

## ***CERTIFIED VOCATIONAL EVALUATION of FLORIDA***

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### **SAMPLE REPORT OF REMOTE VOCATIONAL EVALUATION**

CLIENT NAME : (High Functioning Female Breast Cancer Survivor)  
CLIENT ID# :  
CLIENT ADDRESS : Ft. Myers, FL  
CLIENT PHONE/E-MAIL :  
AGE/DOB : 66/xx-xx-1956  
REFERRAL SOURCE :  
DATE AUTHORIZED :  
DATE OF APPOINTMENT :  
DATE OF REPORT :

### **PURPOSE OF REFERRAL**

The purpose of this evaluation is to identify suitable vocational options and define appropriate courses of action for vocational rehabilitation. Unless otherwise specified, all background information shown in this report is based on Client's oral statements and/or documentation provided by the referring agency. Also, there is formatting throughout the report to assist the reader in skimming through, to obtain relevant information quickly. In both the narrative and tabular sections of the report, ***bold, italicized*** words are used to indicate ***problems*** or areas that ***need improvement/address***, and **bolded** words are used to indicate **vocationally-relevant assets, strengths or potentials**.

### **CLIENT SUMMARY**

#### **Worker-Trait Profile:**

<u>Trait (Ed. Development/Aptitude)</u>	<u>Grade/Rating</u>
<b>Reasoning (R)</b>	<b>A / Above Average</b>
<b>Math (M)</b>	<b>A- / Above Average</b>
<b>Language (L)</b>	<b>A+ / Far Above Avg.</b>
<b>Spatial Perception (S)</b>	<b>A- / Above Average</b>
<b>Form Perception (P)</b>	<b>A- / Above Average</b>
<b>Clerical Perception (Q)</b>	<b>A- / Above Average</b>
Motor Coordination (K)*	? / Average
Finger Dexterity (F)*	? / Average
Manual Dexterity (Md)*	? / Average
Eye-Hand Coordination (E)*	? / Average
<b>Color Discrimination (C)*</b> (by history/Artist)	<b>A / Above Average</b>

*\* Not measured in Remote Vocational Evaluation (RVE); Established via Average Worker rating or work history (if higher), unless provided in referral data.*

Notes regarding GED, aptitude, coordination and dexterity ratings: With respect to estimated general population norms, Above Average = approximately the top 20%; High Average = approximately 60-80%ile; Average = approx. 40-60%ile; Low Average = approximately 20-40%ile; Below Average = approximately 6-20%ile; Far Below Average = approximately the bottom 5%. (Source: U.S. DOL)

<u>Trait (Physical Capacity)</u>	<u>Rating</u>
<i>Lift/Carry/Push/Pull</i>	<i>Light Duty</i>
<i>Sit/Stand/Walk</i>	<i>Alt. @ Will</i>
<i>Climb/Balance</i>	<i>Rare to Occas.</i>
<i>Bend/Stoop/Crouch/Squat/Kneel/Crawl</i>	<i>Rare to Occas.</i>
Reach/Handle/Finger	Continuous
<i>Feel</i>	<i>Occasional</i>
Talk/Hear/Write	Continuous
Seeing/Visual Acuity	Continuous

<u>Trait (OSHA Compliant Environmental Tolerance)</u>	<u>Rating</u>
<i>Weather Exposure</i>	<i>Mostly Indoors</i>
<i>Extreme Cold</i>	<i>Occasional</i>
<i>Extreme Heat</i>	<i>Occasional</i>
<i>Damp/Humid/Wet</i>	<i>Occasional</i>
<i>Noise/Vibrations</i>	<i>Occasional</i>
Hazards: Mechanical/Electrical/Chemical/Heights (OSHA Compliant)	Continuous
Exposure to Dust/Fumes/Odor/Mists/Gases (OSHA Compliant)	Frequent

Notes regarding physical demand capacity (PDC), non-exertional demand and environmental tolerance ratings: All estimates are provisional, pending medical confirmation; Very Heavy Duty = 100# or more; Heavy Duty = 50# to 100#; Medium Duty = 20# to 50#; Light Duty = 10# to 20#; Sedentary = 0# to 10#; Occasional = no more than 1/3 of the time; Frequent = 1/3 to 2/3 of the time; Continuous = 2/3 or more of the time. (Source: U.S. Department of Labor)

**Recommended for Primary Consideration:**

<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>			
<b>165.167-014</b>	<b>Public-Relations Rep.</b>	<b>118.91</b>	<b>7</b>	<b>97%</b>	<b>77%</b>	<b>ESFP</b>			
Potentially					2021	2021	<u>2021-2029</u>		
Suitable Local					Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)					Wage	Wage	Rate%	Openings	Rqmt
<b>Public Relations Managers (273031)</b>					<b>\$17.92</b>	<b>\$29.84</b>	<b>19.5</b>	<b>508</b>	<b>B</b>

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>			
<b>276.257-010</b>	<b>Sales Rep, DME &amp; Supplies</b>	<b>110.84</b>	<b>6</b>	<b>43%</b>	<b>74%</b>	<b>ESFJ</b>			
Potentially					2021	2021	<u>2021-2029</u>		
Suitable Local					Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)					Wage	Wage	Rate%	Openings	Rqmt
<b>Sales Reps, Whsle/Mfg, Tech/Sci... (414011)</b>					<b>\$28.67</b>	<b>\$30.48</b>	<b>15.8</b>	<b>680</b>	<b>PS</b>

**Recommended for Alternate Consideration:**

Note: The following DOT Job Titles are indexed to SOC Occupations, which display local labor-market data, starting on **page 21**, below.

DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
132.037-022	Editor, Publications	123.64	8	97%	81%	INFP
132.017-014	Editor, Newspaper	121.99	9	97%	81%	INFP
132.067-014	Editor, Book	121.21	8	91%	89%	INFP
132.037-026	Story Editor	117.21	8	93%	77%	INFJ
132.067-026	Editor, News	116.91	8	97%	75%	INFP
132.067-030	Program Proposals Coord.	110.46	7	40%	77%	INFJ
132.367-010	Editor, Index	110.44	7	97%	75%	INFP
132.037-010	Continuity Director	108.25	8	45%	74%	INFJ
199.267-034	Research Assistant II	114.63	6	40%	73%	ENTJ
131.067-050	Screen Writer	113.79	7	91%	89%	INFJ
131.067-046	Writer...Fiction & Nonfiction	111.46	8	97%	92%	INFJ
254.357-014	Sales Rep, Advertising	111.33	6	51%	73%	ENFJ
132.067-022	Editor, Greeting Card	104.48	6	80%	75%	INFP
131.087-014	Reader	101.75	6	80%	73%	INFJ
141.061-018	Graphic Designer	123.02	7	66%	68%	INTJ
203.132-014	Supervisor, Transcribing Ops.	121.66	6	97%	73%	ISFP
249.137-026	Supervisor, Order Takers	104.31	5	40%	70%	ENFJ
249.137-018	Supv, Correspondence Section	104.26	6	40%	72%	ENFJ
239.137-014	CSR Supervisor	100.27	6	63%	81%	ESFP
131.067-014	Copy Writer	111.48	7	91%	88%	ESTP
131.262-014	Newswriter	111.40	7	91%	76%	ESTP
131.067-022	Editorial Writer	110.13	8	91%	89%	ESTP
131.087-010	Continuity Writer	102.32	7	80%	74%	INFJ
119.267-026	Paralegal	110.87	7	97%	69%	INFP
119.267-028	Paralegal	110.87	7	97%	69%	INFP
952.167-010	Dispatcher, Service or Work	108.72	7	40%	71%	ISTJ
249.167-014	Dispatcher, Motor Vehicle	95.38	5	40%	71%	ENFJ
249.367-066	Procurement Clerk	108.46	4	60%	65%	ENFJ
259.157-010	Sales Rep, A/V...Productions	107.37	5	48%	76%	ESFP
259.357-010	Group-Sales Representative	94.21	3	40%	74%	ESFP
238.362-014	Reservation Clerk	106.80	5	63%	71%	ESFP
186.117-030	General Claims Agent	106.73	8	63%	77%	ESTJ
241.267-018	Claim Examiner	106.47	7	43%	76%	ENTJ
239.367-026	Service Observer	105.78	4	40%	71%	ESFP
239.227-010	CSR Instructor	100.27	6	60%	75%	ESFP
239.362-014	Customer Service Rep.	95.58	5	40%	70%	ESFP
205.137-014	Supervisor, Survey Workers	102.70	6	40%	70%	ISFP
959.167-010	Dispatcher, Service	102.89	4	40%	70%	ISTJ
954.367-010	Water-Service Dispatcher	101.20	4	20%	69%	ESFP
210.362-010	Distribution-Accounting Clerk	106.95	5	43%	69%	ISFP
214.362-042	Billing Clerk	106.87	4	46%	69%	ESFJ
214.362-026	Invoice-Control Clerk	106.51	4	46%	69%	ISTJ
214.387-010	Billing-Control Clerk	100.61	5	43%	69%	ISTJ
214.482-010	Billing-Machine Operator	100.61	4	46%	60%	ISFP

(continued)

DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
214.382-014	Billing Typist	100.61	4	<b>46%</b>	69%	ISTJ
216.382-034	Cost Clerk	100.61	4	<b>46%</b>	69%	ISTJ
214.362-014	Documentation-Billing Clerk	100.27	4	<b>43%</b>	69%	<b>ESFP</b>
241.362-010	Claims Clerk I	106.09	4	<b>43%</b>	60%	INTP
241.367-018	Loan Interviewer, Mortgage	101.31	6	<b>49%</b>	65%	<b>ENTJ</b>
219.367-046	Disbursement Clerk	100.27	4	<b>74%</b>	69%	ESTP

## VRC SUMMARY

### **CHALLENGES/BARRIERS:**

### **APPARENT STRENGTHS:**

<p><i>Hx Malignant Neoplasm of Breast</i> (Z85.3)</p> <p><i>Migraine</i> w/Aura, Not Intractable (G43.109)</p> <p>Benign <i>Neoplasm of Meninges</i> (D32.9)</p> <p><i>Other Signs, Cognit. Fcn/Awareness</i> (R41.89)</p> <p>Persistent <i>fatigue</i> &amp; lack of <i>endurance</i></p> <p>C/O <i>fatigue</i> after <i>10 minutes</i> of <i>math test</i></p> <p><i>Performance dropped</i> precipitously w/<i>fatigue</i></p> <p>Mild <i>distal UE/LE neuropathy</i></p> <p>C/O “<i>chemo brain</i>”; prob. w/<i>focusing &amp; decisions</i></p> <p>“<i>Cross-eyed</i> from birth”; lim. depth perception</p> <p><i>Floaters</i> due to retinal scar R. eye (chemo/steroids)</p> <p><i>ULE ROM</i> restricted by lymphectomy</p> <p>Both <i>knees</i> were injured in skating accidents</p> <p><i>Partial bilateral hearing loss</i> (Hx R, stapedectomy)</p> <p>No <i>exercise routine</i>; 5’3”/235# (<i>BMI=42</i>)</p> <p><i>Tense</i> early home env’t; <i>Abusive/alc. dad</i>; Div. 8</p> <p>Arrested for <i>DUI</i> (nolo contender)</p> <p>Claims <i>no local friends</i></p>	<p>HSG; <b>Bachelor of Liberal Arts Degree</b>; MS Ofc; <b>Paralegal</b>; <b>Real Estate</b>; Human Research Subj. Tng; Oper. Emer. Med. Skills Tng; CPR, Scuba, Sailing &amp; Ropes (grp.prob.solv.) certificates AboveAvg.Est.Gen.Cognit.Aptitude;<b>GCA=90%ile</b> WRAT %ile: <b>Reading 100; Spelling 98; Math 75</b> Above Avg. <b>Spatial, Form &amp; Clerical</b> Perception Hx. <b>employment stability</b>; Up to <b>11 yr.</b> per job Hx. successful <b>self-employment (10 years)</b> Somewhat bilingual (4 yrs. <b>Spanish</b> in HS) Driver’s License; <b>Reliable transportation</b> “<b>Cognitively intact</b>”, per MD 05/25/2022 Fatigue decreasing; <b>Endurance</b> improving <b>Attention/concentration intact</b> (<i>until fatigued</i>) Above average <b>computer literacy</b>; <b>70WPM</b> <b>Homeowner</b> (condominium); Resides alone <b>No debt</b>; Receives <b>SSDI</b> and <b>SNAP</b> Bilateral hearing loss corrected by <b>hearing aids</b> <b>On time</b>; <b>Presentable</b> attire &amp; grooming <b>Clear, relaxed</b> affect; <b>Euthymic</b> mood; <b>Humor</b> <b>Highly resilient</b>; Determination; Full effort <b>No expressive/receptive</b> language deficiencies <b>Responds</b> readily; <b>Initiates</b> appropriately Distinctively <b>smooth oral reading</b> <b>Thoroughly positive</b> attitude; <b>Pleasantly coop.</b> <b>Hobbies</b>: Painting, mosaic, crafts, cook, piano, guitar <b>Edits &amp; computer graphic</b> book covers for friends <b>Member</b>, Blue Lightning <b>Reiki</b> Practitioners. <b>Reads</b> 2-3 hrs/day (mostly healing &amp; spirituality) Watches news, <b>home restoration &amp; cooking</b> TV</p>
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**APPARENT NEEDS:****OTHER FACTORS:**

