

# Print and Save Career Vision's Online Technical and Assessment Instructions

## Before you begin the assessments

To ensure a smooth test administration, please read and follow the technical requirement recommendations

### System

**Microsoft:** Windows XP or higher.

**Mac:** Macbook Pro, Mac Pro, iMac.

**Equipment we do not recommend:**

- Use of computers with a screen smaller than 12 inch diagonal
- Use of computers purchased prior to 2008
- We do not support iPads or tablets

**Internet Connection:** A wired, high-speed internet connection (e.g., DSL, T1, cable) offers the best connectivity.

Wireless connections have the potential for greater connectivity problems and the timed tests data is sensitive. A dropped signal could impact your results negatively.

**Browsers:** Google Chrome and Safari are supported. Some of the assessments do not perform well on other browsers.

**Firewall and virus protection:** Please check to see that your system will allow the download of files from our website.

*If you have any questions about your computer's compatibility with the Online Assessment Center, please contact Career Vision at 1-800-469-8378 (TEST)*

- **Identify a QUIET space where you will be free of any and all distractions.**

Turn off your phone, all other computer programs & any music. Let people know you are not to be disturbed.

- **Allocate enough TIME to complete your assessments.**

The majority of the tests are timed, so a short interruption can negatively impact your results.

**Hint:** ONLY USE THE ASSESSMENT NAVIGATION BUTTONS. USING THE BROWSER NAVIGATION BUTTONS WILL INTERFERE WITH YOUR TESTING RESULTS.

- **Complete each section of your assessment package in the order presented.**

The full assessment takes about 3 hours. We recommend you complete it in one sitting, however, there are a few short breaks, or intermissions, built into the assessment series allowing these two options

- 1. Take a break for about 10 minutes and resume the next test or survey**

**Hint:** MANY INTERNET CONNECTIONS TIME OUT AND DROP THE CONNECTION IF THERE IS NO ACTIVITY FOR ABOUT 15 MINUTES. LOG IN AGAIN IF THIS OCCURS.

- 2. Leave and return at a later time.**

If you do leave the system for an extended break, be sure to log out of the Online Assessment Center, and log back in with the ID and Passwords provided when you return.

**Hint:** DO NOT EXIT THE SYSTEM BEFORE YOU FINISH THE ASSESSMENT YOU HAVE BEGUN. Your responses can be lost if you exit at the wrong time.

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## To access the Online Center

1. GO TO: **Client Login** (<http://wbs.careervision.org/login.aspx>) located on the Career Vision home page ([www.careervision.org](http://www.careervision.org)) in the top right corner
2. **You are now on the Career Vision Assessment Center login page.**  
**Enter your Client ID and Password exactly as provided in your confirmation letter.**  
(All letters in the ID and Password are CAPITALIZED)
3. **You are now logged in. Please verify that the contact information displayed is correct.**
4. Begin our assessments.

### Your online assessment package includes the following:

1. **Consent Form** — Please read this section carefully. Consent is required before you complete the online assessment process. (A parent or guardian will also need to sign a consent form at a minor's feedback session.)
2. **Research release** (participation is optional).
3. **Biographical Questionnaire** — Here we will ask for information about you, your education, and your work experiences. You may find it helpful to make some notes or have a recent resume handy before you begin.
4. **Ball Aptitude Battery® (BAB™)** — The Ball Aptitude Battery (BAB) is a series of timed tests. For your convenience, the BAB has been divided into 3 sections. This will allow you to take a break between sections, or, *if necessary*, to leave the BAB and return later. However, ***we encourage you to take the full battery of tests in a single session*** (about 2.5 hours). ***Calculators are not allowed***, however, you will need a pencil and scratch paper for the two math tests.
5. **Job Satisfaction Survey™** (optional)
6. **Self-Rating Survey**
7. **Work Values Survey**
8. **NetAssess website — GOLD package only.** This links to the 16PF Questionnaire or APQ personality survey. There is a link at the end to return you to the Career Vision Assessment Center login page.
9. **SkillsOne** — website to access the **Strong Interest Inventory**  
Using lowercase letters, use the Login and Password information provided in your confirmation letter.

**When you get this far you will have completed your final assessment. To exit, simply log out of the SkillsOne website and close your browser. You do not need to return to the Career Vision Online Assessment Center.**