

CENTRAL TEXAS WORKFORCE CENTERS CORE SERVICES ATTACHMENT

Following are the directions needed to complete required core services.

ES511 (TWC Work Application)

Please have a Career Center staff member print out a copy of this for you.

Interest Profiler

1. Double click on the "Interest Profiler" icon on the screen.
2. Follow directions to complete test. When taking the test, please answer the questions from the perspective of things you would like to or not like to do each and every day for work, not just something you would like to try.
3. After taking the test, click on the "Print out my results and descriptions of the interest areas" button.
4. Continue forward and at Job Zones, select job zone 3 but DO NOT print yet.
5. Continue forward and when prompted to select a zone again, select "Medium Preparation" and then "Search now, please".
6. Continue forward and at "ONET Interest Profiler Occupations Report" click "Print report".

Work Importance Profiler

1. Double click on the "Work Importance Locator" icon on the screen.
2. Follow directions to complete test.
3. After taking the test, click on the "Print Work Values Score Summary" button.
4. Continue forward and at Job Zones, select job zone 3 but DO NOT print yet.
5. Continue forward and when prompted to select a zone again, select "Medium Preparation" and then "Search now, please".
6. Continue forward and at "ONET Work Importance Profiler Occupations Report" click "Print report".

LMI (Labor Market Information)

7. Double click on the "ONET Online" icon on the screen.
8. When the page opens, type the general occupational field you are wanting training in (ex. Nurse, computer programmer, etc) under "By Keyword" and then click the "Go" button.
9. On the next screen, locate the "ONET-SOC Title" that matches the occupation in which you are requesting training and click on the word "Custom" to the right of that occupation.
10. On the next screen, scroll down to "Links" and click on the box to the left of "Wages & Employment" and then scroll down a little further and click on the "Go" button.
11. When the next page appears, click in the box "Select a State" and select Texas. Then click on the "Go" button to the right.
12. The next screen is the "Occupation Report". Print this page.

Once you have completed all of the above instructions...

1. Make a copy of the Interest Profiler, Work Importance Profiler and LMI printouts.
2. Attach all originals to the Core Services sheet to be submitted with your WIA Pre-Application Packet.
3. Keep the copies for your records.
4. Have a Career Center staff member sign the Core Service form.

You are done! Thank you!!