<p>Recommend <u>consideration</u> be afforded to...</p> <p><b>PT/CIFT*</b> consult (w/Fitness Ctr./Silver Sneakers)</p> <p>Gradual incr. cognit. endur. (eg:Khan Acad. <b>Math</b>)</p> <p><b>Digital games</b> to increase focus &amp; decision speed</p> <p><b>Dietician/Nutritionist</b> consult; BMI=42 &amp; fatigue</p> <p>Check <b>criminal record</b> for DUI</p> <p>Explore local <b>social network</b> resources (eg: vol.)</p> <p><b>Job Coach:</b> job srch; arrange accom; work-adjust.</p>	<p><b>Wants:</b> Home-based job, w/no stress or deadlines; No covid exposure; Not too complicated. Travel Agent; Call Center Q/A Monitor; Telephonic CSR; Transcriptionist; Writing/Editing; Telemarketing.</p> <p><b>Tx Skills:</b> Art Teacher; Painter; Graduate Asst; Transcriptionist (&amp; Supv.); PR Rep; Closer; Editor; Escrow Officer; Writer; Baker (&amp; Mgr); Paralegal; Real-Estate Sales Agent; Whse.Supv; Personal/Private Chef; Wine Stewardess; Hotel Clerk; USPS Mail Handler; Mortgage Clerk; Cashier; Data Entry Clerk; Receptionist; Bindery Worker; Kitchen Helper. Also did budget review, inventory-control, S/R &amp; scheduling. Supervised 3; grp. instruct. (8); word processing (70 WPM) &amp; computer graphics; all MS Office; rototiller; std. hand tools; electric drill; woodworking; art &amp; emergency medical supplies; writing/editing.</p> <p><b>F(x):</b> Limit stressors (overwhelming workload, very rapid pace of work, tight deadlines and a perceived lack of personal control); Light PDC; Occas. drive, lift, carry, push, pull, stand, walk, climb, stoop, crouch, squat, kneel, crawl, reach, feel, cold, hot, outdoors, damp, humid, noise,</p> <p><b>VIPR:</b> ENFJ “Group Leader”; Conscientious, Aggressive &amp; Motivational. Boundless energy &amp; enthusiasm; "People skills"; Organizer; Consensus builder; HR developer; Artistic careers; Help others w/emotional, intellectual &amp; spiritual development.</p> <p><b>Values:</b> Independence, compensation, co-workers, morality, company policies &amp; creativity <u>predominate</u>, followed closely by autonomy, ability utilization, achievement, security, working conditions, social status, social service &amp; quality supervision, while <i>recognition, advancement &amp; authority</i> seem to be of <u>least significance</u>. Activity, variety &amp; responsibility were given a neutral rating.</p>
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\* CIFT = Certified Inclusive Fitness Trainer

Potentially Suitable Local Occupations (w/SOC Code)	2021 Entry Wage	2021 Avg. Wage	2021-2029 Growth Rate%	Local Openings	Tng Rqmt
<b>Graphic Designers (271024)</b>	<b>\$17.18</b>	<b>\$28.07</b>	<b>12.8</b>	<b>693</b>	A
<b>1st-Line Supv. of Ofc/Admin. Spt. Wkrs. (431011)</b>	<b>\$19.75</b>	<b>\$30.09</b>	07.5	<b>5,074</b>	A
<b>Public Relations Managers (273031)</b>	<b>\$17.92</b>	<b>\$29.84</b>	<b>19.5</b>	<b>508</b>	B
<b>Paralegals and Legal Assistants (232011)</b>	<b>\$16.51</b>	<b>\$25.24</b>	<b>15.1</b>	<b>1,310</b>	PS
<b>Sales Reps, Whsle/Mfg, Tech/Sci... (414011)</b>	<b>\$28.67</b>	<b>\$30.48</b>	<b>15.8</b>	<b>680</b>	PS
<b>Sales Representatives, Services, All Other (413091)</b>	<b>\$16.47</b>	<b>\$41.70</b>	<b>16.7</b>	<b>3,457</b>	PS
<b>Reservation...Travel Clerks (434181)</b>	<b>\$16.11</b>	<b>\$25.10</b>	<b>31.0</b>	<b>746</b>	HS
<b>Editors (273041)</b>	<b>\$17.74</b>	<b>\$31.69</b>	01.1	215	B
<b>Writers &amp; Authors (273043)</b>	<b>\$15.40</b>	<b>\$32.30</b>	<b>10.8</b>	188	B
<b>Billing &amp; Posting Clerks (433021)</b>	<b>\$17.06</b>	\$21.53	<b>11.5</b>	<b>1,261</b>	HS
<b>Transportation, Storage &amp; Distribution Managers (113071)</b>	<b>\$43.51</b>	<b>\$62.10</b>	<b>11.0</b>	247	A
<b>Claims Adjusters, Examiners... (131031)</b>	<b>\$22.22</b>	<b>\$32.09</b>	09.3	210	PS
<b>Insurance Claims &amp; Policy...Clerks (439041)</b>	<b>\$17.95</b>	\$21.97	<b>16.3</b>	277	HS
<b>Office &amp; Admin. Spt. Workers... (439199)</b>	<b>\$17.85</b>	\$22.31	<b>14.1</b>	<b>544</b>	HS
Education, Training & Library Workers... (259099)	\$11.00	\$22.44	<b>22.6</b>	30	B
Advertising Sales Agents (413011)	\$14.00	<b>\$24.74</b>	08.6	<b>517</b>	PS
Dispatchers, Except 911 (435032)	\$11.00	\$13.93	<b>11.3</b>	<b>471</b>	HS
Procurement Clerks (433061)	<b>\$17.86</b>	\$22.65	<b>11.1</b>	69	HS
Bookkeeping, Accounting & Auditing Clerks (433031)	<b>\$15.08</b>	\$18.42	03.4	<b>4,699</b>	A
Loan Interviewers & Clerks (434131)	<b>\$15.90</b>	\$21.65	01.1	193	PS
Career...Edu. Teachers, Postsecondary (251194)	<b>\$18.00</b>	<b>\$29.04</b>	07.8	125	A
Customer Service Representatives (434051)	\$13.36	\$19.14	05.7	<b>9,809</b>	HS

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### RESPONSES TO REFERRAL QUESTIONS

#### 1. WHAT IS THE VOCATIONAL INTEREST OF THE INDIVIDUAL?

Client said she needs a **stressless, remote/home-based job**, with **no deadlines**. She said she needs something that's **not too complicated**. Some possibilities she has considered include: **Travel Agent; Call Center Q/A Monitor; Telephonic CSR; Transcriptionist; Writing; Copy Editing of manuscripts; and Telephonic Marketing**. All **43** job titles, found to be most closely related to Client's expressed career interests (many of which are among those recommended for consideration), fall within the most critical aptitude, physical-functional capacity & environmental tolerance parameters of her worker-trait profile

## 2. CAN THIS INDIVIDUAL RETURN TO WORK AT THE PREVIOUS OCCUPATION?

The following job titles feature worker-trait requirements which fall within Client's profile, and may represent some remote-employment positions :

DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
132.037-022	Editor, Publications	123.64	8	97%	81%	INFP
132.017-014	Editor, Newspaper	121.99	9	97%	81%	INFP
132.067-026	Editor, News	116.91	8	97%	75%	INFP
132.367-010	Editor, Index	110.44	7	97%	75%	INFP
203.132-014	Supv, Transcribing Operators	121.66	6	97%	73%	ISFP
165.167-014	Public-Relations Rep.	118.91	7	97%	77%	ESFP
131.067-046	Writer...Fiction/Nonfiction	111.46	8	97%	92%	INFJ
132.067-010	Bureau Chief	112.25	8	97%	73%	INFP
119.267-026	Paralegal	110.87	7	97%	69%	INFP
119.267-028	Paralegal	110.87	7	97%	69%	INFP
203.582-058	Transcribing-Machine Op. (Med)	105.41	5	97%	60%	ESFP
203.582-060	Transcribing-Machine Op.	105.41	5	97%	70%	ESFP

## 3. DOES THIS INDIVIDUAL HAVE TRANSFERABLE SKILLS?

Certainly. Client's qualified work history appears to include key tasks associated with the following job titles:

DOT Code	Job Title	VQ	SVP	Skill Level	VA	VIPR
149.021-010	Teacher, Art	140.17	7	Skilled	76%	ENFP
144.061-010	Painter	134.67	8	Skilled	57%	ISFP
090.227-014	Graduate Assistant	123.46	8	Skilled	71%	INFP
203.132-014	Supervisor, Transcribing Ops.	121.66	6	Skilled	77%	ISFP
165.167-014	Public-Relations Representative	118.91	7	Skilled	77%	ESFP
186.167-074	Closer	117.55	7	Skilled	68%	ESTP
132.067-026	Editor, News	116.91	8	Skilled	75%	INFP
119.367-010	Escrow Officer	113.29	8	Skilled	68%	INFP
131.067-046	Writer...Fiction & Nonfiction	111.46	8	Skilled	60%	INFJ
189.117-046	Manager, Bakery	111.25	8	Skilled	74%	ENTJ
119.267-026	Paralegal	110.87	7	Skilled	69%	INFP
219.362-046	Real-Estate Clerk	110.45	5	Semi-Skilled	64%	ESTP
250.357-018	Sales Agent, Real Estate	110.39	5	Semi-Skilled	76%	ESTP
929.137-022	Warehouse Supervisor	110.18	7	Skilled	77%	ESFP
313.361-014	Cook	105.87	7	Skilled	70%	ESTJ
203.582-060	Transcribing-Machine Operator	105.41	5	Semi-Skilled	60%	ESFP
526.381-010	Baker	103.05	7	Skilled	65%	ESTJ
310.357-010	Wine Steward/Stewardess	102.50	6	Skilled	64%	ESFP
238.367-038	Hotel Clerk	101.27	4	Semi-Skilled	65%	ESFP
209.687-016	Mail Handler	101.08	4	Semi-Skilled	64%	ISFP
249.362-014	Mortgage Clerk	100.75	5	Semi-Skilled	69%	ENFJ
211.462-010	Cashier II	99.28	2	Unskilled	62%	ESFP
203.582-054	Data Entry Clerk	96.27	4	Semi-Skilled	52%	INTP
237.367-038	Receptionist	95.38	4	Semi-Skilled	67%	ESFP
653.685-010	Bindery Worker	95.25	4	Semi-Skilled	60%	ESTJ
318.687-010	Kitchen Helper	85.02	2	Unskilled	49%	ESTJ

Client's qualified employment suggests experience with: copying, compiling, computing, comparing, coordinating, analyzing & synthesizing **data**; helping, taking instructions from, speaking with, signaling, supervising, instructing, persuading & negotiating with **people**; and handling, tending, operating, controlling & precision working with **things**. Client has done some **budgetary review**, as well as **inventory-control, shipping/receiving (S/R) and scheduling**. She has **supervised** up to three personnel, at a time, and has provided **group instruction** (up to eight students). She has used **computers**, on the job, mostly for **word processing & graphics**, and she has been trained in the use of all **MS Office** applications. Her only use of agricultural equipment was a **rototiller**. She has used hand **tools** and **electric drills**, as well as some **woodworking** equipment. She is quite familiar with **art & emergency medical supplies**. She has **edited** many manuscripts, and even **wrote a cookbook**, herself. (*See Appendix 2 for a detailed rendering of transferable skills associated with the DOT Job Titles that represent Client's work history.*) Note: Skills which exceed Client's current/residual capabilities are mentioned with a view toward transferability of knowledge components. For example, a Truck Driver with a low-back injury may become a particularly good Dispatcher, even though she can no longer drive OTR.

