

Association of Computer-based Systems for Career Information Component Standards Checklist

Entity Name _____ Product/Service Name _____

Name of Person Completing this Review _____ Date _____

*Component standards apply to specific **process** or **content** in information products and services that advance career development.*

Instructions: Indicate the process and content components that the product/service provides. Place a check next to those components in the following list. For more information, refer to the 2002 ACSCI Standards, p. 5.

Process Components

- ___ Assessment
- ___ Search/Sort
- ___ Career Management

Content Components

- ___ Occupational Information
- ___ Industry Information
- ___ Education Information
- ___ Financial Aid Information
- ___ Job Search Information

Rating System: using the following definitions, review the components checked above for compliance with the ACSCI standard.

M Meets standard (defined as *most knowledgeable reviewers would concur that the standard is substantially met in both letter and spirit*)

S Subscribes to standard (defined as *in process of revision to meet standard -- either work has already commenced in revising to meet the standard or work is planned to revise to meet the standard but has not yet begun*)

D Does not meet or subscribe to standard.

NA Does not apply. For any item that does not apply, please include a brief explanation on a separate sheet and refer to the item by number.

7. Process Component Assessment Standards

Assessments provide measures of personal attributes, traits, interests, and other factors that relate to career decision-making. Whether formal or informal in nature, assessments should be accompanied by clear instructions, statements of appropriate use, necessary proscriptions, and disclosures of limitations. Technical information allowing judgment of the quality of the assessment should be available.

Indicate below the assessment(s) subject to review in this section

7.1 Appropriate Use

___ The entity clearly states appropriate use and limitations of the assessment(s).

7.2 Use and Audience

____ The entity clearly describes the intended purpose and audience of the assessment(s).

____ The purposes are disclosed to the individual beforehand, and the results and their significance are disclosed to the assessed individual afterward.

7.3 Gender-specific Language

____ Career assessments minimize sex bias through avoiding use of gender-specific language, unless such use serves to minimize bias.

7.4 Instructions

____ The entity provides clear instructions on how to use the assessment(s).

7.5 Need for Trained Professional

____ The entity indicates whether a trained professional is required for administering or interpreting the assessment(s).

____ Assessments that require a trained professional are not made available, except to qualified persons.

7.6 Alternative Access

____ The entity indicates how people with disabilities may access alternative modes of delivery of the assessment(s).

7.7 Retention and Disclosure of Results

____ The entity discloses policies governing retention and disclosure of results.

7.8 Technical Data Disclosure

____ For standardized instruments, the entity provides practitioners with easily accessible details regarding technical specifications (reliability, validity, and the audiences for which these have been established).

____ For informal assessments, the entity clearly identifies the instrument as a tool for which there is no scientific evidence of the accuracy or consistency of results.

7.9 Costs

____ All costs associated with an assessment are stated in advance of the administration of the assessment.

8. Process Component *Search and Sorting* Standards

Individuals need methods to find career opportunities and options in systematic ways. Entities delivering search and sort components should utilize mechanisms that are appropriate to the needs of the user. Search/sorting processes should inform the user what the search/sort does and include a description of the logic and limitations of the process.

Indicate below the search and sorting components subject to review in this section

8.1 Empirical Relationship

___ A clear empirical relationship exists between the search or sorting criteria and the results set produced.

8.2 Sufficiency of Search Characteristics

___ The search/sort characteristics are sufficient and pertinent for producing result sets that are relevant, reasonable, and representative.

8.3 Relevance of Search Characteristics

___ The search/sort characteristics are limited to those necessary to produce the search results.

8.4 Third-Party Information Sources

___ There is clear disclosure when search/sort results link to information provided by other entities. The acknowledgment advises the user that another entity has authored or delivered the information presented.

8.5 Scope of Information Being Searched/Sorted

___ Results that derive from searches or sorts of limited data sets (for example, a single state or a specific set of occupations) are represented as deriving from a limited scope of information.

9. Process Component *Career Planning and Management Standards*

Career planning and management includes processes for discovering, reflecting on, and documenting career and educational/training plans, developing resumes, finding jobs, and providing evidence of work accomplishments and products.

Indicate below the career planning and management component(s) subject to review in this section

9.1 Informed Decision Making

___ Career planning and management tools and services support a process of informed decision making that is based upon career exploration and self-knowledge.

9.2 Changes

___ Career planning and management tools allow users to add, remove, or modify information.

9.3 Access

___ Career planning and management tools indicate who has access (and for how long) to user information stored or posted by the tools.

9.4 Costs

___ Career planning and management tools indicate up front any and all costs associated with use of the tools.

9.5 Withdrawal

___ Career planning and management tools permit withdrawal from a service and removal of any user data.

9.6 Maintenance Schedules and Policies

_____ Career planning and management tools indicate policies for maintenance such as removal of information when x time since posting or when not accessed for x period of time.

