botterbusch, 1988, edited 1993, 2001)

client plan - A written program of action developed and reviewed at regular intervals, with the direct participation of the client, personnel from other agencies, and other significant persons. It specifies objectives and goals and identifies a continuum of services to achieve those objectives and goals within a specific time. (Fry & Botterbusch, 1988) SYN: Client program, individual career assessment plan, individual program plan, individual employment plan.

Commission on Certification of Work Adjustment. and Vocational Evaluation Specialists (CCWAVES) - An independent commission whose members are assigned from one of several appointing organizations. CCWAVES' purpose is to identify and certify vocational evaluation and work adjustment professionals in order to provide assurance that those professionals can meet acceptable standards of quality. The existence of such standards is considered to be in the best interests of clients, other practitioners, individuals in allied professions, and the public. (Commission on Certification of Work Adjustment and Vocational Evaluation Specialists, 1992)

community-based assessment - A holistic assessment of an individual's interests, needs, and abilities in a job/worksites setting located in the community. Community-based assessment is an umbrella term depicting a category of methods, which may include: Situational assessment, On-the-job evaluations, Job try-outs or trials, Supported Employment assessment. (MDVEWAA, 2000)

community resources – public or private agencies, schools, or programs offering social services to people. Such resources are usually funded by governmental bodies, community drives, donations and fees. (Fry & Botterbusch, 1988)

comprehensive career assessment - A holistic, broad-based intensive process, which is grounded in the use of real or simulated work, individualized, answers questions that could not be answered by other CAS options, and uses a combination of all typical assessment methods with the possible (but not required) exception of a community-based assessment. This option is appropriate for an individual 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; have never worked or have a significant period of absence from the work force; due to their disability, require an extended period of observation to determine their work behaviors.

dexterity - Skill in using fingers, hands, arms, and shoulders, sometimes in combination with other body parts. It is usually measured by observing performances on various work activities, such as work samples, or by administering standardized performance tests. (Fry & Botterbusch, 1988)

diagnostic test - A test used to "diagnose" or analyze; that is, to locate an individual's specific areas of weakness or strength, to determine the nature of his weaknesses or deficiencies, and wherever possible, to suggest their cause. (Mitchell, n.d.)

disability - Any restriction or lack of ability (resulting from impairment) to perform an activity in the manner or within the range considered normal for the human being. (Wood, 1980)

disadvantaged individual - Any individual who is economically restricted due to factors such as: physical or mental disability, youth, advanced age, low educational attainment, ethnic or cultural factors, prison, or delinquency records or poverty. (Fry & Botterbusch, 1988)

enclave - A small group of persons (usually six to eight) with disabilities employed in an industry to work along with or beside co-workers without disabilities. Typically, continual support by a supported employment specialist is provided. Creative enclave models do not cluster the persons with disabilities together. (Powell, Panecofar, Steere, Butterworth, Itzkowitz, & Rainforth, 1991)

environmental (working) conditions - The physical surroundings of the job that make specific demands on a worker's physical capacity. (Botterbusch, 1984)

exploratory assessment - A process utilizing career exploration resources and/or methods designed to provide information on the next step in long range planning for the individual. Investigation and education in jobs and job clusters, taking into consideration the individual's interests, needs, abilities and functional limitations. (MDVEWAA, 2000)

focused assessment - Assessment to determine the feasibility of a specific chosen career area as a career goal (can include real or simulated work). (MDVEWAA, 2000)

functional limitations - Behaviors or conditions exhibited by individuals and/or presented by their environments that need to be eliminated or improved in order for the individuals to fulfill their potential or maximize their functioning. (CARF, 2000)

generalizable skills - Cognitive, affective, or psychomotor skills that are basic to, necessary for success in and transferable within and across vocational programs and occupations. They are functional and important because they are common vocational curriculum components that facilitate learners' transitions from vocational programs into the world of work or postsecondary education and training. Persons who possess generalizable skills should be able to adapt to changes in vocational programs, careers, occupations, or jobs, thereby enhancing their employability. (Greenan, 1989, as cited in Berkell & Brown, 1989)

grade equivalent -The grade level for which a given score is the real or estimated average. (Mitchell, n.d.)