#### **4. IS THIS INDIVIDUAL READY FOR DIRECT JOB PLACEMENT?**

With suitable accommodation & implementation of recommended supportive measure, Client does appear to be ready for direct placement in a position represented by any of the recommended DOT job titles.

#### **5. CAN THIS INDIVIDUAL TOLERATE A FULL DAY OF WORK?**

No. Even with full accommodation & implementation of recommended supportive measure, Client does not appear likely to be able to tolerate a full day of work, at present. However, after an extended period of work-hardening, on a part-time basis, she may be able to tolerate a full day of work, in a position represented by any of the recommended DOT job titles.

#### **6. IS THIS INDIVIDUAL EMPLOYABLE IN PART-TIME OR FULL-TIME WORK?**

With full accommodation & implementation of recommended supportive measure, Client does appear likely to be employable, on a part-time basis, at present. After an extended period of part-time employment, she may be able to tolerate a full-time work schedule, in a position represented by any of the recommended DOT job titles.

#### **7. WHAT ARE THE INDIVIDUAL'S PHYSICAL/MOTOR SKILLS?**

Client's coordination & dexterity were not directly measured, in the remote mode. However, she did score 70 WPM on typingtest.com, which suggests that her finger dexterity and eye-hand coordination are intact.

#### **8. DOES THE INDIVIDUAL STAY ON TASK?**

When she did encounter adversity, Client manifested a **high level of resiliency**, returning to the assessment with full determination and effort, throughout the ***six-hour assessment session***, even when dealing with the effects of exhaustion. At the beginning of the assessment session, in 15-minute timed WRAT-5 Math Computation test, Client became ***fatigued after the first 10 minutes***, and could not proceed very far into the second page, though there were a few items that she might have been able to solve. She did, however, respond to Examiner's suggestion that she go back and work a couple of the earlier problems that she had previously abandoned, solving two of them, in the time remaining. Client's attention/concentration appeared to be **fully engaged and quite efficient, until she became fatigued, at which point her performance dropped off precipitously, followed shortly by an attempt to abandon the test**. She did **respond to encouragement**, however, and **returned** to check her answers.



## 9. ARE THERE ATTENDANCE/PUNCTUALITY ISSUES?

Client logged in, on time. She has a driver's license and reliable transportation. She reported no history of attendance/punctuality issues, in her extensive work experience. However, her fatigue and limited endurance will have to be accommodated, in order for her to meet reasonable performance expectations.

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### OBSERVATIONS

Client logged in for her video-teleconference **on time**. She was **well groomed & presentably attired**. Her affect was **clear** of any pathology; full-range, within context; situationally appropriate; and congruent with her seemingly **euthymic** mood. Her manner was **personable & congenial**, and she seemed generally **relaxed**, manifesting appropriate **humor** and laughing, occasionally. When she did encounter adversity, Client manifested a **high level of resiliency**, returning to the assessment with full determination and effort. She appeared to have **no expressive or receptive language deficiencies; responding** readily to oral inquiry/instructions and **initiating** conversation appropriately. Her **oral reading was very smooth** in the WRAT-5 Sentence Comprehension subtest, in which she scored no errors. Client's attitude toward assessment seemed **thoroughly positive**, and she was **uniformly pleasant & cooperative**, throughout the ***six-hour assessment session***, even when dealing with the effects of exhaustion. In the first, and most demanding test (WRAT-5 Math Computation), she became ***fatigued after the first 10 minutes*** (of this 15-minute instrument), and could not proceed very far into the second page, though there were a few items that she might have been able to solve. She did, however, respond to Examiner's suggestion that she go back and work a couple of the earlier problems that she had previously abandoned. She was able to solve two of these problems, in the time remaining. ***Client's attention/concentration appeared to be fully engaged and quite efficient, until she became fatigued, at which point her performance dropped off precipitously, followed shortly by an attempt to abandon the test.*** Significantly, however, she had no problem with the three WRAT-5 language tests, some of which took as long as the math test. Her scores on these language tests were all above average (and, notably, so was her math test score, though not quite as stellar). No attributable visual, auditory or motor problems were evident, though her hearing and vision are somewhat impaired. She wears hearing aids, and was able to see test materials on her desktop monitor, without exceptional magnification. Her **above average computer literacy** was evident, in that she readily opened a second browser window; used a search engine to rapidly find typingtest.com, which she quickly opened and manipulated. Then, Client had no problem returning to the Zoom screen and activating the screen-share function. She scored **70 WPM** on the typing test. (*Note: Visual observation is somewhat limited, in the video-teleconference mode, especially with respect to Client's standing posture, ambulation and use of hands & fingers.*)

### INTERVIEW & TEST RESULTS

#### 1. MEDICAL/PSYCHIATRIC:

When asked about physical disability conditions and/or chronic illnesses which may affect employability, Client said she is a ***breast-cancer survivor***, having undergone radiation and chemotherapy. She mentioned ***persistent fatigue*** and ***lack of endurance*** as post-treatment phenomena that she continues to experience, though at a **gradually decreasing** level. Other persistent secondary effects of chemotherapy include ***mild distal neuropathy*** (tingling hands & feet) and ***"chemo brain"***, which she described as difficulty ***focusing*** and making ***decisions***.

According to available medical documentation, Client was diagnosed with: Personal **History of Malignant Neoplasm of Breast** (Z85.3) by Dr. X.Y. Zzzzzzzz on 05/11/2022, and; **Migraine with Aura**, Not Intractable, Without Status Migrainosus (G43.109), **Benign Neoplasm of Meninges** (D32.9)... “**unlikely to be problematic**”, as well as **Other Symptoms & Signs, Cognitive Function & Awareness** (R41.89) “...**intact, cognitively...improved...**” by Dr. A.B. Cccccc on 05/25/2022.

When asked about her vision, Client said she has been “**cross-eyed**”, from birth, and has limited depth perception, as well as “**floaters**”, due to retinal scarring in her right eye (said to be linked to chemo and steroids). She has, in the past, undergone bilateral cataract removal. Her **upper left extremity range of motion** is somewhat restricted by a lymphectomy. Both **knees** were injured in skating accidents. She wears hearing aids, for **partial bilateral hearing loss** (history of stapedectomy, right ear). She has had cholecystectomy and myrmectomy, in addition to lumpectomy, left.

Client said her overall health, with the exception of conditions mentioned, herein, is “good”, and would be better if she could muster the energy for an **exercise routine**. She denied mental health issues, past or present, though she said she did feel depressed, during the chemotherapy. This has currently abated, however. She said she does attend cancer survivor support group meetings. Client denied using nicotine or illicit substances. She said she drinks an alcoholic beverage, very occasionally; sometimes once a week, and at other times, only once every couple of years. She described her appetite as “good”, and said she sleeps for about six hours, per night. Client gave her height/weight as 5’3”/235# (**BMI=42**).

## 2. PHYSICAL, ENVIRONMENTAL, PSYCHOSOCIAL RESTRICTIONS:

Breast-cancer survivors should consider avoiding situations involving prolonged exposure to **work-related stressors**, such as **overwhelming workload**, very **rapid pace** of work, **tight deadlines** and a perceived **lack of personal control**. Client is *provisionally* rated at Light-Duty PDC (physical demand capacity), *pending medical review*. The following residual physical functional capacity and environmental tolerance ratings are based on Client’s responses to structured interview questions, available documentation and observation:

*Note: Significant limitations are bold/italicized.*

Elements	Ratings	Descriptions	Functional Categories / Scales of Measurement
<b>AP7</b>	<b>2</b>	<b>Drive</b>	<b>1=Poor 2=Low Average 3=Low Middle 4=High Middle 5=Super.</b>
AP7	3	Eye-Hand-Foot Coordination	1=Poor 2=Low Average 3=Low Middle 4=High Middle 5=Super.
AP8	5	Color Discrimination	1=Poor 2=Low Average 3=Low Middle 4=High Middle 5=Super.
<b>PD1</b>	<b>2</b>	<b>Lift</b>	<b>In pounds: 1=&lt;10 2=10-20 3=20-50 4=50-100 5=&gt;100.</b>
<b>PD1</b>	<b>1</b>	<b>Carry</b>	<b>In pounds: 1=&lt;10 2=10-20 3=20-50 4=50-100 5=&gt;100.</b>
<b>PD1</b>	<b>2</b>	<b>Push</b>	<b>In pounds: 1=&lt;10 2=10-20 3=20-50 4=50-100 5=&gt;100.</b>
<b>PD1</b>	<b>2</b>	<b>Pull</b>	<b>In pounds: 1=&lt;10 2=10-20 3=20-50 4=50-100 5=&gt;100.</b>
PD1	3	Sit	1=Sedentary 2=Flexible 3=No Problems Noted.
<b>PD1</b>	<b>2</b>	<b>Stand</b>	<b>1=Sedentary 2=Flexible 3=No Problems Noted.</b>
<b>PD1</b>	<b>2</b>	<b>Walk</b>	<b>1=Sedentary 2=Flexible 3=No Problems Noted.</b>
<b>PD2</b>	<b>0</b>	<b>Climb Stairs</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>PD2</b>	<b>0</b>	<b>Climb Ladders</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>PD2</b>	<b>0</b>	<b>Climb Scaffold</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
PD3	1	Bend	0=Not Present to Occasional 1=Frequently to Constantly.
<b>PD3</b>	<b>0</b>	<b>Stoop</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>PD3</b>	<b>0</b>	<b>Crouch</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>PD3</b>	<b>0</b>	<b>Squat</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>PD3</b>	<b>0</b>	<b>Kneel</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>

(continued)

Elements	Ratings	Descriptions	Functional Categories / Scales of Measurement
<b>PD3</b>	<b>0</b>	<b>Crawl</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>PD4</b>	<b>0</b>	<b>Reach</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
PD4	1	Handle	0=Not Present to Occasional 1=Frequently to Constantly.
PD4	1	Finger	0=Not Present to Occasional 1=Frequently to Constantly.
<b>PD4</b>	<b>0</b>	<b>Feel</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
PD5	1	Talk-Hear	0=Not Present to Occasional 1=Frequently to Constantly.
PD5	1	Write Orders	0=Not Present to Occasional 1=Frequently to Constantly.
PD5	1	Write Phone Messages	0=Not Present to Occasional 1=Frequently to Constantly.
PD6	1	See Close-up	0=Not Present to Occasional 1=Frequently to Constantly.
PD6	1	See Far-away	0=Not Present to Occasional 1=Frequently to Constantly.
<b>EC1</b>	<b>1</b>	<b>Weather (Indoor/Both/Outdoor)</b>	<b>1=Mostly Indoors 2=Both Indoors and Outdoors 3=Mostly</b>
<b>EC2</b>	<b>0</b>	<b>Extreme Cold</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>EC3</b>	<b>0</b>	<b>Extreme Heat</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>EC4</b>	<b>0</b>	<b>Dampness</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>EC4</b>	<b>0</b>	<b>Humidity</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
EC4	1	Wetness	0=Not Present to Occasional 1=Frequently to Constantly.
EC5	1	Quiet Noise	0=Not Present to Occasional 1=Frequently to Constantly.
<b>EC5</b>	<b>0</b>	<b>Lt-Mod Noise</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
<b>EC5</b>	<b>0</b>	<b>Loud/Jar/Jolt</b>	<b>0=Not Present to Occasional 1=Frequently to Constantly.</b>
EC6	1	Mechanical Hazards	0=Not Present to Occasional 1=Frequently to Constantly.
EC6	1	Electrical Hazards	0=Not Present to Occasional 1=Frequently to Constantly.
EC6	1	Chemical Hazards	0=Not Present to Occasional 1=Frequently to Constantly.
EC6	1	Heights Over 6 Feet	0=Not Present to Occasional 1=Frequently to Constantly.
EC7	1	Dusts	0=Not Present to Occasional 1=Frequently to Constantly.
EC7	1	Fumes	0=Not Present to Occasional 1=Frequently to Constantly.
EC7	1	Odors	0=Not Present to Occasional 1=Frequently to Constantly.
EC7	1	Mists	0=Not Present to Occasional 1=Frequently to Constantly.
EC7	1	Gases	0=Not Present to Occasional 1=Frequently to Constantly.

