Career Test Pro v. 1.0

Table of Contents

One day my wife asked me to see if I could find a program on the internet that would assess her abilties to find her a new career.   After over a week of looking, all I could find were four programs - one was about a hundred bucks and offered a PDF file to demonstrate the features of the program that you could look at before you ordered it.   From the looks of this PDF file, it looked more like a career tracking program than an assessment program.   The other programs were meant for Businesses, High schools and Colleges and were over $1000 each!!   Then we found a book, "Discover What You're Best At" at a local bookstore - after looking it over, it occurred to me that the info in the book would lend itself quite well as a computer program.   Thus, *Career Test Pro*   was born.

The tests are six multiple choice tests designed to determine your aptitudes in Business, Clerical, Logical, Mechanical, Numerical and Social areas.   Each test consists of 54 to 78 questions and have time limits of 22 to 30 minutes.   Each question has four possible answers.   After each test is finished, the results of the test are shown and <u>saved temporarily</u> to the *Career Test Pro* directory.   If someone else takes the same test and finishes it, the saved tests are automatically replaced by the new test results.   Once you have completed all tests, you may <u>save the final results</u> under a personal filename that can be loaded later at any time.

This program was written in Visual Basic 5.0.   This program will run on Windows 95, Windows NT 4 or greater and Windows NT 3.51 with Service Pack 5.   It has been thoroughly tested on all platforms, but the text files may still have a few spelling errors.

Click <u>here</u> for an example question.

Answer each question by double clicking on the <u>radio button</u> in front of the answer that you want to select.   If you have trouble double-clicking, click the radio button once and then click the Next button.   If you want to go back to the previous question, click the Previous button.   You should try to answer all questions in the time given.   If the time runs out, the unanswered questions are considered wrong but you are given some credit in calculating your score.   For details on this, you should consider buying <u>the book</u>.   If you skip some tests and get to the last few questions, a button appears to the right of the Submit button. Clicking this button allows you to jump to unanswered questions, without having to look for them.

The program will automatically score your tests.   Your scores for each test will vary from Very Low to Very Superior.   Different thresholds are used for High School students.   The three strongest aptitudes are used to determine your career choices.   To examine the actual process the program uses, you may want to buy the book.   The scoring used by the program includes clusters for both possibilities if your third and fourth strongest aptitudes are tied.   If you have been given more than one cluster, a list box will appear in the bottom right corner of the text area.   You can use this list box to select a particular cluster to narrow down your career choices.

After you have taken all the tests, you are given a summary of your aptitudes, your cluster group or groups and one or more <u>drop-down list boxes</u> will appear in the grey answers area of the form.   Each list box displayed will indicated the type of schooling required by the careers in its list.   The possible choices are: High School and Apprenticeship, Two-Year Degree and Certification, Four-Year Degree, and Graduate School.   By clicking on the items in the list(s), you can display a short description of that job in the text area of the form.   To export the description, click on the copy to clipboard icon in the toolbar next to the Submit button.   You can then paste the text into your word processor.

Once you have taken all the tests and are given your test results and cluster group(s), you may save your results in a seperate file.   Select File from the menu bar and Save from the drop down list.   You may also select the Save icon on the toolbar next to the Submit button. Click on the single text box and enter a filename for your file.   An extension of `.job` is added to the filename when it is saved.

To load your saved results back in, choose File from the menu bar and select Open from the drop down list.   You may also use the Open file icon on the toolbar next to the Submit button.   Select a file from the file list box on the right. Click OK to load the file.   The open option is available once all of the tests have been taken.   To disable the open option, delete the temporarily saved files from the *Career Test Pro*   directory before running the program.

The print option becomes available after you have taken all the tests or have loaded any saved results.   Select File from the menu bar and select Print from the drop-down list.   You may also select the Print icon from the toolbar next to the Submit button. If you do not have a default printer selected or if you do not have a printer at all, you will receive an error message.   Otherwise, a window will open up to allow you to select your print options.   Radio buttons will appear on this form to allow you to select which list you want to print.   The default is All Lists.   A checkbox under these radio buttons, Details, allows you to include the short description for each item of the list in the printout.   The Fontsize drop-down list box can be used to select the size of the text that gets printed out.   The default is 12 pitch text.   Click the Print button to print the list to the default printer.

The information in this program is based on the book Discover What You're Best At by Barry and Linda Gale.   This book retails for around $12.   If you want to get the most out of this program, it is suggested that you buy this book.

The tests are saved in the files save0.txt to save5.txt.   If these files exist, the next time someone takes the test, they are given the option of using the results from the previous session.   This allows a subject to skip a test he or she has already taken.   To disable this feature, erase these files before taking the test.   You can have the program erase these files automatically by checking the Erase Temporary files on exit item under Options on the menu bar (in debug mode).

Here is an example question:

Which city is furthest south:

a) New York, NY
b) San Antonio, NM
c) Pheonix, AZ
d) Portland, OR

The answer would be c.   Although San Antonio is further south, it is not in New Mexico, so it is not the right answer. These types of trick questions are used rarely in the tests, but you need to be aware of their existance.

A radio button is a button on a form that is grouped with other buttons on the same form.   Only one button on the form may be selected at a time.

By default, Career Test will ask you if you are in High School when it first starts up.   You can change this so that question is not asked in <u>debug mode</u> by selecting Options from the menu bar and checking either All users are in High School or All users are Not in High School from the drop down list.

Debug mode is a special mode for instructors or anyone using this program on a lot of people.   It allows you to check the items in the Options menu selection.   It also allows you to generate scores randomly (by clicking Submit for each test),   see all the answers to all the tests (after the Question # of # indicator),   and view all careers by cluster (enter the cluster group in the text area of the cluster list box and the results will be for the cluster group you entered.   Debug mode also allows you to add careers to the database.   To find out how to enable Debug mode, contact enegus@teleport.com

If Select Careers using Tab strips is selected by choosing Options from the menu bar, the career selection drop down lists are replaced by notebook style tabs with a single list box whose contents are selectable by clicking one of the tabs.   A description can be brought up by clicking any item in the listbox.   All other items in the Options menu can only be enabled in <u>debug</u> mode.

Options available only from debug mode:

Add a new career to database: Brings up a form to allow you to add new careers to the database.   Just fill in the blanks and click the Add this item button.   If you have used this option before, another button appears to the left of it to allow you to undo the last modification.   No spelling checks are done, so be sure everything looks ok before clicking Add this item, as there are no editing tools built into the program.

All users are in High School: Supresses the Are you currently in High School? message that normally appears when *Career Test Pro* is started up.   The message is automatically answered with **YES**.

All users are Not in High School: Supresses the Are you currently in High School? message that normally appears when *Career Test Pro* is started up.   The message is automatically answered with **NO**.

Erase Temporary files on exit: The saved temporary files will be automatically erased when you exit *Career Test Pro* when this option is checked.

Error when Scores are too low: When checked an error is generated when *Career Test Pro* can not generate any clusters after all tests are finished.   When unchecked, the "bum" option is the only option available, but no other error messages are generated.

When you exit the program from debug mode, all values under the Options menu are automatically saved and will be in effect the next time anyone uses *Career Test Pro.*