Developing the Next Generation Workforce for the Furniture Industry
If you want to walk on water... you have got to get out of the boat.
Recruitment
Application
Assessment
Pre-employment Training
What does a “Qualified” person look like?

ICC
Job P.A.S.S.
Physical Assessment and Skills Simulation

WorkKeys®
- Upholsters

- Applied Mathematics 4
- Reading for Information 3
- Locating Information 4
The computer-based portion of Job P.A.S.S evaluates a variety of physical skills using a unique operating system. This operating system allows all job candidates to be on a “level playing field” when testing no matter their prior computer experience.

Sub-test Categories
- Placing
- Color Discrimination
- Reading
- Size Discrimination
- Shape Discrimination
- Short-term Visual Memory
- Spelling
- Vocabulary
- Mathematics
- Language Development (Editing)
- Problem Solving
- Eye-Hand-Foot Coordination
Dynamic Physical Capacities puts the job candidate in a shipping and receiving situation. To complete this exercise, one must be able to read invoices in order to pack and unpack cartons correctly. The weight of the cartons increases as the exercise progresses. The exercise contains two sections; one tests abilities to carry out work rated at increasing strength levels while the other focuses on endurance.

Assesses
- Strength and endurance
- Climbing
- Balancing
- Stooping
- Reaching
- Handling
- Standing
- Walking
- Carrying
- Lifting
- Feeling
- Pushing
- Pulling
- Seeing
Machine Tending

The machine tending portion of Job P.A.S.S. requires the job candidate to follow the pattern on three pre-printed cards, using the machine tending tool and a marker. The cards can be moved up/down and left/right. It is necessary that the marks stay inside the gray area. Marks that touch the side of the pattern results in a point deduction. The job candidate must use the correct form (as explained in the directions) and complete as much of the exercise as possible in a set time frame.

Assesses

- Ability to follow instructions
- Eye-hand coordination
- Speed and accuracy
Warehousing Simulation

The Warehousing Simulation offers job candidates the opportunity to show a variety of skills. In this assessment, four shapes (in varying colors of red, yellow and blue) are shown on a computer screen. The job candidate must take a cart and retrieve the correctly colored shapes from bins. The computer tracks how many cycles are completed in the allotted time and the length of each cycle. Half of the assessment involves gathering the correct pieces while another activity of this exercise includes replenishing the parts in the correct bins.

Assesses

- Ability to follow directions
- Memory
- Color coordination
- Speed and accuracy
- Endurance
- Shape discrimination
- Pushing and pulling
Whole Body Range of Motion

Whole Body Range of Motion evaluates the effects of kneeling, bending, stooping, repeated crouching and overhead reaching on various work-related physical skills. The job candidate must remove threaded bolts holding shapes on a panel, move the shapes to another panel and screw the bolts back in place. The assessment requires the job candidate to move the shapes four different times.

Assesses
• Whole body range of motion
• Agility and stamina through body movements of the neck, trunk, arms, hands, legs, and fingers

Requires
• Significant finger dexterity
• Manual dexterity
• Form perception
• Motor coordination
• Eye-hand-foot coordination
Align/Drive

The align/drive portion of Job P.A.S.S. uses a block, bar, ball peen hammer, mallet, adjustable wrench and punch. The object of the exercise is to move the bar through the block. The job candidate must use the correct tools (as explained in the directions) and complete the exercise in a set time frame.

Assesses

- Ability to follow instructions
- Eye-hand coordination
- Wrist movement
- Hand movement
- Finger dexterity
- Speed and accuracy
The wiring portion of Job P.A.S.S requires the job candidate to lift pegs from a box using forceps. When the peg is lifted, wire must be threaded through the hole in the top of the peg. The threading gets more difficult as the exercise progresses. The job candidate must use the correct form (as explained in the directions) and complete the exercise in a set time frame.

