

**WOIS Skills Assessment**

1. Print and copy the **Skills Worksheet** for each student.
2. Have students complete the **Skills Worksheet** by thinking of 3 things they like to do, then placing a check mark next to the Skills they feel they used in each of the 3 things they like to do.
3. On the last page of the **Skills Worksheet**, have students record the numbers of the **5 Skills they enjoy** using the most, their **10 moderately satisfying skills**, and **20 somewhat satisfying skills.**

Students will need their **Skills Worksheet** to complete the **Skills Assessment** in **WOIS**:

1. Log in to [www.wois.org](http://www.wois.org) with your site key.



1. Log in with your **User ID** and **Password**



1. Click **Log in**
2. Click on “**Assessments”** in the navigation panel on the left side of the screen.



1. Click on **“Skills.”**
2. Click **Start** to begin the assessment.
3. Using their **Skills Worksheet**, students can click on **all 5 of their Very Satisfying Skills in the grey columns**.
4. Then they click **Very in the blue column for Very Satisfying Skills** and those **5 skills** will move to the blue column.
5. Do the same for the **moderately satisfying skills** and the **somewhat satisfying skills**.
6. Click **“Rate Skills”** under the far right blue column.
7. Click **“Save to My Portfolio”** to save the results to the **WOIS Portfolio.**
8. Click **“Return to my Skills results”**
9. Click **“Top 30 Occupations”** above the grey line. This provides the students with 30 occupations that match the skills they chose.