### 3. SOCIAL/FINANCIAL/HOUSING/TRANSPORTATION:

Client was born in Kkkkkkkk, MI, and was raised in Sarasota, from age two, in an intact household, until age eight, when her *parents split*. Her father was an Xray Tech & Salesman, and her **mother** was a **Family Physician**. She has a younger sister (62; Payroll Admin.) and an older brother (68; EE/IT), as well as two step-siblings, one of whom is a Software Engineer. Client described her early home environment as “*tense*”, marred by *alcoholism (father & sister)*, as well as *emotional & physical abuse*. When asked if she has a criminal record, Client said she was *arrested for DUI*, but is not sure whether that is on her record. Client is single (never married), and has no children. She resides (“alone, with my cat”) in a **condominium**, which she owns. She has a **driver’s license**, and a 2016 Mmmmmmm, said to be **reliable transportation**. Client receives **SSDI** and **SNAP**. She claimed no outstanding debt.

When asked about hobbies & interests, Client first mentioned **painting**, followed by **mosaics** and other **crafts** (eg: Christmas ornaments & bead bracelets). She has a **guitar** and a **piano**, but has not yet returned to playing them, during her recovery from cancer and chemotherapy. She enjoys **cooking “healthy”**, and occasionally **edits her friends’ manuscripts**, also using **computer graphics to design book covers** for them. She has *no exercise routine*, yet, but said she used to be a figure skater, in the 1990s. When asked about current organizational membership, Client said she belongs to an association of **Reiki** healing practitioners). She said she has *no local friends*, but said that she has “**nice neighbors**”. Client said she **reads** for about 2-3 hours, per day; a combination of print and online; mostly in the area of “healing & spirituality”. She watches television for about five hours a day, preferring news, movies, **home restoration** and **cooking** subjects. She does not attend organized religious observances, in person, but participates in weekly Tibetan Buddhist ceremonies, online.

#### 4. EDUCATION:

Client **graduated from high school**, with an “A/B” average. Her best grades were in art & English, and her lowest marks were in math. She said she took four **(4) years of Spanish**, noting that she can read a newspaper, but is not conversant. She did a media internship (filed photos), and also interned in a congressional office (opened mail and ran errands). When asked about extra-curricular activities in high school, Client said she handled **lighting**, etc. for her school **drama club**; was in the school **choral group**; and was a “Ropes Trainer...like a **group problem-solving obstacle course**”.

After attending Ppppppp College, for her Freshman year, Client transferred to Nnnnnn College, where she earned a **Bachelor of Liberal Arts** degree, in 1978. When asked about her cumulative GPA, Client stated that Nnnnnn did not issue grades, but used qualitative assessment summaries as standards for promotion & graduation. Additional training included **CPR, scuba, sailing & “Ropes” certificates**, as well as a 4.5 month course, leading to a General Practice Certificate from the Institute for **Paralegal Training**, in 1984; **CITI** (Collaborative IRB Training Initiative) training in human subject protection in research; a one-month **MS Office** course; and a **real estate** course, leading to sales agent licensure in Florida, where she was also licensed to sell property & casualty insurance, in the 1980s. She also completed an **Operational Emergency Medical Skills** course, in 2007.

#### 5. TEST RESULTS:

##### Thematic Summary

Client’s test scores revealed no vocationally-relevant weaknesses. Her lowest score (EAS Visual Speed & Accuracy; a direct measure of clerical checking), registered high in the average range, while the balance of her test scores rose into the above-average range. Her reading scores were flawless, with no errors on the two WRAT-5 Reading tests, and her 75%ile math calculation ability, backed up by her 93%ile numerical reasoning score, rounds out a **remarkably robust cognitive aptitude profile**, likely to be adaptable to any career she might choose to pursue.

##### Batteries

Employee Aptitude Survey (EAS)  
McCroskey Vocational Quotient System (MVQS)  
Wide Range Achievement Test V (WRAT)

##### Traits-Instruments/Methods

**CLERICAL APTITUDE** - WRAT Spelling, EAS Visual Speed & Accuracy (clerical matching)  
**DATA ENTRY SKILLS** – Observation, *typingtest.com*  
**FORM PERCEPTION** - EAS Space Visualization (3D stacks of bricks)  
**LOGIC (NON-VERBAL/NUMERICAL)** - EAS Symbolic Reasoning  
**MATH CALCULATION** – WRAT Math Computation  
**OCCUPATIONAL VALUES & NEEDS** – MVQS Occup. Values & Needs Inventory (OVNI)  
**QUANTITATIVE REASONING** – EAS Numerical Reasoning (sequence recognition)  
**READING COMPREHENSION** - WRAT Word Reading, Sentence Comprehension  
**SPATIAL PERCEPTION & REASONING** – EAS Space Visualization (3D stacks of bricks)  
**SPELLING** - WRAT Spelling  
**VERBAL REASONING** – EAS Verbal Reasoning (facts & conclusions)  
**VOCATIONAL INTEREST PATTERN** – MVQS Voc. Interest & Pers. Reinforcer (VIPR)  
**WORK-PERSONALITY** – MVQS Voc. Interest & Personality Reinforcer (VIPR)

The **Employee Aptitude Survey (EAS)** consists of 10 tests that measure cognitive, perceptual, and psychomotor abilities required for successful job performance in a wide variety of occupations. Client's percentile scores were established in comparison with estimated general population norms. The EAS subtests, employed for this administration, are summarized, below:

**Visual Speed and Accuracy Test** - Measures Clerical Aptitude through speed/accuracy in the comparison of the details of alpha-numeric strings.

**Space Visualization Test** – Measures Spatial Reasoning & Form Perception, through the ability to visualize and manipulate objects mentally.

**Numerical Reasoning Test** - Measures ability to analyze generalizations and see quantitative relationships.

**Verbal Reasoning Test** - Measures ability to analyze verbal information and form conclusions based on that information.

**Symbolic Reasoning Test** - Measures Reasoning (without words or numbers) via the ability to manipulate abstract symbols mentally, and to make judgments & valid decisions.

The **McCroskey Vocational Quotient System Occupational Values and Needs Inventory (MVQS-OVNI)** is a self-rating instrument which profiles the individual's preferences, in terms of 20 specific job-related reinforcers. This profile is then used to match the individual with specific job types, based on work values ("global aspects of work that are important to a person's satisfaction"), published by the U.S. Department of Labor.

The **McCroskey Vocational Quotient System Vocational Interest & Personality Reinforcer Type (MVQS VIPR-Type)** matches individuals with specific job types, based on their vocational interests, occupational values, needs, and general Jung people-based personality type.

The **Wide-Range Achievement Test V (WRAT)** assesses reading, spelling, and math skills, providing age or grade normed standard, percentile & grade-level scores, in subject aged 5-85. Percentile scores were established in comparison with age-peer norms

**Word Reading** measures untimed letter identification and word recognition. The examinee reads aloud a list of letters/words.

**Sentence Comprehension** measures the ability to identify the meaning of words and to comprehend the ideas and information in a sentence using untimed modified cloze procedure. Each item requires the examinee to read (aloud or silently) a sentence with a missing word, and then say the word that best completes the sentence.

**Spelling** measures an individual's ability to write letters and words from dictation without a time limit.

**Math Computation** measures an individual's ability to count, identify numbers, solve simple oral math problems, and calculate written math problems with a time limit. Problems are presented in a range of domains including arithmetic, algebra, geometry, and advanced operations.

Note: Aptitude & Perception code designations are as follows:

<u>Cognitive Aptitudes</u>	<u>Perceptions</u>
R=Reasoning	S=Spatial Perception
M=Math	P=Form Perception
L=Language	Q=Clerical Perception

BELOW AVERAGE (<34th%-ile)

NONE

AVERAGE (34<sup>th</sup> to 65<sup>th</sup> %-ile)

Note: See Appendix 1 for code definitions.

<u>Percentile</u>	<u>Standard Score</u>	<u>Aptitude/Perception</u>	<u>Name of Test or Subtest</u>
60	106	Q	EAS VISUAL SPEED AND ACCURACY

ABOVE AVERAGE (>65<sup>th</sup> %-ile)

Note: See Appendix 1 for code definitions.

<u>Percentile</u>	<u>Standard Score</u>	<u>Aptitude/Perception</u>	<u>Name of Test or Subtest</u>
<b>100</b>	<b>236</b>	<b>L</b>	<b>WRAT WORD READING</b>
98	140	L	WRAT SPELLING
75	114	RM	WRAT MATH COMPUTATION
<b>100</b>	<b>236</b>	<b>R L</b>	<b>WRAT SENTENCE COMPREHENSION</b>
75	114	R SPQ	EAS SPACE VISUALIZATION
93	129	RM Q	EAS NUMERICAL REASONING
68	110	R L Q	EAS VERBAL REASONING
77	115	RM Q	EAS SYMBOLIC REASONING

## 6. WORK HISTORY & TRANSFERABLE SKILLS:

Client's first work experience was as a part-time Waitress/Busser, which she did for six months, at age 19; leaving to relocate. At age 21, she took another waitressing job, which she left for the same reason, after six months. Then, at age 22, Client went to work as a full-time Bindary Machine Operator, leaving after only a month, to start her own business as a part-time, self-employed private-duty Art Teacher (teaching adults how to paint). She did this for less than a year, before starting a bakery, with her mother, where she worked in management and marketing, for a year and a half. She said she declined investment for expansion of this business, due to *exhaustion*. At age 25, Client took a job as a full-time Cashier, at a hotel restaurant. She remained in this position for two (2) years, leaving to take a job as a Night Desk Clerk, at a hotel. She kept this job for a year, while also working as a full-time Paralegal. She said she left this job, after two (2) years, due to "differences" with her employer (a private practice Attorney). At age 30, Client took a full-time job as a Receptionist at an insurance office. She left after a year, due to lack of promotion. Next, Client was hired by USPS as a Mail Sorting Machine Operator. She kept this job for eleven (11) years, finally leaving because she was "fed up". At age 42, Client took a full-time "Personal Chef". She said she had several clients, for whom she would cook and freeze meals for a week at a time. She left this job after two (2) years, again, due to *exhaustion*.

Later, in her mid-50s, Client taught a vocational class on this subject, for a year. At age 43, Client went to work as a part-time Wine Consultant, organizing wine-tasting events. She left this job to become a stem-cell donor. Client next worked as a Receptionist, then Escrow Manager, then Accounting Department Manager, for a property management company. Client handled closings, for the most part. She was finally laid off, due to down-sizing, after a total of about three **(3) years** with the company.