10. Content Component *Occupational Information Standards*

Occupational information includes the basic characteristics of work being performed by individuals who hold jobs having similar duties, levels of responsibility, skills, knowledge, entry requirements, and physical demands.

10.1 Scope

_____ The entity identifies the scope of employment (for example, the military, the electronics industry, the state civilian labor force, 90 percent of employment in the United States) that the occupational information covers.

10.2 Minimum Topics

_____ Information adequately describes the occupation. At a minimum, occupational topics include an overview or description of the occupation, work-related activities, and requirements for entering the occupation.

10.3 Additional Topics

_____ Additional topics have clear labels, derive from reliable sources, and are included for all relevant occupations.

10.4 Consistency

_____ Occupational information is presented consistently using uniform collection, content, analysis, and formatting in order to enable effective comparisons of occupations.

10.5 Source Citation

_____ The entity indicates source materials for occupational information and the date of issuance or publication.

11. Content Component *Industry Information Standards*

Industry information includes characteristics of the labor market and economic conditions affecting employers who produce similar products or provide similar services.

11.1 Basic Industry Information

_____ Industry information provides a general description of the industry and describes the types of employers in the industry.

11.2 Supplemental Industry Information

_____ Supplemental information topics have clear labels, derive from reliable sources, and are included for all relevant industries.

11.3 Consistency

_____ Entities present industry information consistently so that users may compare industries.

11.4 Sources

_____ The entity indicates source materials for industry information and the date of issuance or publication.

12. Content Component *Education and Training Information Standards*

Education/training information includes postsecondary educational programs and the schools or other providers offering them, including public and private colleges, universities, career schools, technical schools, and trade associations.

12.1 Program and Training Information

_____ Program and training information describes the basic characteristics of postsecondary education and training programs that are available to the public.

12.2 School Topics

_____ School information adequately describes characteristics that may be of interest to users in choosing a school. At a minimum, school topics include the name of the school, its location, its website, and the name of a contact (when possible) for information about the school.

12.3 Criteria for Inclusion

_____ The entity providing education information includes a policy statement that describes criteria for inclusion or exclusion of schools and programs from listings.

12.4 Consistency

_____ The entity providing education information presents education information consistently so that users may make comparisons.

12.5 Time Period of Applicability

_____ Education information, whenever appropriate, specifies the time period for which information is applicable.

13. Content Component *Financial Aid Standards*

Financial aid includes information about sources of college student financial aid, procedures for applying for aid, and the criteria for awarding such aid. Financial aid awards include grants, scholarships, loans, and employment. Currency is of the utmost importance in presenting financial aid information.

13.1 Requisite Elements

_____ Financial aid information includes all eligibility, renewal, and repayment factors for each award and clearly designates those awards that are based on financial need. The entity provides definitions of financial-aid terminology.

13.2 Rationale for Inclusion

_____ The entity includes a policy statement that describes the criteria for inclusion or exclusion of awards.

13.3 Number of Awards and Applicants

_____ The entity indicates the number of awards given and the number of applicants for the specific award, when the information is available.

13.4 Dates

_____ Financial aid information specifies the application deadline, renewal deadline, and, if applicable, expiration date of information

13.5 Annual Update

_____ At a minimum, in order to ensure currency, entities review and update financial aid information annually.

13.6 Matching

_____ When matching criteria are used to link end users with relevant awards, the entity indicates how such data are stored and the length of time that any personally identifiable data will be stored. The entity collects only data relevant to and necessary for matching existing awards.

13.7 Informed Consent

_____ Due to the especially sensitive nature of some of the data collected, there is no release of any personally identifiable data gathered for the purpose of matching individuals with financial aid sources without the informed consent of the individual, or in the case of minors, the informed consent of the individual's parent or guardian.

13.8 Consistency

_____ The entity providing financial aid information presents financial aid award information consistently so that users may make comparisons.

14. Content Component *Job Search Standards*

Job search information includes information about what employers seek in prospective employees, job vacancy listings, techniques for obtaining employment, and methods of documenting preparation, experience, and references.

14.1 Appropriateness to Audience

_____ Job search information is appropriate to the age and experience of the audience.

14.2 Costs

_____ Any cost associated with provision of job search information or services is clearly specified and agreed to in advance of service provision.

14.3 Currency

_____ Methods for updating job vacancy listings or other time-sensitive content related to job search are in place. Posting dates and the frequency of updating are disclosed.

Assertion of *Compliance* with ACSCI Component Standards (all relevant items rated M and no items rated D)

OR

Assertion of *Subscription* to ACSCI Component Standards (all relevant items rated M or S and no items rated D)