handicap - The disadvantages experienced by an individual as a result of impairments and disabilities. Handicaps reflect interaction with and adaptation to the individual's surroundings. (World Health Organization, 1980.)

heavy work - Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work. (U.S. Department of Labor, 1991)

impairment - Any loss or abnormality of psychological, physiological, or anatomical structure or function; it can be the result of disease, injury, malnutrition, or birth defect. (Wood, 1980)

independent living skills - Basic skills needed by individuals with disabilities to successfully function on their own to the greatest extent possible in most appropriate and least restrictive environments. Such skills can include self-help, domestic maintenance, community living, financial planning and maintenance, etc. (Davis, 1986)

individual placement model - Placing an individual with a disability in a job site where most co-workers are not disabled and the individual with a disability is not part of a work group of other individuals with disabilities. This model provides the maximum integration and is the preferred model. (Hill, 1986)

individualized career assessment plan - A directed, systematic series of events designed to specifically meet the needs of the individual being served and satisfy the demands of the referral source. Through the individualized career assessment plan, the individual being served, the referral source, and

the evaluator obtain a concise picture of the individual's overall career assessment program. (McCray, 1978)

individualized education program (IEP) - A written statement for each student with a disability that is developed in any meeting by a representative of the local education agency or an intermediate educational unit who shall be qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of students with disabilities, which shall include a statement of the needed transition services for students beginning no later than age 16 and annually thereafter (and, when determined appropriate for the individual, beginning at age 14 or younger), including, when appropriate, a statement of interagency responsibilities or linkages (or both) before the student leaves the school setting. (Individuals with Disabilities Education Act, 1990).

industrial standards - Industrial worker requirements based on the employer's expectations in terms of quality and quantity of work. (Fry & Botterbusch, 1988, edited 1993)

informed choice - A decision made by a person served that is based on sufficient experience and knowledge, including exposure, awareness, interactions, or instructional opportunities, to ensure that the choice is made with adequate awareness of the alternatives to and consequences of the options available. (CARF, 2000)

intake - Those activities resulting in an individual's entry into an agency or referral to another more appropriate agency, including the action taken to make the necessary arrangements for such entry (e.g., funding, housing, or programming). (Fry & Botterbusch, 1988, edited 1993)

integrated work setting - Industry-based work setting where competitive work is performed with opportunity for work and non-work interaction with workers who are not disabled. Ratio of non-disabled to disabled workers is no higher than 8:1. (Hursh & Kerns, 1989)

intelligence quotient - A measure of general intelligence obtained by testing consisting of either: (1) a ratio of mental age to chronological age or (2) a deviation score from an expected test performance by age. (Fry & Botterbusch, 1988)

interdisciplinary approach - A method of diagnosis, evaluation, and individual program planning in which two or more specialists (e.g., physicians, psychologists, teachers, vocational evaluators, therapists, social workers, rehabilitation counselors, etc.) participate as a team, contributing their skills, competencies, insights, perspectives to focus on identifying the needs of an individual and on devising ways to meet those needs. (Fry & Botterbusch, 1988, edited 1993)

interest - The existence of a strong preference, attention, or curiosity about some occupational, vocational, or career-related activity or area. (Fry & Botterbusch, 1988, edited 1993)

interview - Communication between two or more persons used for purposes such as diagnosis, education, counseling, or to obtain information. (Fry & Botterbusch, 1988, edited 1993) ,.

inventory -A questionnaire or check list, usually in the form of a self-report, designed to elicit non-intellective information about an individual. (Mitchell, n.d.)