At age 47, Client started her own company (“Blah Blah Transcription”), which involved writing & editing (as well as transcription) for various clients, including self-help authors Rrrrr Rttttt & Tttttt Eeeee, author Mmmmm Dddddddd, and fashion designer Ffffff Eeeeeee. She also handled administrative support for a class in “remote viewing” that r Mmmmm Dddddddd was teaching. Client ultimately had to fold the company, after ten **(10) years**, for health reasons. In the meantime, Client pursued parallel career paths, including a 1.5-year engagement, at age 50, as a Facility Manager / Research Specialist for Mmmmmmm Ttttttt International. In addition to setting up and running a medical supply warehouse, she handled logistical research and curriculum development for a classroom/field-training program in battlefield first-aid, for members of military units preparing for deployment.

At age 54, Client worked as a Private Chef for an elderly couple, for two months, before leaving, because they “really needed a Nurse”. At age 55, Client worked as a Data Entry Clerk, preparing title transfers for a fracking company. During this period, she also exhibited her paintings (eg: landscape & still-life). At age 56, Client became a Real Estate Sales Agent, leaving after six **(6) years**, because she “didn’t like it”. Simultaneously, Client was employed as Box Office Manager, then Sales & Communications Manager, by a concert production company for three **(3) years**. Here, she handled advertising & public relations, as well as volunteers and logistics for performances. She finally had to quit, due to her health issues.

Based upon interview responses, Client’s qualified work history appears to include key tasks associated with the following job titles:

<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>Skill Level</u>	<u>VA</u>	<u>VIPR</u>
149.021-010	Teacher, Art	140.17	7	Skilled	76%	ENFP
144.061-010	Painter	134.67	8	Skilled	57%	ISFP
090.227-014	Graduate Assistant	123.46	8	Skilled	71%	INFP
203.132-014	Supervisor, Transcribing Ops.	121.66	6	Skilled	77%	ISFP
165.167-014	Public-Relations Representative	118.91	7	Skilled	77%	ESFP
186.167-074	Closer	117.55	7	Skilled	68%	ESTP
132.067-026	Editor, News	116.91	8	Skilled	75%	INFP
119.367-010	Escrow Officer	113.29	8	Skilled	68%	INFP
131.067-046	Writer...Fiction & Nonfiction	111.46	8	Skilled	60%	INFJ
189.117-046	Manager, Bakery	111.25	8	Skilled	74%	ENTJ
119.267-026	Paralegal	110.87	7	Skilled	69%	INFP
219.362-046	Real-Estate Clerk	110.45	5	Semi-Skilled	64%	ESTP
250.357-018	Sales Agent, Real Estate	110.39	5	Semi-Skilled	76%	ESTP
929.137-022	Warehouse Supervisor	110.18	7	Skilled	77%	ESFP
313.361-014	Cook	105.87	7	Skilled	70%	ESTJ
203.582-060	Transcribing-Machine Operator	105.41	5	Semi-Skilled	60%	ESFP
526.381-010	Baker	103.05	7	Skilled	65%	ESTJ
310.357-010	Wine Steward/Stewardess	102.50	6	Skilled	64%	ESFP
238.367-038	Hotel Clerk	101.27	4	Semi-Skilled	65%	ESFP
209.687-016	Mail Handler	101.08	4	Semi-Skilled	64%	ISFP
249.362-014	Mortgage Clerk	100.75	5	Semi-Skilled	69%	ENFJ

(continued)

DOT Code	Job Title	VQ	SVP	Skill Level	VA	VIPR
211.462-010	Cashier II	99.28	2	Unskilled	62%	ESFP
203.582-054	Data Entry Clerk	96.27	4	Semi-Skilled	52%	INTP
237.367-038	Receptionist	95.38	4	Semi-Skilled	67%	ESFP
653.685-010	Bindery Worker	95.25	4	Semi-Skilled	60%	ESTJ
318.687-010	Kitchen Helper	85.02	2	Unskilled	49%	ESTJ

The vocational diagnosis and assessment of residual employability (VDARE) method was employed to establish Client's transferable skills, via the McCroskey Vocational Quotient System. Job definitions associated with Client's work history can be readily accessed by entering the associated DOT number (xxx.yyy-zzz) into any online search engine. In addition to the SVP (Specific Vocational Preparation), MTEWA (Machines, Tools, Equipment and Work Aids) and MPSMS (Secondary Materials, Products, Subject Matter and Services) obviously associated with job titles in Client's work history, analysis of transferable skills (**TSA**) from previous qualified employment suggests experience with: copying, compiling, computing, comparing, coordinating, analyzing & synthesizing **data**; helping, taking instructions from, speaking with, signaling, supervising, instructing, persuading & negotiating with **people**; and handling, tending, operating, controlling & precision working with **things**. (*See Appendix 2 for a detailed rendering of transferable skills associated with the DOT Job Titles that represent Client's work history.*)

When asked about standard business practices, Client claimed no familiarity with bookkeeping, but said she has done some **budgetary review**, as well as **inventory-control, shipping/receiving (S/R) and scheduling**. She has **supervised** up to three personnel, at a time, and has provided **group instruction** (up to eight students). She has used **computers**, on the job, mostly for **word processing & graphics**, and she has been trained in the use of all **MS Office** applications. She claimed no experience with heavy construction equipment, and her only use of agricultural equipment was a **rototiller**. She has some experience with standard hand **tools**, and has used an **electric drill**. She has never used welding or metal machining equipment, but she has used some **woodworking** tools. She claimed no experience with electronic test equipment, but she is quite familiar with **art & emergency medical supplies**. Finally, she said she has **edited** many manuscripts, and even **wrote a cookbook**, herself.

## 7. INTEREST-BASED WORK PERSONALITY:

The McCroskey Vocational Quotient System (MVQS) Vocational Interest and Personality Reinforcer (VIPR) survey, which produces a Meyers-Briggs Code, was administered, in order to obtain an estimate of Client's vocational interest pattern and work personality. This instrument matches individuals with specific job types, based on their vocational interests, occupational values, needs, and general Jung people-based personality type.

Client's VIPR-Type was found to be **ENFJ (Extraversion, iNtuiting, Feeling, Judging)** – “**Group Leader**”. Personnel sharing this interest-based work-personality profile are often described with terms such as **Conscientious, Aggressive & Motivational**. ENFJs characteristically harness boundless **energy** and **enthusiasm**, together with “**people skills**” and native **organizational ability**, to the task of **building consensus** and **developing human resources**. Together with artistic careers, ENFJs characteristically gravitate toward occupations reflecting an **interest in helping others with their emotional, intellectual, or spiritual development**. Among the most attractive occupations for this type are: **Minister, Home Economist, Optometrist, Musician, Composer, Counselor, Artist, Entertainer, Dental Hygienist, Physician (General Practice), Designer and Child Care Worker**. *Of course, a variety of other factors, such as education, aptitude, physical capacity; psychological factors and labor market access, bear on the potential for success in these occupations.*



1. Energizing: **14/13** (*nearly equivalent*)

(E)xtraversion - Preference for drawing energy from the outside world of people, activities or things.  
(I)ntroversion - Preference for drawing energy from one's internal world of ideas, emotions, or impressions.

2. Attending: **12/15**

(S)ensing - Preference for using the five senses to define reality.  
i(N)tuition - Preference for using the imagination to envision what is possible.

3. Deciding: **10/17** (*well differentiated*)

(T)hinking - Preference for organizing and structuring information to decide in a logical, objective way.  
(F)eeling - Preference for organizing and structuring information to decide in a personal, value-oriented way.

4. Living: **16/11**

(J)udgement - Preference for a planned and organized life.  
(P)erception - Preference for a spontaneous and flexible life.

**8. OCCUPATIONAL VALUES & NEEDS:**

The Occupational Values and Needs Inventory (OVNI) was administered to obtain an estimate of Client's vocationally-relevant perceived values and needs. This is a self-rating instrument which profiles the individual's preferences, in terms of 20 specific job-related reinforcers. This profile is then used to match the individual with specific job types, based on work values ("global aspects of work that are important to a person's satisfaction"), published by the U.S. Department of Labor. Client's profile suggests that **independence, compensation, co-workers, morality, company policies & creativity predominate**, followed closely by autonomy, ability utilization, achievement, security, working conditions, social status, social service & quality supervision, while *recognition, advancement & authority* seem to be of least significance. Activity, variety & responsibility were given a neutral rating, by Client.

**ANALYSIS (Worker-Trait Profile)**

**1. ESTIMATED GENERAL COGNITIVE APTITUDE LEVEL:**

**90<sup>th</sup> Percentile / Above Average**

Client's general cognitive aptitude (learning ability) was estimated via averaged standard scores of tests which involve reasoning. Intelligence quotient is best measured by a Licensed Psychologist, using an instrument such as the Wechsler Adult Intelligence Scale (current version).

**2. ESTIMATED ACADEMIC BASIC SKILLS ACHIEVEMENT LEVELS:**

Academic basic skills achievement levels are estimated through the use of the Wide-Range Achievement Test V (WRAT):

<u>Grade Level</u>	<u>Name of Test or Subtest</u>
<b>12.9+ (est. 17.5)</b>	<b>WRAT Word Reading</b>
<b>12.9+ (est. 16.0)</b>	<b>WRAT Spelling</b>
<b>12.9+ (est. 13.5)</b>	<b>WRAT Math Computation</b>
<b>12.9+ (est. 17.0)</b>	<b>WRAT Sentence Comprehension</b>

## CLIENT'S VOCATIONAL INTEREST STATEMENT

When asked about her career thoughts, Client said she needs a **stressless, home-based job**, with **no deadlines**. She said she could not take a chance on covid exposure, given her age & depleted immune system. She said she needs something that's **not too complicated**. Some possibilities she has considered include: **Travel Agent; Call Center Q/A Monitor; Telephonic CSR; Transcriptionist; Writing; Copy Editing of manuscripts; and Telephonic Marketing**. She said she might be willing to relocate or undergo frequent/brief deployment, but probably would not agree to extended deployment. All **43** job titles found to be most closely related to Client's expressed career interests (many of which are among those recommended for consideration) fall within the most critical aptitude, physical-functional capacity & environmental tolerance parameters of her worker-trait profile:

<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>
131.067-010	Columnist/Commentator	120.417
131.067-014	Copy Writer	111.4801
131.067-022	Editorial Writer	110.1283
131.067-046	Writer...Fiction/Nonfiction	111.4615
131.067-050	Screen Writer	113.7911
131.087-010	Continuity Writer	102.3236
131.087-014	Reader	101.748
131.262-014	News writer	111.3957
131.267-026	Writer, Tech. Publications	119.464
132.017-014	Editor, Newspaper	121.988
132.017-018	Editor, Tech/Scientific	121.2113
132.037-010	Continuity Director	108.2485
132.037-018	Editor, Department	112.2456
132.037-022	Editor, Publications	123.6367
132.037-026	Story Editor	117.2142
132.067-014	Editor, Book	121.2113
132.067-022	Editor, Greeting Card	104.4825
132.067-026	Editor, News	116.9129
132.067-030	Program Proposals Coord.	110.4616
164.117-022	Media Planner	120.8663
191.117-034	Literary Agent	116.7007
203.132-014	Supv, Transcribing Op.	121.6551
203.582-060	Transcribing-Mach. Op.	105.4116
205.137-014	Supervisor, Survey Worker	102.6979
205.362-026	Customer Svc. Rep.	108.3219
221.367-062	Sales Correspondent	108.1769
239.137-014	Cust. Svc. Rep. Supervisor	100.2744
239.227-010	Cust.-Svc.-Rep. Instructor	100.2744
239.362-014	Cust. Svc. Rep. (CATV)	95.5777
239.367-026	Service Observer	105.782
249.137-018	Supv, Corresp. Section	104.2592
249.137-026	Supervisor, Order Takers	104.3135
249.167-014	Dispatcher, Motor Vehicle	95.3766
249.362-026	Order Clerk	99.7486
251.357-022	Sales Rep, Franchise	105.5874
252.152-010	Travel Agent	113.3099
252.257-010	Traffic Agent	114.6287

(continued)

DOT Code	Job Title	VQ
254.251-010	Sales Rep, Graphic Art	125.505
254.357-014	Sales Rep, Advertising	111.3287
259.157-010	Sales Rep, Audiovisual	107.3714
276.257-010	Sales Rep, DME & Supplies	110.8435
952.167-010	Dispatcher (Power/Lights)	108.7214
959.167-010	Dispatcher, (Appliance Svc.)	102.8893

*Notes: VQ = Vocational Quotient, which is an indicator of job difficulty (Mean=100; SD=15). Job definitions can be accessed by entering the DOT Code into any search engine.*

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### **THE JOB-MATCHING ANALYSIS & SYNTHESIS**

The following data are based upon an analysis of Client's worker-traits, in comparison with worker-trait requirements typically associated with locally hired-for job titles, as published by the U.S. Department of Labor. These worker-traits include: basic academic skill levels; vocationally-relevant aptitudes (learning abilities); disability data; physical-functional & environmental-tolerance restrictions. Other factors taken into consideration include: Client's mental health & other medical data; Client's expressed interests & occupational preferences; transferable skills from work-history; vocational interest patterns; work-personality profile; local labor-market data; and other vocationally-relevant factors. The result is a synthesis of potentially suitable vocational options.

