

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

Entity Name _____ Product/Service Name _____

Name of Person Completing this Review _____ Date _____

Integrated products and services meaningfully relate or link career information content and processes using relationship frameworks that have integrity, quality, and transparency. They describe the relationships in understandable language and common terminology.

Instructions: Using component codes below, indicate the *integrated* components that the product/service provides. List components in Column A and the component(s) to which they relate in Column B. For more information, refer to the 2002 ACSCI Standards, p. 5.

Component Codes

Process Components

P1. Assessment

P2 Search/Sort

P3 Career Management

Content Components

C1 Occupational Information

C2 Industry Information

C3 Education Information

C4 Financial Aid Information

C5 Job Search Information

	Column A	Column B

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.

15. Integration Standards for *Component Relationship Integrity*

Integrated components must have a qualitative basis for defining, limiting, and characterizing the relationship(s).

15.1 *Relationship Quality*

_____ Relationships are based upon professionally recognized taxonomies, crosswalks created by reputable sources, and logic that has validity and utility.

_____ The entity discloses the logic or sources of relationships.

15.2 *Relationship Limitations*

_____ The entity discloses appropriate uses and limitations of linked components.

16. Integration Standards for *Relationship Transparency*

The explanation of system component relationships provides transparency for users and educates users about the logic or connections among parts of the career information system or service.

16.1 *Explaining Significant Relationships*

_____ The entity provides users with descriptions and explanations of significant relationships among system components.

17. Integration Standards for *Expressing Component Integration*

Integrated products and services may link assessment results with education, career, program of study, or other options. Some may relate education and training with occupations or other major sets of data. As these relationships range from highly probable to merely possible, entities should express the strengths and limitations of their component integration.

17.1 *Need for Judgment and Personal Review and Confirmation*

_____ When using assessment data to direct end users toward career, education, or training options, the entity indicates that the options identified are subject to review and confirmation by the user through a process of personal investigation and exploration.

17.2 *Disclosure of Linking Strategy*

_____ The entity discloses the component-to-component linking strategy or rationale.

18. Integration Standards for *Expressing Relatedness*

Entities should clearly define the meaning of results and relationships. For example, “The list of occupations represents those occupations that you might find interesting or satisfying.” Or “The occupations listed align most closely with your stated values and preferences.” Or “The following occupations most closely fit your work personality.” Or “The occupations below may warrant further exploration and investigation.” Assessments should avoid absolute reductions such as “Your ideal job.” Or “The best jobs for you.”

18.1 *Degree of Relatedness*

_____ The entity provides end users with statements that characterize the degree or confidence level of relatedness between components.

18.2 *Validity Parameters*

_____ The entity indicates circumstances and audiences for which the component linking produces valid results.

18.3 *Additional Qualifications*

_____ For occupations for which education and/or training is necessary but not sufficient for employment entry, the entity indicates that additional qualifications exist and, when possible, should list these additional qualifications (for example, passing an examination or meeting standards for licensure).

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

OR

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