itemized assessment - An individual assessment tool/instrument or method used to answer a very specific referral question. (MDVEWAA, 2000)

job analysis - The gathering, evaluating, and recording of accurate, objective, and complete job data. Job analysis identifies and describes, in a systematic and comprehensive but succinct manner: What the worker does in terms of activities or function; How the work is done -- the methods, techniques, or processes involved, and the work devices used; Results of the work--the goods produced, services rendered, or materials used; Worker characteristics--the skills, knowledge, abilities, and adaptations needed to accomplish the tasks involved. It also identifies the context of the work in terms of environmental and organizational factors and the nature of the worker's discretion, responsibility, or accountability. (U.S. Department of Labor, 1982)

job carving - Analyzing work duties at a job location and identifying specific tasks that might be assigned to an employee with severe disabilities. (Griffin, 1991)

job coach - A professional or possibly paraprofessional who provides individualized one-to-one assistance to the client in job placement, travel training, skill training at the job site, ongoing assessment, and long-term assessment. (Wehman & Melia, 1985)

job development specialist - An individual who contacts businesses and industries for the purpose of placing individuals in competitive employment or on-the-job training stations. The specialist analyzes the job in respect to the individual's capabilities and consults with the individual's counselor, the facility, and the individual in recommending him/her for a specific job. The job development specialist may provide follow-up services to the individual on the job. (Fry & Botterbusch, 1988, edited 1993)

job keeping skills - Those skills enabling a person to keep employment once hired. These may include knowledge/expectations of attendance, punctuality, quantity and quality of work done, supervisor interaction, co-worker interaction, safety, grooming/hygiene. (Fry & Botterbusch, 1988, edited 1993)

job matching - The process whereby an individual's worker characteristics are compared with the results of a thorough job analysis for a particular job. (R. J. Spitznagel, personal correspondence, May 24, 1991)

job modification - A process in which a target job is altered to meet the needs of a particular worker. This is accomplished through environmental adaptations, adaptive equipment and devices, or job process modification. (Ogden-Niemeyer. & Jacobs, 1989)

job sample - Those work samples that, in their entirety, are replicated directly from industry and include the equipment, tools, raw materials, exact procedures, and work standards of the job. (Fry & Botterbusch, 1988)

job seeking skills - Those skills enabling a person to seek out job vacancies and follow through the hiring process. It includes knowledge of where to find information about job openings and how to fill out applications, take employment tests, construct resumes, and make a positive impression before, during, and after the interview. (Fry & Botterbusch, 1988, edited 1993)

job task - A single work activity taken in its entirety (without any changes) directly from a specific job. (Fry & Botterbusch, 1988)

job tryout - A temporary job placement or internship designed to provide the participant with real work experience and community contacts. Job tryouts: 1.) expose the participant to new occupational experiences; 2.) assess the participant's work, social, and personal skills in a real work environment (situational assessment); 3.) expose employers to persons with disabilities as potential and viable workers; 4.) gather additional data useful in making job placement decisions; and 5.) provide the participant with references and work experience to be documented on his/her resume. (Neubert & Tilson, 1987)

labor market information (LMI) - Current data that project the availability and growth or decline of jobs or occupational areas (clusters) within a specific geographic region (e.g., city, state, region, or nation) . LMI also includes specific job titles, salaries, job responsibilities, requirements, and demands within specific businesses and companies as well as within general occupational definitions. (P. J. Leconte, personal correspondence, July 15, 1991)

labor market survey - A systematic analysis, based on an individual's transferable skills and residual functional capacity, of a given job or jobs within a geographic area with respect to hiring trends, salary levels, employment availability, growth potential, and future outlook. (Hursh & Kerns, 1989)

learning style - The way in which an individual learns new material. Learning style is usually defined in terms of the sensory modalities (e.g., visual, auditory, tactile, and kinesthetic) by which the person learns the fastest. (Fry & Botterbusch, 1988)

light work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for sedentary work. Even though the weight lifted may be only a negligible amount, a job should be rated light work: (1.) when it requires walking or standing to a significant degree; (2.) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3.) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. (U.S. Department of Labor, 1991)