### **HOW TO READ THE JOB-MATCH LIST**

The McCroskey Vocational Quotient System (MVQS) was employed to compare Client's Transferable Skills and Worker Trait Profile with the corresponding characteristics, associated with selected job titles from the U.S. Department of Labor's Dictionary of Occupational Titles. The output of this process, known as the Job-Match List, features the following information:

**DOT** – Dictionary of Occupational Titles code  
**VQ** – Vocational Quotient: An indicator of job difficulty  
**TS** – Transferable Skills Percentage  
**VA** – Occupational Values & Needs Agreement  
**VIPR**- Vocational Interest Personality Reinforcer (Work-Personality) Type

**SVP** – Specific Vocational Preparation: 1= Short Demo Only; 2 = Up to 30 Days; 3 = 30 to 90 days; 4 = 90 to 180 days; 5 = 6 to 12 months; 6 = 1 to 2 years (Cert./AA); 7 = 2 to 4 years (AA/BA/BS); 8 = 4 to 10 years (MA/MS/PhD); 9 = over 10 years.

**Ratings** which reach critical level (VQ=**>108/116**;TS=**>40%/60%**;VA=**>70%/75%**) are bolded or bold/highlighted; VIPR=**ENFJ**.

**VIPR** => any 3 of ENFJ are bold/highlighted; **VIPR** => any 2 of ENFJ are bolded.

**Titles** featuring 3 bolded values are bolded.

**Titles** featuring 4 bolded values are bold/highlighted.

**RECOMMENDED VOCATIONAL OPTIONS**

**Labor-Market Data:** Local wage, growth and openings data are based on employment projections published by the Florida Department of Economic Opportunity (FLDEO). Employer names can be drawn from a variety of online resources, including the Florida Research and Economic Information Database Application (FREIDA). The corresponding SOC (ONET) Occupation, with SOC Code and (quarterly-updated) local labor-market data is positioned directly below the DOT Job Title(s). Based upon labor market research (LMR), using the Florida Department of Economic Opportunity (*FLDEO*) Employment Projections, the “Occupations” (*crosswalked from the selected D.O.T. job titles*) were found to project local openings, over the 2021-2029 period. Note: In this case, "local" means **Workforce Region 24** (Southwest Florida). **Bolded** data are more significant. **Highlighted** data are most significant. **All of the job-titles, shown below, are believed to represent a potential for remote, home-based employment.**

Potentially Suitable Local Occupations (w/SOC Code)	2021 Entry Wage	2021 Avg. Wage	2021-2029 Growth Rate%	Local Openings	Tng Rqmt
	1	2	3	4	5
6,7					

Notes:

1. Entry Wage figures => **\$15/hour** are bolded; => **\$17/hour** are also highlighted.
2. Avg. Wage figures => **\$24/hour** are bolded; => **\$30/hour** are also highlighted.
3. Growth rates => **10%** are bolded.; => **15%** are also highlighted.
4. Annual openings => **300** are bolded; => **1K** are also highlighted.
5. Training Requirements (see \* below)
6. **Occupation Titles** are bolded if 3 parameters are bolded, or if 2 are bold/highlighted.
7. **Occupation Titles** are bold/highlighted if 4 parameters are bolded, or if 3 are bold/highlighted.

**\* Training Requirements:**

- A: associate degree
- B: bachelor's degree
- HS: high school diploma or GED
- M+: master's, doctoral or professional degree
- NR: no formal educational credential required
- PS: postsecondary non-degree award

**PRIMARY**

DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>165.167-014</b>	<b>Public-Relations Rep.</b>	<b>118.91</b>	7	<b>97%</b>	<b>77%</b>	<b>ESFP</b>

Potentially Suitable Local Occupations (w/SOC Code)	2021 Entry Wage	2021 Avg. Wage	2021-2029 Growth Rate%	Local Openings	Tng Rqmt
<b>Public Relations Managers (273031)</b>	<b>\$17.92</b>	<b>\$29.84</b>	<b>19.5</b>	<b>508</b>	<b>B</b>

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>276.257-010</b>	<b>Sales Rep, DME &amp; Supplies</b>	<b>110.84</b>	<b>6</b>	<b>43%</b>	<b>74%</b>	<b>ESFJ</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Sales Reps, Whsle/Mfg, Tech/Sci... (414011)</b>		<b>\$28.67</b>	<b>\$30.48</b>	<b>15.8</b>	<b>680</b>	<b>PS</b>

**ALTERNATES**

DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>132.037-022</b>	<b>Editor, Publications</b>	<b>123.64</b>	<b>8</b>	<b>97%</b>	<b>81%</b>	<b>INFP</b>
<b>132.017-014</b>	<b>Editor, Newspaper</b>	<b>121.99</b>	<b>9</b>	<b>97%</b>	<b>81%</b>	<b>INFP</b>
<b>132.067-014</b>	<b>Editor, Book</b>	<b>121.21</b>	<b>8</b>	<b>91%</b>	<b>89%</b>	<b>INFP</b>
<b>132.037-026</b>	<b>Story Editor</b>	<b>117.21</b>	<b>8</b>	<b>93%</b>	<b>77%</b>	<b>INFJ</b>
<b>132.067-026</b>	<b>Editor, News</b>	<b>116.91</b>	<b>8</b>	<b>97%</b>	<b>75%</b>	<b>INFP</b>
<b>132.067-030</b>	<b>Program Proposals Coord.</b>	<b>110.46</b>	<b>7</b>	<b>40%</b>	<b>77%</b>	<b>INFJ</b>
<b>132.367-010</b>	<b>Editor, Index</b>	<b>110.44</b>	<b>7</b>	<b>97%</b>	<b>75%</b>	<b>INFP</b>
<b>132.037-010</b>	<b>Continuity Director</b>	<b>108.25</b>	<b>8</b>	<b>45%</b>	<b>74%</b>	<b>INFJ</b>
<b>132.067-022</b>	<b>Editor, Greeting Card</b>	<b>104.48</b>	<b>6</b>	<b>80%</b>	<b>75%</b>	<b>INFP</b>
<b>131.087-014</b>	<b>Reader</b>	<b>101.75</b>	<b>6</b>	<b>80%</b>	<b>73%</b>	<b>INFJ</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Editors (273041)</b>		<b>\$17.74</b>	<b>\$31.69</b>	<b>01.1</b>	<b>215</b>	<b>B</b>

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>141.061-018</b>	<b>Graphic Designer</b>	<b>123.02</b>	<b>7</b>	<b>66%</b>	<b>68%</b>	<b>INTJ</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Graphic Designers (271024)</b>		<b>\$17.18</b>	<b>\$28.07</b>	<b>12.8</b>	<b>693</b>	<b>A</b>

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>203.132-014</b>	<b>Supervisor, Transcribing Ops.</b>	<b>121.66</b>	<b>6</b>	<b>97%</b>	<b>73%</b>	<b>ISFP</b>
<b>249.137-026</b>	<b>Supervisor, Order Takers</b>	<b>104.31</b>	<b>5</b>	<b>40%</b>	<b>70%</b>	<b>ENFJ</b>
<b>249.137-018</b>	<b>Supv, Correspondence Section</b>	<b>104.26</b>	<b>6</b>	<b>40%</b>	<b>72%</b>	<b>ENFJ</b>
<b>205.137-014</b>	<b>Supervisor, Survey Workers</b>	<b>102.70</b>	<b>6</b>	<b>40%</b>	<b>70%</b>	<b>ISFP</b>
<b>239.137-014</b>	<b>CSR Supervisor</b>	<b>100.27</b>	<b>6</b>	<b>63%</b>	<b>81%</b>	<b>ESFP</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
<b>1st-Line Supv. of Ofc/Admin. Spt. Wkrs. (431011)</b>	<b>\$19.75</b>	<b>\$30.09</b>	07.5	<b>5,074</b>	A

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>199.267-034</b>	<b>Research Assistant II</b>	<b>114.63</b>	6	<b>40%</b>	<b>73%</b>	<b>ENTJ</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
Education, Training & Library Workers... (259099)	\$11.00	\$22.44	<b>22.6</b>	30	B

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>131.067-050</b>	<b>Screen Writer</b>	<b>113.79</b>	7	<b>91%</b>	<b>89%</b>	<b>INFJ</b>
<b>131.067-014</b>	<b>Copy Writer</b>	<b>111.48</b>	7	<b>91%</b>	<b>88%</b>	ESTP
<b>131.067-046</b>	<b>Writer...Fiction &amp; Nonfiction</b>	<b>111.46</b>	8	<b>97%</b>	<b>92%</b>	<b>INFJ</b>
<b>131.262-014</b>	<b>NewsWriter</b>	<b>111.40</b>	7	<b>91%</b>	<b>76%</b>	ESTP
<b>131.067-022</b>	<b>Editorial Writer</b>	<b>110.13</b>	8	<b>91%</b>	<b>89%</b>	ESTP
<b>131.087-010</b>	<b>Continuity Writer</b>	102.32	7	<b>80%</b>	<b>74%</b>	<b>INFJ</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
<b>Writers &amp; Authors (273043)</b>	<b>\$15.40</b>	<b>\$32.30</b>	<b>10.8</b>	188	B

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>254.357-014</b>	<b>Sales Rep, Advertising</b>	<b>111.33</b>	6	<b>51%</b>	<b>73%</b>	<b>ENFJ</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
Advertising Sales Agents (413011)	\$14.00	<b>\$24.74</b>	08.6	<b>517</b>	PS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>119.267-026</b>	<b>Paralegal</b>	<b>110.87</b>	7	<b>97%</b>	69%	<b>INFP</b>
<b>119.267-028</b>	<b>Paralegal</b>	<b>110.87</b>	7	<b>97%</b>	69%	<b>INFP</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
<b>Paralegals and Legal Assistants (232011)</b>	<b>\$16.51</b>	<b>\$25.24</b>	<b>15.1</b>	<b>1,310</b>	PS

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>952.167-010</b>	<b>Dispatcher, Service or Work</b>	<b>108.72</b>	7	40%	<b>71%</b>	ISTJ
959.167-010	Dispatcher, Service	102.89	4	<b>40%</b>	<b>70%</b>	ISTJ
954.367-010	Water-Service Dispatcher	101.20	4	20%	69%	<b>ESFP</b>
<b>249.167-014</b>	<b>Dispatcher, Motor Vehicle</b>	95.38	5	<b>40%</b>	<b>71%</b>	<b>ENFJ</b>

Potentially		2021	2021	<u>2021-2029</u>	
Suitable Local		Entry	Avg.	Growth	Local Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings Rqmt
Dispatchers, Except 911 (435032)		\$11.00	\$13.93	<b>11.3</b>	<b>471</b> HS

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>249.367-066</b>	<b>Procurement Clerk</b>	<b>108.46</b>	4	<b>60%</b>	65%	<b>ENFJ</b>

Potentially		2021	2021	<u>2021-2029</u>	
Suitable Local		Entry	Avg.	Growth	Local Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings Rqmt
Procurement Clerks (433061)		<b>\$17.86</b>	\$22.65	<b>11.1</b>	69 HS

