



# Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**  
3 **Category: Wagner-Peyser**  
4 **Effective Date: 7/1/2017**  
5 **Last Revised: 11/20/2017**  
6 **Policy No.: 05-17**

## 7 Testing Policy

8 **Background:** Skills Assessment Testing is a service provided to businesss to assist in applicant  
9 recruitment. Businesss may utilize an assessment during the application or screening process. One-Stop  
10 Centers offer testing for Med Certification, Apprenticeship and Skills Assessment. The vendor for Skills  
11 Assessments is eSkill. This policy supersedes Job Services Policy B2.20 "Testing".

12 **Scope:** This policy applies to all Job Service staff and other WSD staff creating and/or administering  
13 eSkill Assessments. This policy is effective July 1, 2017.

### 14 Policy:

#### 15 eSkill:

- 16 • eSkill is an online assessment tool. Each employee will have a login and password to access the eSkill  
17 website. The login information cannot be shared with another individual, partner agency, business or job  
18 seeker.
- 19 • All staff will be provided the credentials to view all available eSkill assessments and to issue one or  
20 multiple assessments to a job seeker and to provide test results to seekers and businesss.
- 21 • A minimum of two people statewide will have eSkill Administrator credentials enabling them to edit and  
22 customize assessments on behalf of all staff.

#### 23 Creating eSkill Assessments for Businesss:

- 24 • Job orders that require assessments will include the exact assessment names and how to submit the  
25 test results to the business. If the wrong assessment is given or the test results are not sent to the  
26 business correctly, it is within the businesss' right to not consider the applicant for the job.
- 27 • Assessment questions shall pertain to the job for which the business is recruiting. Workforce  
28 Consultants may offer the business a standardized assessment or can work with the business to gather  
29 the information necessary to customize an assessment for a business. In the instance of a business  
30 requesting a customized assessment, the Workforce Consultant will relay the customizing information  
31 to an eSkill administrator who will then create the customized assessment.
- 32 • Businesss may request more than one assessment be taken by applicants or their current employees.

#### 33 Administering Job Seeker eSkill Assessments

- 34 • Assessments are provided to an applicant via email. Within the email will be a link that will take the  
35 applicant to the assessment. Applicants must have an email address to receive the link for the  
36 assessment.

- 1 • Upon completion of the assessment the applicant will immediately see their score result on the screen.  
2 This result may be printed out by the applicant if they wish to have printed copy. The results will print on  
3 a customized generated form from eSkill that shows the Department of Labor and Industry logo. Staff  
4 will no longer copy and paste the results from the assessment system onto a localized Job Service form.  
5 At any time, staff are able to go back into the eSkill system to print off or submit to a business results  
6 from previously taken assessments.
- 7 • eSkill tests may only be administered to an individual who is applying for an open job posting that  
8 requires the assessment as part of the application process. There only 2 exceptions to this:
- 9     o Using the eSkill assessments as part of a formalized career exploration or employment plan, in  
10     this case, the results of the assessment must be discussed and analyzed as part of the formal  
11     plan and can be taken as a seeker service; and  
12     o When a business would like to assess the skills of current employees.
- 13 • Job seekers that would like to take an assessment but are not applying for a job that requires a specific  
14 test or as part of the career exploration/employment plan will be directed to use a free online  
15 assessment tool rather than eSkill.
- 16 • Assessment results do not expire. However, if an applicant would like to re-take an assessment  
17 submitted for an earlier job posting, the applicant may do so as long as the re-take is to apply for  
18 another job posting that requires that specific assessment.
- 19 • Any person that requests an ADA accommodation in taking an assessment must be provided with the  
20 accommodation to the best of our ability.

### 21 Proctoring Tests and Verifying Tester Identification:

- 22 • Workforce Consultants must proctor tests for Apprenticeship and Med Certification. For these  
23 assessments, the test taker's identification must be verified.
- 24 • Job Service staff are not required to proctor eSkill assessments. The applicant in any location at any  
25 time of day may complete the eSkill assessment. There is no requirement to verify identification for  
26 eSkills assessments.

### 27 Administrative Requirements:

- 28 • Management is responsible for notifying an eSkills administrator when an employee needs to be added  
29 or removed as a user of eSkill.
- 30 • Workforce Consultants are welcome to review all of the available assessments, however Workforce  
31 Consultants may not take an assessment and receive a score.

### 32 References:

- 33 • [Title 41 60-3 Uniform Guidelines on Employee Selection Procedures](#)  
34 • [Wagner-Peyser Allowable Funding Section 7 \(a\) \(1\)](#)