medium work - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demands are in excess of those for light work. (U.S. Department of Labor, 1991)

methods of career assessment - Those techniques, instruments and organized, systematic activities which assist in the process of gathering relevant information about an individual in relation to facilitating his or her career development or career decision-making. Methods of career assessment may include job analysis, training analysis, psychometric testing (e.g., interest inventories, temperament surveys, aptitude tests, dexterity performance tests, learning style assessments, etc.), observations and recording of behavior, work sampling, situational assessment, community based assessment, interviewing, review of background information, taking employment histories, and physical capacity assessments. (Leconte, 1991)

methods-time-measurement (MTM) - A procedure which analyzes any manual operation or method into the basic motions required to perform it and assigns to each motion a predetermined time standard which is determined by the nature of the motion and the conditions under which it was made. (Maynard, Stegemerten, & Schwab, 1948)

mobile work crews - A supported employment model in which an individual works in a community-based job site either alone or as part of a small work crew having no more than eight handicapped individuals. A work supervisor is usually responsible for this small crew. The work done is usually contracted and can be at different locations or at the same location for a limited time until another contract takes effect. Integration must take place during working hours with persons other than the supervisor or job coach and must involve more than just social integration at lunch and breaks. (Hill, 1986; Wehman & Melia, 1985)

natural supports - The use of coworkers, employers, and other naturally occurring sources of assistance to facilitate the employment of an individual in an integrated, community-based employment setting. (Schafer, 1990)

norms - Statistics that supply a frame of reference by which meaning may be given to obtain test scores. (Mitchell, n.d.)

percentile rank - The expression of an obtained test score in terms of its position within a group of 100 scores; the percentile rank of a score is the percent of scores equal to or lower than the given score in its own or some external reference group. (Mitchell, n.d.)

performance test - A test involving some motor or manual response on the examinee's part, generally a manipulation of concrete equipment or materials. (Mitchell, n.d.)

physical capacity - The degree of physical strength, mobility, and endurance needed by a person to perform the physical demands of a specific job or a cluster of related jobs. (Fry & Botterbusch, 1988)

psychometric instruments - Standardized instruments, typically pencil tasks, that measure aspects of cognition, psychomotor skills, affect, interest, needs, and values. They are important to the educational and rehabilitation process by answering questions concerning an individual's personal, social, and vocational domains. (Fry & Botterbusch, 1988, edited 1993)

raw score - The first quantitative result obtained in scoring a test. It is usually the number of right answers; time required for performance; number of errors; or another similar direct, unconverted, uninterpreted measure. (Mitchell, n.d.)

reasonable accommodation - Any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities. (The Americans With Disabilities Act, 1990)

reliability - The extent to which a test is consistent in measuring whatever it does measure: dependability, stability, trustworthiness; relative freedom from errors of measurement. (Mitchell, n.d.)

sedentary work - Exerting up to 10 pounds of force occasionally (up to 1/3 of the time) and/or a negligible amount of force frequently (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. (U.S. Department of Labor, 1991)

simulated work sample - A work sample that attempts to replicate a segment of the essential work-related factors and tools of a job as it is performed in industry. (Fry & Botterbusch, 1988)

single-trait work sample - A work sample that assesses a single trait or characteristic. It may have relevance to a specific job or many jobs, but it is intended to assess only a single, isolated factor. (Fry & Botterbusch, 1988, edited 1993)

situational assessment - The systematic observation process for evaluating work-related behaviors in a controlled or semi-controlled work environment. Although any type of task or situation may be used, real work is most often used in order to add relevance. The element distinguishing situational assessment from other types of assessment is the capability of systematically varying demands in order to evaluate work-related behaviors (e.g., social skills, quantity of work, and use of materials) .(Fry & Botterbusch, 1988, edited 1993)

standard score - A general term referring to any of a variety of "transformed" scores, in terms of which raw scores may be expressed for reasons of convenience, comparability, and ease of interpretation. (Mitchell, n.d.)