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
<b>259.157-010</b>	<b>Sales Rep, A/V...Productions</b>	107.37	5	<b>48%</b>	<b>76%</b>	<b>ESFP</b>
<b>259.357-010</b>	<b>Group-Sales Representative</b>	94.21	3	<b>40%</b>	<b>74%</b>	<b>ESFP</b>

Potentially		2021	2021	<u>2021-2029</u>	
Suitable Local		Entry	Avg.	Growth	Local Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings Rqmt
<b>Sales Representatives, Services, All Other (413091)</b>		<b>\$16.47</b>	<b>\$41.70</b>	<b>16.7</b>	<b>3,457</b> PS

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DOT Code	Job Title	VQ	SVP	TS	VA	VIPR
210.362-010	Distribution-Accounting Clerk	106.95	5	<b>43%</b>	69%	ISFP

Potentially		2021	2021	<u>2021-2029</u>	
Suitable Local		Entry	Avg.	Growth	Local Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings Rqmt
Bookkeeping, Accounting & Auditing Clerks (433031)		<b>\$15.08</b>	\$18.42	03.4	<b>4,699</b> A

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
214.362-042	Billing Clerk	106.87	4	<b>46%</b>	69%	<b>ESFJ</b>
214.362-026	Invoice-Control Clerk	106.51	4	<b>46%</b>	69%	ISTJ
214.387-010	Billing-Control Clerk	100.61	5	<b>43%</b>	69%	ISTJ
214.482-010	Billing-Machine Operator	100.61	4	<b>46%</b>	60%	ISFP
214.382-014	Billing Typist	100.61	4	<b>46%</b>	69%	ISTJ
216.382-034	Cost Clerk	100.61	4	<b>46%</b>	69%	ISTJ
214.362-014	Documentation-Billing Clerk	100.27	4	<b>43%</b>	69%	<b>ESFP</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Billing &amp; Posting Clerks (433021)</b>		<b>\$17.06</b>	\$21.53	<b>11.5</b>	<b>1,261</b>	HS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>238.362-014</b>	<b>Reservation Clerk</b>	106.80	5	<b>63%</b>	<b>71%</b>	<b>ESFP</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Reservation...Travel Clerks (434181)</b>		<b>\$16.11</b>	<b>\$25.10</b>	<b>31.0</b>	<b>746</b>	HS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>186.117-030</b>	<b>General Claims Agent</b>	106.73	8	<b>63%</b>	<b>77%</b>	<b>ESTJ</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Transportation, Storage &amp; Distribution Managers (113071)</b>		<b>\$43.51</b>	<b>\$62.10</b>	<b>11.0</b>	247	A

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>241.267-018</b>	<b>Claim Examiner</b>	106.47	7	<b>43%</b>	<b>76%</b>	<b>ENTJ</b>

Potentially		2021	2021	<u>2021-2029</u>		
Suitable Local		Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)		Wage	Wage	Rate%	Openings	Rqmt
<b>Claims Adjusters, Examiners... (131031)</b>		<b>\$22.22</b>	<b>\$32.09</b>	09.3	210	PS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
241.362-010	Claims Clerk I	106.09	4	<b>43%</b>	60%	INTP



Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
<b>Insurance Claims &amp; Policy... Clerks (439041)</b>	<b>\$17.95</b>	\$21.97	<b>16.3</b>	277	HS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>239.367-026</b>	<b>Service Observer</b>	105.78	4	<b>40%</b>	<b>71%</b>	<b>ESFP</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
<b>Office &amp; Admin. Spt. Workers... (439199)</b>	<b>\$17.85</b>	\$22.31	<b>14.1</b>	<b>544</b>	HS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
241.367-018	Loan Interviewer, Mortgage	101.31	6	<b>49%</b>	65%	<b>ENTJ</b>
219.367-046	Disbursement Clerk	100.27	4	<b>74%</b>	69%	ESTP

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
Loan Interviewers & Clerks (434131)	<b>\$15.90</b>	\$21.65	01.1	193	PS

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>239.227-010</b>	<b>CSR Instructor</b>	100.27	6	<b>60%</b>	<b>75%</b>	<b>ESFP</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
Career...Edu. Teachers, Postsecondary (251194)	<b>\$18.00</b>	<b>\$29.04</b>	07.8	125	A

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<u>DOT Code</u>	<u>Job Title</u>	<u>VQ</u>	<u>SVP</u>	<u>TS</u>	<u>VA</u>	<u>VIPR</u>
<b>239.362-014</b>	<b>Customer Service Rep.</b>	95.58	5	<b>40%</b>	<b>70%</b>	<b>ESFP</b>

Potentially	2021	2021	<u>2021-2029</u>		
Suitable Local	Entry	Avg.	Growth	Local	Tng
Occupations (w/SOC Code)	Wage	Wage	Rate%	Openings	Rqmt
Customer Service Representatives (434051)	\$13.36	\$19.14	05.7	<b>9,809</b>	HS

**For Potential Local Employers** – follow this procedure:

1. Go to <http://freida.labormarketinfo.com/>
2. Select “Services For Individuals” from blue bar at top of screen.
3. Select “Job Seeker Services”
4. Select “Employer Search by Occupation”
5. Click on Florida; Area Type (County); Specific Area (Your County Name)
6. Click on the Letter that your target Occupation begins with.
7. Select the Industry Type of interest.
8. Click on the Company Name, for contact information.

**For Current Openings** - go to the following URLs:

<http://www.employflorida.com/jobbanks/>

<http://www.thecareerindex.com>

<http://www.careerbuilder.com>

[http://\(labor market of interest\).craigslist.org/jjj/](http://(labor market of interest).craigslist.org/jjj/)

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## ACCOMMODATIONS

While all recommended job titles fall within Client’s residual functional capacity parameters, according to the USDOL’s Dictionary of Occupational Titles (DOT), there may be duties, unique to particular positions, which exceed Client’s profile. In such cases, arrangements may be required which provide reasonable accommodation, with respect to Client’s functional restrictions. While a job analysis would be required to determine what specific accommodations might be suitable to the position that Client is hired for, here follows some options for consideration:

Aide/Assistant/Attendant; Anti-fatigue Matting; Ergonomic Assessment (Worksite Redesign); Ergonomic Furniture & Equipment (eg: adjustable ergonomic chair, work-surfaces, keyboard & computer stand); Flexible Schedule; Job Restructuring to reduce stress/fatigue; Multi-Purpose Carts; Periodic Rest Breaks; Scooters; Sit/Stand Desk; Stand/Lean Stools; Working Remotely; Rolling Walker; Training Refreshers; Apps to help with time management & organization; Reminder, Calendar & Checklist apps; Prioritize job assignments; Minimize distractions; Self-paced workload; Reduce sources of job-related stress (overwhelming workload, very rapid pace of work, tight deadlines and perceived lack of personal control); Provide benign/flexible/supportive structure; Reduce or eliminate physical exertion; Make hand/stand optical magnifiers & software available; Provide large print material and/or screen-reading (text to speech software); Control glare by adding a glare screen to the computer; Install proper office lighting; Increase time to complete tasks/assignments; Eliminate unnecessary clerical tasks (eg: via automation & macros); Provide Speech-to-Text software (with ample training); Make use of brief response formats (eg: e-mail & text protocols); Provide incremental incentives for timely completion; Repeat directions; Encourage questions; Provide templates of completed work.

Job-search and/or job development activities will need to take into account Client's functional restrictions, and not target positions which involve critical duties that exceed Client's restrictions, and cannot be accommodated.

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### OTHER VOCATIONALLY RELEVANT RECOMMENDATIONS

The following estimates are provided with the assumption that Client's performance, as referenced in this assessment, is generally representative of current capabilities. Client holds a Bachelor of Liberal Arts degree, and current test results produced maximum (above average) ratings in Reasoning, Math & Language, as well as Spatial, Form & Clerical Perception. *Were it not for her age & limited endurance*, Client might well be able to complete additional specific vocational preparation up to the level of **graduate/professional** institutional training, in virtually any discipline. However, *presently*, there is little likelihood that she would choose such a course of action, given the persistent fatigue and truncated endurance that she experiences, especially in the face of cognitive stress. Should her fatigue diminish and endurance increase, the issue of additional institutional training may be revisited.

Recommend **consideration** be afforded to arranging for the following **supportive measures**: **job coaching** services (consultation & support only; no employer contact), with respect to arranging appropriate reasonable accommodations and adapting to job requirements, as well as some preliminary job-search skills training (eg: scripted interview practice, especially discussing physical-functional & environmental tolerance limitations with employers); **Physical Therapist** or **Certified Inclusive Fitness Trainer** consult, perhaps with **Fitness Center / Silver Sneakers** membership; **Dietician/Nutritionist** consult regarding BMI=42 & fatigue; gradually increase cognitive endurance with self-testing stress (eg: Khan Academy **math** testing/training); explore free cellphone-application **digital games** to increase focus & decision-making speed; check **criminal record** for DUI; and explore local **social network** resources (eg: volunteer opportunities).

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### A NOTE FOR THE JOB COACH

Client's interest-based work-personality profile, or VIPR-Type (a.k.a. Myers-Briggs Code) was found to be ENFJ. At their best, people with ENFJ preferences are highly attuned to others, using empathy to quickly understand emotional needs, motivations, and concerns. Their focus is on **supporting others and encouraging growth**. ENFJs often act as catalysts, drawing out the best in others, and they can be inspiring leaders as well as loyal followers.

Characteristics of ENFJs:

ENFJs usually base decisions on personal values. They tend to radiate warmth and energy, looking for (and often finding) the best in others. They typically prize harmony and cooperation. ENFJs are usually warmed by approval - responding with energy and devotion. They can be especially sensitive to criticism or tensions. ENFJs are likely to be trustworthy. They often see meanings and connections where others do not. They are typically curious about new ideas, and are often stimulated by possibilities for contributing to the good of humanity. ENFJs are likely to...

- **be imaginative**
- **like variety and new challenges**

ENFJs naturally see the potential for growth in others and often devote their energy to helping others achieve it. They are usually found to be sensitive facilitators, taking responsibility for organizing interactions between colleagues, friends, or family, so that all are involved, harmony prevails, and people have fun.

How Others May See Them:

ENFJs are often seen as energetic, enthusiastic, and very aware of others. Their genuine interest can usually draw out and involve even the most reserved person. They tend to listen to and support others, but also have very definite values and opinions of their own, which they will usually express clearly. ENFJs tend to be energized by people, and are usually quite socially adept; however, they also typically have a strong need for authentic intimate relationships. As a result, they frequently bring great enthusiasm and intensity to creating and maintaining these types of relationships.

ENFJs usually like their lives to be organized, and will work to bring closure to ambiguous relationships or situations. However, if people's needs conflict with schedules and rules, they will routinely put people first. Others usually see ENFJs as...

- **sociable, personable, congenial, and gracious**
- **expressive, responsive, and persuasive**

Potential Areas for Growth

Sometimes life circumstances have not supported ENFJs in the development and expression of their Intuitive and Feeling preferences.

- If they've not developed their Intuition, ENFJs may not see possibilities, ***making decisions too quickly*** without taking in enough information or considering factors beyond their own personal values.
- If they've not developed their Feeling, their ***decisions may be inconsistent and poorly formulated***. They may then ***accept the judgments of others too readily***.

If ENFJs do not find a place where they can use their gifts and be appreciated for their contributions, they usually feel frustrated and may...

- ***worry, feel guilty, and doubt themselves,***
- ***become insistent and controlling in their desire for harmony, and***
- ***become overly sensitive to criticism - real or imagined.***

It is natural for ENFJs to give less attention to their non-preferred Thinking and Sensing parts. If they neglect these too much, however, they may...

- ***make decisions based solely on personal values when logic is needed,***
- ***find it difficult to admit to problems or disagreements with people they care about, and***
- ***overlook details required to realize their ideals.***

Under great stress, ENFJs may find themselves suddenly and uncharacteristically ***critical and fault-finding with others***. They generally keep these negative opinions to themselves, but they find such thoughts troubling and upsetting.