Assesses

- Ability to follow instructions
- Finger dexterity
- Wrist movement
- Hand movement
- Eye-hand coordination
- Speed and accuracy
ICC Job Pass – Manual Dexterity

**Manual Dexterity**

<table>
<thead>
<tr>
<th>Low Job Candidate</th>
<th>Align</th>
<th>Drive</th>
<th>Machine Tending</th>
<th>Wiring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td></td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>High</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Manual Dexterity**

<table>
<thead>
<tr>
<th>Align</th>
<th>Drive</th>
<th>Machine Tending</th>
<th>Wiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1 - Best Possible Score
5 - Lowest Possible Score

Comments:
### ICC Job Pass – Compass Computer Score

<table>
<thead>
<tr>
<th>Compass Computer Scores</th>
<th>Color</th>
<th>Memory</th>
<th>Placing</th>
<th>Shape</th>
<th>Size</th>
<th>EHF</th>
<th>Prob. Solving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Job Candidate</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>High</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Compass Computer Score

- **Color**: 6 (Low), 1 (Job Candidate), 1 (High)
- **Memory**: 6 (Low), 1 (Job Candidate), 1 (High)
- **Placing**: 6 (Low), 1 (Job Candidate), 1 (High)
- **Shape**: 6 (Low), 1 (Job Candidate), 1 (High)
- **Size**: 6 (Low), 1 (Job Candidate), 1 (High)
- **EHF**: 6 (Low), 3 (Job Candidate), 1 (High)
- **Prob. Solving**: 6 (Low), 2 (Job Candidate), 1 (High)

1 - Best Possible Score | 6 - Lowest Possible Score
Hard Skills

On-The-Job Training
Customized Training
EDGE
Ethics  Discipline  Goals  Employment

Self Awareness
- Personality profiling
- Communication skills for different personalities
- How others perceive you
- Emotional intelligence
- Generational differences

So You Had a Bad Day
- Conflict resolution
- Dealing with change
- Be a fixer, not a finger pointer
- Problem solving
- Contingency planning - Plan B

Communication Skills
- Phone etiquette and best practices
- Email etiquette
- Face to face - nonverbal and tone

Goal Setting and Time Management
- Time management for personality style
- Prioritizing tasks
- Time wasters and distractions
- Electronic device policies and best practices

Role of Employer and Employee
- Following company policies and procedures
- Willingness to learn and adapt
- Initiative and accountability
- Drug screens and background checks
- Work ethics, honesty, choices

Professional Image
- How and what appearance communicates
- Dress and grooming
- Company uniforms and/or dress code policies
- Gray area - tips for when there is no set policy

Banking and Financial
- Personal banking and credit management
- Making wise financial choices and avoiding credit pitfalls

Give yourself the EDGE with ICC's twenty-four hour work essentials program. These classes are designed to assist job seekers with the skills needed in obtaining and keeping a job. Also, valuable life skills are included in this program to enhance a completer's portfolio and chance of long term success.

ICC Essential Work Skills Program
Assessments

Manufacturing Skills Basic Certification

Career Choice / Workforce Certification (Multi-Skill)

Industrial Maintenance

Machining

Facility Maintenance

Degree Programs

Industrial Maintenance Degree

Machining Degree

HVAC

Customized Training

National Industry Recognized Certification
Manufacturing Skills Basic Certification

- Basic Computer/Employability: 10hr
- 10hr OSHA: 10hr
- CPR Cert.: 12hr
- Blue Print Reading: 15hr
- Precision Measurement: 15hr
- High Performance Mfg: 30hr

30 hr
15 hr
10 hr
12 hr
4 hr
Manufacturing Skills Basic Certification

**Lean Mfg. 19.5 hrs**
- Lean Mfg. Principles
  - 5S
- Value Stream Mapping

**Quality (10.5 hrs)**
- Quality Tools (Incl. SPC)
  - ISO 9001

High Performance Mfg (30 hrs)
Ergonomics

Workplace Injuries?

LEAN
Quality
Leadership
Practical energy services include the analysis of and consultation for the following:

- Infrared thermography
- Lighting
- Compressed air
- HVAC
- Motors, conveyors, hand tools
- Recoverable energy wastes (water)
Every day when the sun comes up......