The ASVAB Career Exploration Program Recruiter Guide

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Published by the U.S. Department of Defense, Washington, DC

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Responsibility for the research and development of the DoD ASVAB Career Exploration Program resides with the Defense Manpower Data Center, DoD Center-Monterey Bay, 400 Gigling Road, Seaside, CA 93955-6771.

Foreword
The ASVAB Career Exploration Program Recruiter Guide is designed to introduce you to the Department of Defense ASVAB Career Exploration Program and show you how to use the ASVAB Career Exploration Program to meet your recruiting goals. This guide should be used in conjunction with the following resources which can be obtained via the internet or directly from United States Military Entrance Processing Command (USMEPCOM):

- www.asvabprogram.com
- Exploring Careers: The ASVAB Career Exploration Guide
- ASVAB Career Exploration Program Overview Guide
- www.careersinthemilitary.com
- The ASVAB Career Exploration Program Counselor Manual

For recruiters, the ASVAB is a powerful tool that broadens and strengthens recruiting efforts.
Introduction

The ASVAB Career Exploration Program

The ASVAB Career Exploration Program is a comprehensive career exploration and planning program that includes a multiple-aptitude test battery, an interest inventory, and various career planning tools designed to help students explore the world of work.

The ASVAB test is the most widely used multiple-aptitude test battery in the world. The ASVAB provides students, as well as their counselors, information about their current academic strengths and abilities in eight different areas that can ultimately aid them as they explore potential educational and career opportunities awaiting them after high school.

The ASVAB Program is offered as a public service to the community, providing students the opportunity to explore their own interests and abilities.
Through the ASVAB Program, students can learn about the occupational and training opportunities available to them both in and outside of the military. Some students may not choose to enter the military right after high school, but they may make the decision to explore the military later based on what they learned during their ASVAB Career Exploration Program experience. Annually, approximately 10% of all applicants use a high school test score to enlist.

DoD uses ASVAB to identify potential recruits. As a recruiter, focus on testing as many junior and senior high school students as possible.
<table>
<thead>
<tr>
<th>TEST</th>
<th>DESCRIPTION</th>
<th>TEST TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Science (GS)</td>
<td>A 25-item test measuring knowledge of life science, earth and space science, and physical science.</td>
<td>11 minutes</td>
</tr>
<tr>
<td>Arithmetic Reasoning (AR)</td>
<td>A 30-item test measuring ability to solve basic arithmetic word problems.</td>
<td>36 minutes</td>
</tr>
<tr>
<td>Word Knowledge (WK)</td>
<td>A 35-item test measuring ability to understand the meaning of words through synonyms.</td>
<td>11 minutes</td>
</tr>
<tr>
<td>Paragraph Comprehension (PC)</td>
<td>A 15-item test measuring ability to obtain information from written material.</td>
<td>13 minutes</td>
</tr>
<tr>
<td>Mathematics Knowledge (MK)</td>
<td>A 25-item test measuring knowledge of mathematical concepts and applications.</td>
<td>24 minutes</td>
</tr>
<tr>
<td>Electronics Information (EI)</td>
<td>A 20-item test measuring knowledge of electrical current, circuits, devices, and electronic systems.</td>
<td>9 minutes</td>
</tr>
<tr>
<td>Auto &amp; Shop Information (AS)</td>
<td>A 25-item test measuring knowledge of automotive maintenance and repair, and wood and metal shop practices.</td>
<td>11 minutes</td>
</tr>
<tr>
<td>Mechanical Comprehension (MC)</td>
<td>A 25-item test measuring knowledge of the principles of mechanical devices, structural support, and properties of materials.</td>
<td>19 minutes</td>
</tr>
<tr>
<td>TOTALS</td>
<td>200 Items</td>
<td>134 minutes</td>
</tr>
<tr>
<td>ADMINISTRATIVE TIME</td>
<td></td>
<td>36 minutes</td>
</tr>
<tr>
<td>TOTAL TESTING TIME</td>
<td></td>
<td>170 minutes</td>
</tr>
</tbody>
</table>
Recruiter Benefits

Why should you take the time to promote the ASVAB Program? How will it help you? What will you gain from it? First and foremost, the ASVAB Career Exploration Program is an excellent recruiting tool that broadens and strengthens your recruiting efforts. You gain exposure to schools, students, and parents, and you also receive a list of students who are qualified for Military Service. The ASVAB Program provides you with the following specific benefits:

Access to Educators, Parents, and Students

By promoting the benefits of ASVAB Career Exploration Program and its resources, you get the opportunity to discuss the many aspects of military life with groups of educators, parents, and students, thus enabling you to introduce other DoD-provided career information and counseling materials to young men and women making decisions concerning their future career plans. Pre- and post-test activities conducted at schools also provide opportunities for you to enhance communication and rapport while delivering valuable information in an environment in which students are comfortable.

The ASVAB Career Exploration Program and the associated resources provide you with an easy method of getting to know students and the people who can influence their decisions.
Educator Support

By offering a free testing service and a comprehensive career exploration program, you can develop beneficial relationships with educators - principals, counselors, classroom teachers, athletic coaches, and club advisors. These relationships are vital because educators play an important role in student career-decision making.

You will likely gain positive support from these educators by cooperating with them and by providing information on the ASVAB Program and military career and educational opportunities. By doing so, you will gain respect and credibility and expand your base of support in the educational community. Additionally, your ability to assist counselors and students in the interpretation of ASVAB test results, and the use of the program's other materials, will contribute to a successful recruitment mission.

You can present information about the program at special events and educator briefings. You may want to conduct a teacher-recruiter workshop before the school year starts to explain the program in detail, as well as its career exploration tools and benefits. If you would like to hold special events like these at a school, you must coordinate with your local Education Services Specialist (ESS).