With regard to the 4-step career exploration process, ENFJs manifest the following:

- **Setting Goals:** ENFJs naturally tend to establish multiple long term idealistic goals, but will often have an action plan to reach those goals. Difficulties sometimes arise however, when unexpected opportunities emerge, or when the subject have failed to articulate intermediate objectives that are specific enough to enable a choice among realistic alternatives.
- **Gathering Information:** Constantly searching for opportunities for growth and learning, ENFJs seek out people who get excited about the possibilities of a new job. As a result, they may overlook important facts about that job. They should be encouraged to search for facts at a career library, and establish priorities, preparing a "short list" of the most interesting job possibilities.
- **Making Contact:** ENFJs naturally have an extensive network of contacts, but should be cautioned against spending too much time in unproductive networking. Coming across as a team player, they convey enthusiasm and energy in the interview, emphasizing their potential and ability to learn quickly. They should guard against the possibility that they may be perceived as talking too much in the interview, focusing too much on potential or possible performance and not appearing task-oriented to certain types of interviewers. It is important, therefore, that they strive to emphasize what contributions they can make to the organization now and how their "people skills" can help their "bottom line"...always being careful not to overwhelm "sensing" interviewers with too many possibilities.
- **Making Decisions:** ENFJs tend to employ a subjective person-centered approach to decision making...focusing on the values of self and significant others, but may not consider the logical consequences of various alternatives unless coached to systematically do so. They also should be encouraged not to ignore uncomfortable facts. Finally, they may put off decisions and should be counseled to set a deadline for deciding, posting it or announcing it to significant others.

- **Job Interview Preparation:**

Role playing will likely be the most effective and successful way to prepare for various interview situations. Applicants will build social skills through the practice, and in turn build confidence. If role playing was not a part of the transitional skills individuals received through a guidance counselor or student placement office, there is no need to worry! It is not too late to work at building those interviewing skills. When applicants learn more about themselves and build stronger interpersonal skills, they will feel more at ease in social situations and be able to better represent themselves. These are truly lifelong skills that we all work at improving upon.

It is vital for applicants to find someone they trust and can work well with. The job specialist, coach, or parent can be of enormous assistance in this area. Applicants need someone they are both comfortable and can be honest with to assist them in this preparation process. Most importantly, applicants need someone who will be able to view their performance honestly and objectively, and who can offer good constructive criticism.

Common interview questions can be found on several online sites. Applicants will want to look over several lists of questions to get the most rounded idea of the kind of information they may be asked to provide about themselves and their abilities. The greater variety of questions applicants are able to answer, the greater their ease will be during the interview process. Applicants will want to feel calm and relaxed, knowing that they have done their best to prepare themselves for the questions that may come their way. There is no way to prepare for every possible question that an employer could ask, but by becoming familiar with as many questions as possible, and being practiced and comfortable answering them, applicants will have a greater chance of positively representing themselves and their abilities.

Written responses to the most common interview questions, or the questions each applicant feels that they would have the most difficulty answering on the spot can provide an extra step towards preparation. The Job Coach may assist the Applicant in developing a list of the 20 “most difficult” questions, and then prepare written responses to each. These written responses should effectively answer the Interviewer’s inquiry, then smoothly transition into a brief rendition of one or more aspects of the Applicant’s “pitch” (usually the 3-4 key characteristics which match the Applicant to the job).

The Applicant should vocalize these responses, during the development phase, so that they can be revised and tailored to his/her style of speech. Each of the 20 most difficult interview question/answer items are drafted on separate sheets of paper, with the responses in large, bold, capitalized font, double or triple spaced, so that the Applicant can read them easily, with a brief glance. Highlighting every other line of the response in different colors can also help “guide the eye”.

These 20 Interview Q/A exercises should then be rehearsed (aloud), with the Job Coach reading the question, and the Applicant reading the response. (For additional independent practice, the 20 questions can be audio or video recorded.) As the responses are learned, the Applicant will need to look down at the “crib sheets” less and less frequently.

When familiarity with the material increases to a point *nearing* memorization, and the Applicant no longer needs to look down at the “crib sheets”, they can be discarded. Rehearsal continues with a mirror or video monitor in place, to help the Applicant refine his/her delivery. Friends and relatives may be drafted to read interview questions, to provide variety.

Finally, an “interview dress rehearsal” should occur, preferably with someone that the Applicant considers to be an “authority figure”, asking the 20 questions. The Applicant should dress as he/she would for an actual interview. This exercise should be conducted in an office setting, with the Applicant knocking and entering, then going through an introduction and other logical preliminaries, prior to initiating the mock interview. This process can be repeated as often as necessary.

The Job Coach need not be concerned that the Applicant will deliver rote/memorized responses, during an actual interview. One advantage of this preparatory technique is that the Applicant will have developed a set of coherent response *components*, which can be applied to a wide variety of questions, in an actual interview. Most importantly, though, is the sense of confidence that the Applicant will acquire... something that often makes a critical difference, in actual job interviews.

Applicants must do their homework and find out as much as possible about the position and the employer before the interview. The Occupational Outlook Handbook can be used to find good descriptions of jobs and what they entail. The Applicant can also find job descriptions by entering the DOT Code into any search engine. Online searches for information about the employer can be helpful too. Learn as much as you can about the industry as well. Applicants should have a couple of questions in mind, to ask at the end of the interview. Remember: The *wrong answer*, when the Interviewer asks if the Applicant has any questions, is “No”.

- **Helpful Hints for Job Coaches, in the Accommodation Process:**

Early and frequent contact with the employer is essential. Become the go-to person for issues concerning Client's work-adjustment. Give the employer one or more reliable ways to contact key staff. Get a release, detailing which aspects of Client's disability condition(s) can be discussed with employer. Establish contact with Client's family, roommate, or support-person, and find out who needs to be notified in case of emergency.

Contact employer's EAP (Employee Assistance Program), to see what services/resources are available. Explore Client's rights under the ADA. Contact JAN (Job Accommodation Network; <http://askjan.org>) for info. & assistance. It would seem advisable to encourage a support person or team, possibly a family member(s) familiar with the effects of the disability, to be part of the process. With assistance from Client's treatment team, determine how quickly the disability condition may progress (This will help in ascertaining the long-term accommodations that may need to be made.). *In some cases*, as the disability condition progresses, job-related tasks will likely become more difficult to perform. Provide accommodations so that the employee is able to continue working as long as possible, which may help to preserve an income and independence, as well as increase self-esteem. Monitor Client's performance to ensure the accommodations are effective (some adjustments or changes in accommodations may be necessary). Keep in mind that a reassignment may become necessary in some situations.

Prepared by:

CLINT DELONG, MA,CRC,CVE,CRV(D)

#### Appendices

1. Abbreviations, Codes & Values
2. Transferable Skills from Previous Employment

## Appendix 1: EXPLANATION OF ABBREVIATIONS, CODES & VALUES

Notes regarding GED, aptitude, coordination, dexterity, physical demand, environmental tolerance, exertion levels, durations & other vocational codes ((*Source: U.S. Department of Labor, FLDEO & McCroskey Vocational Quotient System*):

<u>Cognitive Aptitudes</u>	<u>Perceptions</u>	<u>Coordination/Dexterities*</u>
<b>R</b> =Reasoning	<b>S</b> =Spatial Perception	<b>K</b> =Motor Coordination
<b>M</b> =Math	<b>P</b> =Form Perception	<b>F</b> =Finger Dexterity
<b>L</b> =Language	<b>Q</b> =Clerical Perception	<b>Md</b> =Manual Dexterity
	<b>C</b> =Color Perception*	<b>E</b> =Eye-Hand Coordination

\* *Not measured in Remote Vocational Evaluation (RVE); Established via Average Worker rating or work history (if higher), unless provided in referral data.*

(Levels shown below are to be interpreted with respect to estimated general population norms)

### GED (General Educational Development)

- 6** (Above Average) = approximately the top 20%
- 5** (High Average) = approx. 60-80%ile
- 4** (Mid Average) = approx. 40-60%ile
- 3** (Low Average) = approx. 20-40%ile
- 2** (Below Avg.) = approx. 6-20%ile
- 1** (Very Below Avg.) = approx. bottom 5%

### Aptitudes

- 5** (Above Average) = approximately the top 20%
- 4** (High Mid- Average) = approx. 50-80%ile;
- 3** (Low Mid-Average) = approx. 20-50%ile
- 2** (Below Avg.) = approx. 6-20%ile
- 1** (Very Below Avg.) = approx. bottom 5%

### Physical Demands

- 1** Lift, Carry, Push, Pull, Sit, Stand, Walk
- 2** Climb (Stairs, Ladders, Scaffold)
- 3** Bend, Stoop, Crouch, Squat, Kneel
- 4** Reach, Handle, Finger, Feel
- 5** Talk/Hear, Write Orders, Write Phone Messages
- 6** See Close-up, See Far-away

### Environmental Tolerances

- 1** Weather
- 2** Extreme Cold
- 3** Extreme Heat
- 4** Damp, Humid, Wet
- 5** Noise
- 6** Hazards, Heights
- 7** Dust, Fumes, Odors, Mist, Gas



Exertion Levels

- 5 (Very Heavy Duty) = 100# or more
- 4 (Heavy Duty) = 50# to 100#
- 3 (Medium Duty) = 20# to 50#
- 2 (Light Duty) = 10# to 20#
- 1 (Sedentary) = 0# to 10#

Durations

- Occasional** = no more than 1/3 of the time
- Frequent** = 1/3 to 2/3 of the time
- Continuous** = 2/3 or more of the time. (Source: U.S. Department of Labor)

Other Vocational Codes

- DOT** – Dictionary of Occupational Titles code
- VQ** – Vocational Quotient: An indicator of job difficulty
- TS** – Transferable Skills Percentage
- VA** – Occupational Values & Needs Agreement
- VIPR**- Vocational Interest Personality Reinforcer (Work-Personality) Type
- \$Avg** - Average wage
- Starting** – Average starting wage

**SVP** – Specific Vocational Preparation: 1= Short Demo Only; 2 = Up to 30 Days; 3 = 30 to 90 days; 4 = 90 to 180 days; 5 = 6 to 12 months; 6 = 1 to 2 years (Cert./AA); 7 = 2 to 4 years (AA/BA/BS); 8 = 4 to 10 years (MA/MS/PhD); 9 = over 10 years.

**Training Requirements:**

- A: associate degree
- B: bachelor's degree
- HS: high school diploma or GED
- M+: master's, doctoral or professional degree
- NR: no formal educational credential required
- PS: postsecondary non-degree award

**Regarding DOT Job-Title Data:**

**Ratings** which reach critical level (VQ=>108/116;TS=>40%/60%;VA=>70%/75%) are bolded or bold/highlighted; VIPR=**ENFJ**.

**VIPR** => any 3 of ENFJ are bold/highlighted; **VIPR** => any 2 of ENFJ are bolded.

**Titles** featuring 3 bolded values are bolded.

**Titles** featuring 4 bolded values are bold/highlighted.

**Regarding Labor-Market Data:**

Potentially Suitable Local Occupations (w/SOC Code)	2021 Entry Wage	2021 Avg. Wage	2021-2029 Growth Rate%	Local Openings	Tng Rqmt
6,7	1	2	3	4	5

Notes:

1. Entry Wage figures => **\$15/hour** are bolded; => **\$17/hour** are also highlighted.
2. Avg. Wage figures => **\$24/hour** are bolded; => **\$30/hour** are also highlighted.
3. Growth rates => **10%** are bolded.; => **15%** are also highlighted.
4. Annual openings => **300** are bolded; => **1K** are also highlighted.
5. Training Requirements (see \* below)
6. **Occupation Titles** are bolded if 3 parameters are bolded, or if 2 are bold/highlighted.
7. **Occupation Titles** are bold/highlighted if 4 parameters are bolded, or if 3 are bold/highlighted.