![Montana Department of LABOR & INDUSTRY]

Division: Workforce Services Division
Category: Wagner-Peyser
Effective Date: 7/1/2017
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Policy No.: 05-17

Testing Policy

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

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

Policy:

eSkill:

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

Creating eSkill Assessments for Employers:

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

Administering Job Seeker eSkill Assessments

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

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

Proctoring Tests and Verifying Tester Identification:

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

Administrative Requirements:

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

References:

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