standardized test - A test designed to provide a systematic sample of individual performance, administered according to prescribed directions, scored in conformance with definite rules, and interpreted in reference to certain normative information. (Mitchell, n.d.)

supported employment or supported work (model) - Paid employment for individuals with severe disabilities. All supported employment programs take place in integrated settings. A major difference between supported employment and other rehabilitation models is that permanent on-going job site support is provided by professional staff to the severely disabled. (RRTC, VCU, 1987) These programs provide intensive on-site training in integrated, community-based employment settings. (Wehman & Kregel, 1985)

synthesizing - The process by which case study information from various segments of rehabilitation and other information sources are combined or integrated into a whole for purposes of understanding and planning. (Wright, 1980)

temperament -The adaptability requirements made on the worker by specific types of jobs. Temperaments became one of the components of job analysis because it was found that different job situations called for different personality traits on the part of the worker. (U.S. Department of Labor, 1982)

transferability of work skills - A person is considered to have skills that can be used in jobs other than those performed previously .when the skilled or semi-skilled work activities from past jobs can be "used to meet the requirements of skilled or semi-skilled work activities of other jobs or kinds of work. The transferability of a person's skills is most probably and meaningful among jobs which:

- 1) The same or a lesser degree of skill is required, and
- 2) The same or similar tools and machines are used, and
- 3) The same or similar raw materials, products, processes or services are involved.

(Code of Federal Regulation, 1988, Vol. 20, part 404, section 1560-1568)

transition services - A coordinated set of activities for an individual, designed within an outcome-oriented process, which promotes movement from school to postschool activities, including post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. The coordinated set of activities shall be based upon the individual's preferences and interests and shall include instruction, community experience, the development of employment and other post-school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation. (Individuals with Disabilities Education Act, 1990)

validity - The extent to which a test does the job for which it is used. (Mitchell, n.d.)

very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demands are in excess of heavy work. (U.S. Department of Labor, 1991)

vocational counseling - The process of obtaining information from and providing occupational information to an individual and assisting that person to understand vocational assets and liabilities in choosing a suitable occupation. (Fry & Botterbusch, 1988)

vocational evaluation - a term which has historically been used to describe comprehensive career assessment. (MDVEWAA, 2000)

work habits - Those aspects of behavior in a work setting that enable a person to meet the demands of the job in accordance with employment standards. This includes areas such as: attendance, punctuality, hygiene, social behavior, team work, cooperation, ability to accept constructive criticism, ability to accept supervision, effort, initiative, perseverance, dependability, meeting work schedules, attention to detail, housekeeping, neatness in work performed, careful use of materials and property, and safety awareness. (Fry & Botterbusch, 1988)

work history - The cumulative paid or unpaid employment experiences, including job titles, job requirements, work environments, and specific duties performed by an individual. Work or employment histories are typically taken from written documentation (a form completed by the individual) and/or an interview conducted by a professional as part of a career assessment process. (P. J. Leconte, personal correspondence, July 15, 1991) SYN: Employment history.

work sample - A well-defined work activity involving tasks or materials, and tools that are identical or similar to those in an actual job or cluster of jobs. Work samples are used to assess a person's aptitude(s), work characteristics, and/or interests (Fry & Botterbusch, 1988)

work tolerance - Ability to sustain a work effort for a prolonged period of time; ability to maintain a steady flow of production at an acceptable pace and acceptable level of quality; ability to handle a certain amount of pressure as determined by the job demands. (Fry & Botterbusch, 1988)

worker trait - The occupational requirements made of the worker in terms of the following factors: general educational development, aptitudes, specific vocational preparation, physical demands, environmental conditions, interests, and temperaments. All of these factors are defined, measured, and used in conjunction with the U.S. Department of Labor's job analysis procedures. (Fry & Botterbusch, 1988)