Recruiter Service Printout

The ASVAB Program provides recruiters with a Recruiter Service Printout that lists students' scores, except sophomore. From this printout, you can easily see who is qualified for Military Service. The Recruiter Service Printout contains individual test scores that are valid for enlistment for up to two years.

Who wouldn't want their kids to take the ASVAB test?
It's a free test. It's going to tell them what areas they excel in. Plus, if they do have a military interest, it's one-third of the step out of the way of being able to qualify for one of our programs.

Army Recruiter

To effectively communicate the benefits of the ASVAB Career Exploration Program to educators, you MUST have a complete understanding of the ASVAB Program and the resources associated with the program.
As a general rule, the following release options are provided to the school along with the test scheduling letter. The school selects a release option in consultation with a member of the Military Entrance Processing Station (MEPS) during the scheduling of the ASVAB test.

If a school is tested with Options 1 through 6, you will receive an ASVAB Recruiter Service Printout. This printout is your working document and provides you with the information necessary to use ASVAB results for recruiting. It contains a list of students and their test scores, as well as an indication of each student's future plans.

The information on your Recruiter Service Printout covers only juniors, seniors, and postsecondary students. It includes:
- Student's Personal Data (name, grade, sex, social security number, address, and phone number),
- Student's ASVAB and Armed Forces Qualification Test (AFQT) scores,
- Student's plans after graduation (undecided, work, military or college), and
- Student's standard test scores along with composite scores used by each Service. For more on composite scores, see the section entitled Career Counseling and Test Results in this Recruiter Guide.

### Table 2. Release Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No special instructions. Release results to recruiting Military Services 7 days after test scores are mailed.</td>
</tr>
<tr>
<td>2</td>
<td>Release results to recruiters 60 days after test scores are mailed. No recruiter contact prior to that time.</td>
</tr>
<tr>
<td>3</td>
<td>Release results to recruiters 90 days after test scores are mailed. No recruiter contact prior to that time.</td>
</tr>
<tr>
<td>4</td>
<td>Release results to recruiters 120 days after test scores are mailed. No recruiter contact prior to that time.</td>
</tr>
<tr>
<td>5</td>
<td>Release results to recruiters at the end of the school year. No recruiter contact prior to that time.</td>
</tr>
<tr>
<td>6</td>
<td>Release results to Military Services 7 days after test scores are mailed. No telephone solicitations by recruiter based on the student names provided with the listing of student results.</td>
</tr>
<tr>
<td>7</td>
<td>Not valid for enlistment purposes. Results not released to recruiting Military Services.</td>
</tr>
<tr>
<td>8</td>
<td>No recruiter contact from this listing of student results. Results not released to recruiting Military Services.</td>
</tr>
</tbody>
</table>

It is vital that you honor whatever release option has been chosen by the school.

The combination of a student's standard test scores and composite scores, indications of plans after graduation, and school instructions will help you identify your best prospects for recruitment. By helping you to identify your best prospects, this system helps you "work smarter."

It's also important to note that each Service has its own policies for qualifying prospects. You should check with your recruiting regulations to determine these policies.
Figure 1. ASVAB Recruiter Service Printout

BROWN, ROBERT E.  
GRADE: 11 SEX: M  
123-45-6789 DOB 870101 POP- E PHONE 888-555-1111  
555 PARK AVE  
MYHMETOWN,WI  
53201 PLANS 4 YRS COLLEGE ASVAB 23B AFQT 99  
GT CL CO EL FA GM MM OF SC ST  
AR 129 135 137 138 138 138 138 138 135 135 135 135  
MM GT EL CL  
MC 135 139 139 133  
MC EL BEE ENG MEC ME2 NUC OPS HM ADM  
NA 127 261 268 128 128 199 199 272 191 191 130  
M A G E  
AF 098 099 099 098  
G S AR WK PC MK EI AS MC AO VE  
STANDARD 67 61 58 70 63 58 74 60 60 60 60 60 60

CHAVEZ, JAY C.  
GRADE: 12 SEX: M  
123-45-6789 DOB 870628 POP- F PHONE 888-555-1111  
556 EAST AVE  
MYHMETOWN,WI  
53206 PLANS 2 YRS COLLEGE ASVAB 23B AFQT 46  
GT CL CO OL FA GM MM OF SC ST  
AR 099 101 102 102 102 102 102 101 101 101 101 101  
MM GT EL CL  
MC 090 094 082 090  
G T BEE ENG MEC ME2 NUC OPS HM ADM  
NA 099 199 202 105 155 155 155 155 155 155 155 155  
M A G E  
AF 045 050 044 050  
G S AR WK PC MK EI AS MC AO VE  
STANDARD 43 50 45 51 51 41 47 45 47 47 47 47 47

GORMAN, NICOLE G.  
GRADE: 11 SEX: F  
123-45-6789 DOB 870202 POP- B PHONE 888-555-1111  
575 WEST AVE  
MYHMETOWN,WI  
53206 PLANS WORK ASVAB 23B AFQT 67  
GT CL CO EL FA GM MM OF SC ST  
AR 109 107 097 099 098 094 067 095 102 102  
MM GT EL CL  
MC 087 104 100 114  
G T BEE ENG MEC ME2 NUC OPS HM ADM  
NA 109 199 208 090 093 130 129 110 110 110 110 110  
M A G E  
AF 049 049 069 029  
G S AR WK PC MK EI AS MC AO VE  
STANDARD 48 50 57 60 55 46 35 47 47 47 47 47 47

Figure 2. ASVAB Summary Results (Front)

Your Recruiter Service Printout differs from the ASVAB Summary Results that you may be required to help counselors and students interpret after testing.