

**Innovate+Educate (I+E) built a competency-based assessment for manufacturing and partnered with the Workforce Development Institute (WDI) to validate it.**



WORKFORCE  
DEVELOPMENT  
INSTITUTE

**core score**  
skills made visible



## **What is the Assessment?**

The Manufacturing Core Score Assessment tests the knowledge and behaviors necessary to succeed as a manufacturing professional in today's work environment.

The assessment will help:

- Support employers' hiring and promotional decisions with a signifier of core competencies mastery.
- Provide manufacturing professionals regardless of educational background with a common credential recognized across the industry.

Core Score is the first assessment that predicts both job competencies as well as performance. The assessment may be used to analyze potential skill gaps, and match candidates to appropriate training opportunities. The Core Score Manufacturing assessment addresses the following key indicators for job readiness and success:

- Work Ethic
- Open to Learning
- Collaboration
- Customer Focus

Importantly, Core Score has been successful in identifying high-performers with the assessment's use of both norm- and criterion-referenced development strategies.

# Assessment Validation

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## Benefits of Participating in the Validation Process

Participating manufacturers will have access to the Core Score Manufacturing assessment tool for **no fee through January 2020**. These companies will also be recognized as validation partners in materials for Core Score Manufacturing and will be represented as leaders in the movement to solve workforce pipeline issues in New York and Manufacturing.

## Why does it need to be validated?

We need your help to make sure the assessment is usable and makes sense. The validation phase is a crucial step to establish that the assessment measures what it is supposed to and is predictive of future performance. We are looking for incumbent workers to take the draft of the Manufacturing Core Score Assessment and managers to complete a follow-up survey to provide data for analysis of assessment's accuracy.

## What is Involved in Participating in the Manufacturing Sector Validation Pilot?

Each participating manufacturer will identify high performers, and individuals who would not be considered high performers. These individuals will take the assessment online, either on their own or company time. Core Score takes most people about 30 minutes to complete.

For each participating individual, employers will then complete a Performance Rank Survey (PRS). Each PRS will take about five minutes to complete. The survey should be completed by the participant's supervisor, manager, hiring manager, or other individual who has familiarity with the participant's performance. The PRS may be completed on paper or online.

# Validation Process for Participating Employers

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## Step 1: Identify and share with managers who supervise relevant staff



Please identify the departments and managers who supervise these types of staff, ask them to participate in this initiative, and share this document and relevant links. (See *template email you can use on page 4.*)

## Step 2: Managers select participating staff and share the survey with them



Managers then select members of their staff to complete the validation [assessment](#). We are looking for a roughly equal number of Top Performers and Everyday Staff to participate in the validation study, which should take ~30min online to complete.

- **Top Performers:** Super-star employees you would happily hire again or consider promoting.
- **Everyday Staff:** Employees whose performance contrasts with top performers so we can determine if the assessment is predictive.

## Step 3: Managers with participating staff complete the Performance Rank Surveys (PRS)



Managers will be required to complete a performance rank survey for each incumbent taking the assessment. This will help identify top performers and everyday staff. The PRS survey can be accessed at this link [\[PRS\]](#) and should take ~5mins to complete.

## Step 4: Employer validation – Innovate+Educate complete analysis



After managers and incumbent staff complete their sections of the validation assessment, Innovate+Educate will work through the statistical analysis, make any revisions to the assessment, and follow through on next steps. WDI will share updates on the initiative with all participating employers.

# Sample Email to Send to Participating Managers

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Provided on this and the next page are template emails you and participating managers can use. Feel free to edit or customize as you feel appropriate for your organization or circumstance.

Dear [Department Heads, Managers etc],

Our organization is partnering with the Workforce Development Institute ([wdiny.org](http://wdiny.org)) to pilot and validate a competency assessment for identified manufacturing core competencies. Once validated, this assessment will help us hire the most qualified people and will help those looking for careers in manufacturing to know what skills to develop.

Please identify (#) top performers and (#) everyday staff whose performance you think contrasts with your top performers. Once you have identified potential participants, please ask them to participate in this initiative (you can find a template email to send them attached to this email) and provide them with this link [ny.corescore.jobs](http://ny.corescore.jobs). We are asking that all participating employees complete the assessment by (#). The assessment should take staff approximately 15 minutes to complete.

For each employee who completes the assessment you will be required to complete a Performance Rank Survey. It can be access via ([this link](#)) and takes less than five minutes per person to complete.

We sincerely appreciate your participation in assisting with the validation of this assessment.

Thank you,

# Sample Email to Send to Participating Staff

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Dear [Staff Member],

Please participate in helping us validate a brief assessment with one of our partners *The Workforce Development Institute*.

WDI has worked with us and other manufacturing industry leaders to develop a set of core competencies essential for today's workforce. To help us identify the most qualified people to join our organization we are partnering with WDI and Innovate+Educate to develop an assessment based off these core competencies. Our organization is helping ensure the assessment is valid, and eventually you will be able to take the final assessment to have a meaningful credential you can put on your resume.

I believe you are a good candidate to help validate the Core Score assessment and would appreciate your participation in this initiative. Please visit [ny.corescore.jobs](https://ny.corescore.jobs) and complete the manufacturing core competencies assessment. The assessment can be taken on a computer or mobile device and will take approximately 30 minutes to complete. Your results will be kept anonymous and will not be shared with management.

After you are done, I will need to complete some supplemental information. Please let me know when you have submitted the assessment so I can do my part.

Thank you,

# Participation

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## Why Participate as a Manufacturer?

Workforce Development Institute (WDI) has partnered with I+E to “validate” Core Score In the Manufacturing sector. WDI regional staff report that manufacturers across the state cannot find a skilled workforce. Problem areas include the lack of an adequate pipeline for entry level positions, and the lack of adequate skills in incumbent workers. At the same time, there is an “available” population that is being left out of the workforce entirely. With unemployment levels at historically low levels, and many employers projecting significant retirements, it is clear we need to identify new mechanisms to develop a skilled workforce for manufacturing.

A competency assessment helps bridge the gap in the workforce and is a mechanism to assess an individual (either for a job or for a promotion opportunity) based on a “filter-in” method of an individual’s skills, rather than the more traditional “filter-out” assessment/screening method of education and experience.

A good competency assessment is valuable from both the employer and employee perspectives:

- A validated assessment can be a much better predictor of on-the-job success than traditional hiring and screening mechanisms.
- It can help the employer cast a wider net when seeking a skilled workforce. It can also help qualified individuals obtain a job that they may have previously been screened out of due to lack of education and/or experience.
- It can indicate whether the employee is qualified for a position and, if not, inform the employee (and employer) what skills (not degrees) need to be obtained so that the employee can become qualified.

## Contact Information

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We would love your participation in this initiative! If you have any questions or need support, please reach out to us at the contact information below.

### Information about or participation in the initiative:

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### Technical assistance or information about assessment methodologies:

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